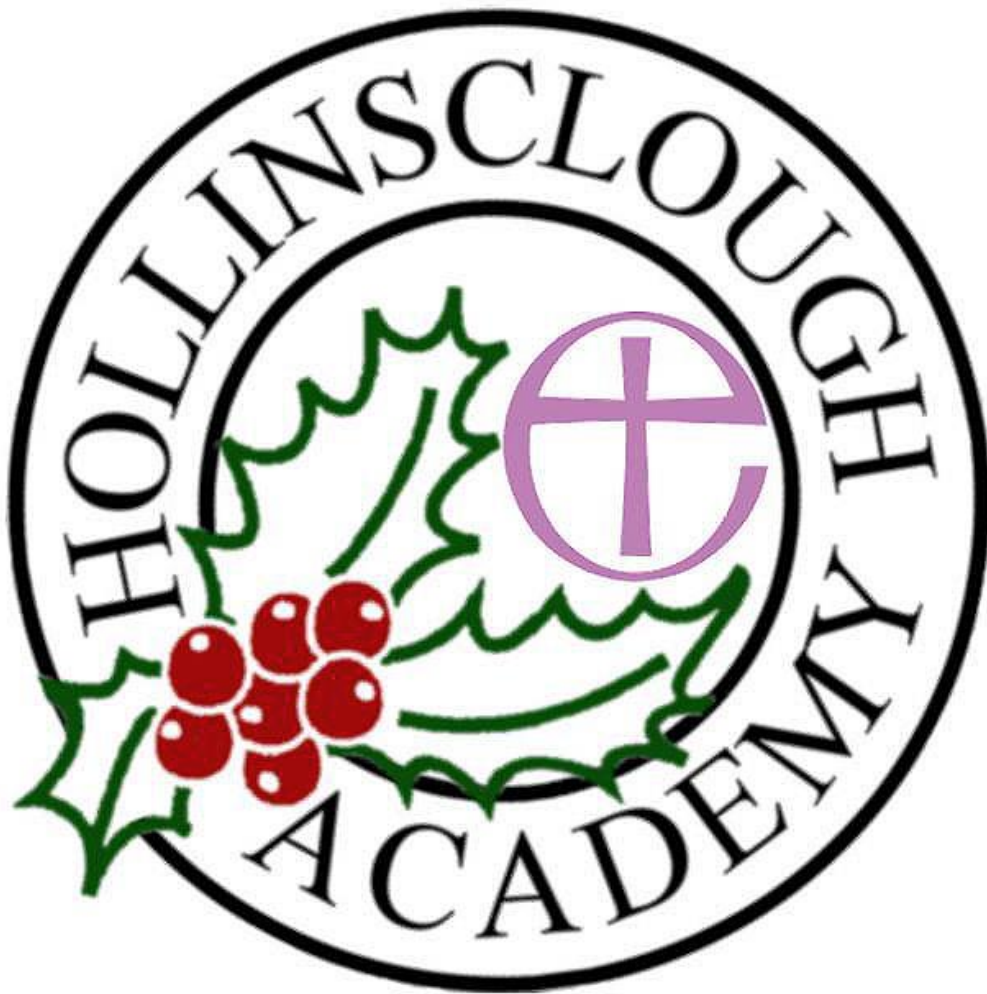


Forest School at Hollinsclough



Policies and Procedures

Manual

February 2019

Forest School Health and Safety Policy

The Forest School Leader will ensure the Forest School session is ran safely, in a safe and healthy environment for the participants by:

- Ensure there is at least one qualified first aider in on-site
- Ensuring the policies, procedures and risk assessments are all reviewed and updated when necessary
- Ensure that all members of Forest School staff and accompanying staff are familiar with the policies, procedures and risk assessments
- Ensure that Risk assessments and pre-site checks have been done before the Forest School session
- Ensure that all members of Forest School staff and accompanying staff are familiar with their roles and responsibilities in the sessions and towards the children
- Use information from sessions to inform future risk assessments, policies and procedures
- Ensure the legal adult-child ratio is correct in each session
- Ensure the equipment is used properly in Forest School sessions and is safe to use by maintaining it after each session
- Keeping a first aid kit, burns kit and fire safety kit on hand at all times

Forest School Leader responsibilities:

- Maintenance of the First Aid Kit
- Maintenance of the Kit Bag(s) and tools
- To plan and lead all Forest School sessions
- To have an up-to-date Outdoor First Aid qualification
- To ensure that Forest School policies, procedures and risk assessments are reviewed and updated when needed
- To carry out site checks before each session
- Deliver a tool talk at the beginning of every session including tools and ensure the teaching of the use of tools is accurate and adequate
- Deliver a fire safety talk at the beginning of the session that will include fire **accompanying Staff responsibilities:**

- To assist in the teaching in the Forest School sessions, including the teaching of maintaining health and safety to the children and others

- Report accidents or incidents to the Forest School leader promptly
- To assist the Forest School leader with the maintaining of equipment in ensuring the tools meet the health and safety regulations
- To report any concerns about the tools to the Forest School Leader

Children's responsibilities:

- To take care of personal belongings
- To take responsibility of theirs and others safety
- To listen to and follow instructions from the Forest School Leader and any accompanying staff
- Ensure appropriate clothing and footwear is both brought to and worn in Forest School Sessions

If a session includes tools or the campfire, the Forest School leader must do either a tool talk or a fire safety talk.

