



## **Stoborough Nursery Policy and Procedure for Outings and Events**

### **Policy**

UNCRC Article 3- Best Interest of the child and Article 31- Leisure, play and culture.

Stoborough Nursery aims to provide outings and events in a safe, well planned and organised manner, which provides opportunities for children to learn through play.

### **Procedure**

- Stoborough Nursery will consult with children, parents/carers and staff before planning an event or outing and will give detailed information regarding this to all parents/carers concerned.
- The children's age, ability and stage of development will be considered when organising an event.
- Safety of the children is essential so Health and Safety, including staff ratios of 1:2 will be maintained during any outing.
- Stoborough Nursery will carry out a risk assessment identifying potential hazards on the journey and at the location.
- Stoborough Nursery will obtain details of the company providing transport.
- Stoborough Nursery will ensure that all necessary consent forms and relevant documentation are completed and returned to themselves.
- If appropriate the organisers may do a pre-visit to the location
- Stoborough nursery will ensure that the staff involved have the appropriate experience to organise an event/outing and that they take all essential records and equipment.

**This policy was adopted at a meeting of Stoborough Committee  
on.....**

**Signed on behalf of the Committee by  
.....**

**Date** ..... **of**  
**review**.....