

WALKING CHILDREN TO PRE PREP AND BACK  
Procedure and risk assessment  
LIKELIHOOD 2    IMPACT 10    EXISTING CONTROLES 2  
PRODUCT    40

Children from Swan nursery should have the opportunity to be taken to the Pre prep department to use the hall, the playground and for story time with Lower I. This will give them the opportunity to experience a different environment and familiarise themselves with the surroundings in readiness for when they leave nursery.

- 1      Items to take, register, mobile phone with Mayville's number and a pair of rubber gloves.
- 2      Before leaving, call the register and talk to the children about where they are going and about safety on the road.
- 3      Correct staff to child ratio 1:8 must be maintained. Where possible an extra member of staff, from either the Nest or the Cygnets should accompany the group to Pre prep, only if they can be spared for a few minutes.
- 4      Correct footwear must be worn for hall activities i.e. trainers or plimsolls.
- 5      In cold weather children must wear their coats. In warmer weather they should wear their nursery sweat shirts to walk up the road.
- 6      Swan nursery staff should inform the nursery manager or deputy of their intention to leave the premises.
- 7      Children should be in a line, in pairs holding hands, with an older, more competent child, holding the hand of a younger child. A new or unpredictable child should hold the hand of a member of staff.
- 8      One member of staff should be at the front of the line, one about the middle and one at the back. The children and staff should walk up the road in a, follow the leader fashion. **THEY MUST NOT RUN.**
- 9      If a child falls over the group must **STOP** until the child is on it's feet again. If the child is injured and needs treatment then return to the nursery or continue to Pre prep depending on which side of the road you are on. Use the mobile if more assistance is needed.
- 10     Crossing the road. The group must cross at the crossing outside the entrance to pre prep. When it is safe, the member of staff at the middle of the line should go and stand in middle of the road. The person at the front of the line should start to cross the road followed by the children and the member of staff at the end of the line.
- 11     On arriving at Pre prep check the register to ensure every one has arrived.

- 12 On returning to the nursery use the same procedure and the same place to cross the road.

PLEASE READ AND SIGN