The tool talk will include:

- A description of the tool, including where the cutting edge is
- How far away the tool needs to be used from other people
- What the tool is used for
- How to use the tool safely
- A glove must be worn on the non-tool hand
- Anyone assisting must wear gloves (if appropriate)
- Tools should be laid down on the ground and children to step away once done with the tool

The fire safety talk will include:

- Where to meet in case of an uncontrolled burn
- What to do in case of an uncontrolled burn
- How far away the children need to be from the fire (2m)
- How to safely put material on the fire

Forest School First Aid

To ensure the safety of all of the children and adults during the Forest School Session, all members of staff accompanying the session are First Aid Trained and the Forest School Leader has both Paediatric and Outdoor First Aid qualifications.

In the case of an accident, we will follow the school's First Aid policy.

The Forest School Leader will carry the First Aid Kit and burns kit at all times during the sessions.

The First Aid Kit will include the following:

- 40 sterile adhesive plasters
- 2 Triangular Bandages
- 1 sterile eye pad
- 2 medium wound dressings
- 2 large wound dressings
- 1 sterile finger dressing
- 2 conforming bandages
- 3 pairs of disposable gloves
- 10 alcohol-free wipes
- Tweezers
- 1 foil blanket
- Safety pins
- Microporous tape
- 1 Resuscitation face shield
- Scissors
- Eyewash solution
- Roll mat
- Thermo blanket

The burns kit will include:

- 2 hydrogel burns dressings
- 1 finger burns dressings
- 3 hydrogel burns gel sachets
- 6 non-woven adhesive dressings
- 4 mixed Non-adherent wound dressings
- 2 conforming bandages
- Microporous tape
- Scissors
- 3 pairs of disposable gloves

Forest School Food Safety Policy

We aim to maintain a high food hygiene standard and to do so; we will do the following:

- Complete a risk assessment before the Forest School session in relation to the cooking and consumption of food
- Cooking will be done on the campfire by a member of staff with an L2 (or higher) Food Hygiene Certificate
- Food will be checked before the session to ensure it is in date and safe to eat
- All utensils used to prepare/cook the food will be checked before the session to make sure they are safe and clean
- Leftover food will be disposed of
- A pack of anti-bacterial hand wipes will be accessible for children and staff to use before the preparation and cooking of food
- All medical records of children will be checked before the session to ensure any allergies/intolerances are known

Forest School Risk Management and Assessment Policy

For the Forest School's Risk Assessments, we will follow the school's Risk Assessment Policy. To do this, we will follow the 6 steps that are outlined in our policy; these are:

Step 1: Identify Hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: Decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. Consideration extends to groups or individuals with special requirements, for instance, pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in Appendix 2 of this policy.

Step 5: Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Following all new events (i.e. Trips, etc.) we will carry out a debrief session with staff involved following which a revised assessment will be generated for future reference. See **Appendix 3 – Debrief Template**

Step 6: Retention – risk assessments are retained for a minimum of **3 years** after the length of time they apply. Risk assessments are securely disposed of.

We will also:

- Ensure a daily site check is carried out before each session
- Ensure risk assessments are completed for that session
- At the start of each session, we will allow the children to highlight potential hazards
- If weather conditions are too extreme (see weather policy) we will move the session indoors
- Include children and volunteers into risk assessments
- Ensure that both children and staff are aware of the emergency procedure for the sight

Forest School Behaviour Policy

At Hollinsclough our behaviour policy is designed “to support the way in which all members of the academy can live, learn and work together in an effective, considerate and supportive way, forming an environment where everyone feels happy, safe and secure”.

We aim to reflect this in Forest School along with building the children’s self-esteem, confidence, independence and self-awareness in a safe environment where the children can really flourish.

The Forest School behaviour policy will keep in line with the school’s Behaviour Policy, following the rewards and consequences.

The role of the Forest School leader is:

- To promote the ethos of Forest School and the Forest School rules
- To be a positive role model for the children
- Give children praise and dojo’s when it is due
- Promote a positive, safe and secure environment for the children
- Ensure that the forest school rules are enforced in the sessions and that the children behave in a responsible manner during the sessions by upholding behaviour expectations
- Treat each child fairly, with respect and understanding.
- If a child repeatedly misbehaves in the sessions, the Forest School leader will keep a record of all incidents. In the first instance, the Forest School leader will deal with incidents in the normal manner. However, if misbehaviour continues, the Forest School leader will seek help and advice from the Principal.

