



Strawberry Hill Preschool And Wrap Around Care

Transfer Walks policy

(Strawberry Hill Preschool Wrap around care, transfer walks from Primary schools to Strawberry Hill site)

The information below has been informed by a Risk Assessment carried out by a senior member of staff: Jo Meier (St James) and Miss L Lindsay (Archdeacon)

Each walk should have a group leader who should ensure that they have with them:

- A first aid kit
- A fully charged mobile phone pre-set with emergency contact numbers
- Details of any medical conditions/allergies of any of the children
- Medication for any of the children (epi-pens, inhalers etc)

At least one member of staff should have a current paediatric first aid qualification and a list of the children on the walk, including contact telephone numbers for parents.

Staff will know their roles and what to do in the event of a child having an accident, sudden illness or go missing.

Staff will always hold hands with the children where feasible to ensure their safety.

Staff should model safe street walking and road crossing.

Staff must ensure appropriate 'hand over' information to the preschool, this includes safeguarding concerns which must be shared immediately on drop off at the site and where possible to the safeguarding officer at the preschool.

If a child is not in School on a certain day, the parent should notify the setting and the setting should notify the member of staff collecting.

Our ratios for collections are one adult to three children

Reviewed March 2022