

Wenvoe Playgroup CIO

Transition to/from Gwenfo School

To be read in line with the following Policies and Procedures:

- Outings Policy
- Statement of Purpose
- Health & Hygiene
- Food, Drinks, Healthy Eating
- Medication

Adult:Child supervision ratio:

- All Playgroup children will transit to & from Nursery within a ratio of 1 adult to 6 children (aged 3 years and above). Staff in charge will hold a childcare level 3 qualification.
- A form of consent must be completed to allow staff to walk children to/from Gwenfo School.
- Consent forms will be photocopied and shared with Gwenfo Nursery for all children who are to be collected from the Nursery.
- School uniform to be worn during playgroup time to alleviate the need of extra clothing. We have aprons, outdoor clothing to protect the children's clothes. However, should a child get wet from water play; it is advised that a spare set of clothing be carried in a backpack.
- If you do not want your child to attend playgroup in their uniform, please advise the Person in Charge/Key Worker that it is your wish to send clothes for your child to change into. Please read our Health & Hygiene Policy.
- Lunch is to be provided by the means of a packed lunch from home. (Please read our Statement of Purpose and our Food Drinks & Healthy Eating Policy)
- Risk assessments will be completed in line with our outings policy.
- A medication form must be completed by the parent/carer should any medicines need to be administered during playgroup hours. Please read our medication policy.

This policy & procedure was passed for use in Wenvoe Playgroup CIO

On: 23/06/2025 for use from:

1st September 2025.

By: *Sandra Morgan* Position: RI/Person In Charge