The role of the child is:

- To listen carefully to the forest school leader and any accompanying adults
- To follow instructions
- To treat other children how they would want to be treated
- To gain/have respect for each other, the members of staff, tools and the surrounding environment such as wildlife and plants.

The role of accompanying adults is:

- To help promote the ethos of Forest School and the Forest School rules
- To be a positive role model for the children
- Help praise children and give dojo’s when due
- Help promote a safe, positive environment

Consequences

- Verbal warnings to be given in the first instance
- Nojo’s to be given if verbal warnings have no effect
- They will be told to stand at the ‘thinking tree’ to think about actions
- If the behaviour doesn’t improve, a child will be sent to get a member of SLT

Forest School Inclusion Policy

Our Forest School Inclusion policy will keep in line with the school's Equality policy.

We will aim to encourage and enable inclusion and achievement by creating an environment in which all have the opportunity to achieve their potential and become active, inclusive members of the community.

We will keep in line with the key drivers that are outlined in the Equality Policy. These are:

- Every individual within the academy achieves his / her full potential and has the same chance and is recognised as a unique gift from God
- Equal access is achieved by everyone and for everyone
- Changing needs are responded to
- Staff, parents and children are informed and reminded of the issues
- Everyone lives in harmony
- Prejudices are broken down, and positive attitudes are fostered
- There is continuity of approach throughout the school
- Resources are not wasted, and individual talents are recognised and promoted
- The quality of life for all individuals is improved
- Children learn to be caring and responsible citizens showing an awareness of children's rights
- Understanding and mutual respect for all members of society, regardless of differences, are actively promoted
- Discrimination is understood and actively prevented by all

Forest School Conservation Policy

At Forest School, one of our aims is to promote the children's awareness of the environment and wildlife that surrounds them.

The children will be taught to respect our environment as well as how to conserve it effectively.

We will link some sessions of Forest School with projects Fridays. These sessions will include how we impact on the environment and environmental changes that are happening due to our actions around the world.

Additionally, the children have the opportunity to take responsibility for their very own Forest School area. They can take ownership of maintaining the area by conserving the woodland and wildlife.

Forest School Weather Policy

Forest School sessions will run throughout the year, and the session will run depending on the weather. The only case in which the session is cancelled is when the weather becomes too extreme.

Weather	The session will be cancelled if/when...
Snow/ice	The ground is too slippery and dangerous for children to walk on. Children are unable to get to school due to snow. Snow becomes too heavy, and visibility becomes poor
Wind	Wind speed is high; branches are falling
Heat	Heat becomes too much, and there is a chance of heat stroke / exhaustion, hyperthermia
Cold	Temperature drops too low, and there is a risk of hypothermia
Lightning	Sightings of fork lightning

It is the Forest School leader's responsibility to do a weather check when planning the session and the day of the session.

It is the children's responsibility to bring in appropriate clothing and apply sun cream if appropriate. If appropriate clothing is not worn, the children will not be able to take part in the session.

Forest School Roles and Responsibilities Policy

The Forest School leader will:

- Have a Level 3 Forest School leader qualification
- Have an up-to-date outdoor first aid and a pediatric first aid certificate
- Have a level 2 food hygiene certificate
- Risk assess every session
- Do daily site checks before sessions
- Plan each session, using differentiation
- Maintain tools and equipment
- Be responsible for transporting equipment and tools
- Be responsible for the supervision, sorting ratios and teaching of the tools
- Be responsible for first aid
- Be a positive role model for the children throughout the sessions

Accompanying adults will:

- Help with the supervision of sessions
- Support the Forest School leader
- Support the children
- Be a positive role model for the children throughout the sessions

The children are required to:

- Listen attentively to the Forest School leader, any accompanying adults and each other
- Follow instructions
- Model good behaviour in every session
- Bring any appropriate clothing for the sessions

Forest School Ratios Policy

For each Forest School session to run smoothly and effectively, there must be an adequate child to adult ratio.

Each session must have a minimum of two adults (one must be a Forest School leader).

When sessions include tools, the ratio must be 1:3 to effectively supervise the use of the tools.

If the session includes fire, it will be 1:1. The ratios will also be put on the risk assessments before the session.

Child Protection/Safeguarding Policy

During the Forest School sessions, we will keep in line with the School's Safeguarding and Child Protection policy.

We will reflect the following in our sessions:

- Making a connection with young people using a pupil-centred approach
- Facilitating a 'safe space' for dialogue
- Equipping our pupils with the appropriate skills, knowledge, understanding and awareness of resilience

As this is outlined in the school's policy.

All members of staff taking part in the sessions will be DBS checked.

It is the Forest School leader, and any other adults helping with the sessions, to ensure the safety of the children and ensure the children feel safe and comfortable during the forest school sessions.

Data Protection Policy

We will keep in line with the school's data protection policy.

It is the responsibility of the Forest School leader to collect the correct information and to handle and store it appropriately and safely.

Staff / Volunteer Acknowledgement of this Policy/Procedure

Staff name	Signature	Date
Emily O'Sullivan		
Carol Malbon		