

## **Outings and Events Policy and Procedure**

The Ark will provide outings and events in a safe, well planned and organised manner, which provides opportunities for children to learn through play.

- The Ark will consult with children, parents/carers and staff before planning an event or outing
- The children's age, ability and stage of development will be considered when organising an event
- Health and Safety, including staff ratios, will be maintained during the event
- The Ark will carry out a risk assessment identifying potential hazards on the journey and at the location
- Detailed information about the event will be distributed to all parents/carers
- The organisation will ensure that all necessary consent forms and relevant documentation are completed and returned to The Ark
- If appropriate, the organisers may do a pre-visit to the location
- The Ark will ensure that all staff involved has the appropriate experience to organise an event.