



Forest School Policy and Procedures

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Introduction

Park C.P. School recognises its responsibility for safeguarding children and adults and protecting them from harm.

This document is addressed to all those responsible for safety and good practice in outdoor education. It includes safety management and incident procedures.

The aims of outdoor education at Park C.P. School is to promote the theme of living and working together through a range of activities, which provide adventure, challenge and enjoyment. Also, for individuals to learn new skills, this will enhance their personal, social intellectual and moral development, actively striving to develop and promote a wider awareness of the environment, environmental issues and the impact of outdoor activities on the natural environment.

Legislation relevant

The Children's Act (1989)

Health and safety (1974)

The Human Rights Act (1998)

The United Nation Convention on the rights of the child (UNCRC)

The Education Act (1996)

Every Child Matters (2003)

SEAL (1970)

Health and Safety

The trained named Forest School Leader is always the person in charge of the Forest School sessions.

The Forest School Leader has the overall duty of care for the children in their charge. However, all adults involved in Forest School are required to take responsible steps to ensure the children are safe and the children know the boundaries at the beginning of the session.

All helpers must read and sign and date a form to show that they have understood the Forest School Policy Handbook and risk assessments appropriate to the session.

The Forest School Leader or Assistant will always take out a First Aid Kit and any medication required into every session.

The Forest School Leader will always carry a mobile phone or walkie talkie.

In the event of an emergency the forest school leader will ensure that the school contacts the emergency services.

The Forest School leader will review the risk assessment before every trip into the Forest.

The Forest School Leader is responsible for the maintenance and checking of all tools and equipment to be used in the Forest School prior to their use.

Children are only to climb trees when dry and only approx. 1.5m high under supervision.

The Forest School Leader is responsible in training the children in how to use all the tools and equipment prior to them being used in Forest School.

Risk Assessment Procedure

Risk Assessment is ongoing and the undertaking and communicating of that assessment is the responsibility of the Forest School Leader.

For each session there is an initial risk assessment made up, recorded and incorporated into relevant procedures. All potential hazards and risks are identified. The Forest School Leader is to access the area prior to the sessions. Manage the activity so that the risk is controlled taking into consideration children with medical conditions and behavioural issues.

Daily Procedures

Pre-Session

- Check over site and manage any risks
- Check equipment and resources are safe to use
- Check First Aid is up to date
- Check medication requirements for the group
- Advise staff of their roles and responsibilities

Session

- Ongoing risk supervision
- Change plans if needs be
- Keep areas clean and tidy
- Head count at regular intervals







End session

- Leave site clean and tidy
- Tidy all tools away safely according to tool safety
- Make sure fires are put out safely
- Reflect on the session
- Evaluate
- Report any risks being observed so that action can be taken

Tool Procedures (every tool)

WHEN USING ANY TOOLS REMEMBER BLOOD BUBBLES(make sure all persons are at least 1 meter away) SAFETY ZONE and check area is clear if cutting above head height use a hard hat.

PERSONEL PROTECTIVE EQUIPMENT ON ALL TOOLS SHOULD IONCLUDE LONG TROUSERS, A GLOVE ON THE NON-WORKING HAND.

Tools	Secretors 	Potato Peeler 	Pruning Saw 	Axe 	Loppers 	Bow Saw 
Handling	Make sure the secretors are closed. Carry at your side with one hand on the shaft	Carry at your side using handle, pass handle first	Carry Folded pass folded	Carry at your side with cutting edge facing down. Replace guard pass using the handle	Carry by your side with hand on the shaft. Pass shaft first.	Carry at your side Blade down pass using handle
Purpose	Cutting small branches up to 2.5cm	De barking sticks	Cut green and deadwood up to 10cm diameter	Splitting wood	Cutting branches up to 7cm diameter	Cutting green and deadwood
Check	Grips are not damaged	Space	Blade is secure and sharp Hinge is secure and locks work	Handle is not loose	Grips are not damaged or loose and Extension locks	Blade is secure and sharp
Use	Length of handle to	Sit securely lock elbows	Secure wood	Log to be split is placed	Use length	Secure wood lengths

	give maximum leverage put wood to be cut as close to the hinge as possible	into the body work blade away from you	lengths before cutting make a groove to start the cut use push pull action	on secure surface. Axe is placed on top and hit with a wooden mallet	Of shaft to give maximum leverage. Put wood to be cut as close to the hinge	before sawing, use 3 backward butts to start and continue to saw using pull push action.
Finish	Clean the cutting edge after use. Close cutting edge before storing	Clean the cutting edge after the use store in tool bag	Clean cutting edge after use fold and secure blade before storing	Clean blade after use, wrap blade before storing	Clean the cutting edge after use. Close cutting edge before putting back	Clean the cutting edge after use clip blade guard on before storing.
Maintain	Wash and clean off sap sharpen from blade.	Wash off and clean off sap from blade and replace when blunt	When blade is blunt replace	Clean blade keep blade sharp Use sharpening stone	Wash and clean off sap from blade, sharpen using Sharpening stone	When blade gets blunt replace damaged or lost blade guards.

Fire Safety Procedures

No one to enter the Forest School area until told so by the Forest School Leader

No running around the camp fire, walk around the back of the seating area

Keep seating 1.5m away from the fire

Stay calm when lighting

Never use paraffin, petrol or methylated spirits to light the fire

Choose the site of your fire with care, never on peat areas with underground roots or low branches. (at least 10-15 feet high)

Never leave the fire unattended

Never under estimate the potential reach of a fire and the strength of the wind.

Ensure you can extinguish a fire quickly in the case of an emergency. Keep a bucket of water close by, and have a first aid bag and fire blanket close by.

Keep Long hair tied back and sleeves rolled up.

Let the fire die down, spread the ashes out and douse with water.

Spread the ashes once out.

Check at the end of the session that the fire is completely out.

Missing Person

Use 1-2-3 come to me.

Have a head count.

A register will be taken to check a child is missing.

Staff will maintain the safety of the other children.

A Senior manager and any other available staff will search the school grounds, or area where they were last seen.

If no sighting after approx. 20 minutes Head to contact parent.

After 45 minutes the Police are to be called.

Police to take over the search.

Irregular Occurrence/uninvited guest/stranger procedure

Keep gates locked at all times and check boundaries.

Anyone acting suspicious or is an unknow person, get the group together and leave with

F S Assistant, Forest School Leader to ask the intruder to leave immediately, Report immediately to the school office, keeping group with you altogether at all times.

Weather

Forest School sessions take place in all weathers except for high winds (generally above 25-31mph – Strong Breeze on Beaufort Scale) or thunderstorms as high winds pose a threat of falling branches. The BBC online weather service is used to make judgements for each session.

Check the forecast the night before and in the morning

On hotter days the children are to wear sun hats, keep in the shade, children are to apply sunscreen if they have brought it in with them. Also they should have water to drink.

Snow/ice conditions, assess all areas for slips and falls risk. Children to bring woolly hats scarfs and gloves.

We provide weatherproof for wet, muddy and cold conditions.

At the discretion of the Forest School Leader the session will be cancelled if the weather deteriorates.

Behaviour

Rewards for good behaviour i.e Positive praise/stickers etc

All staff to be positive role models and policies for behaviour followed and applied.

Ensure fairness treatment for all.

1st verbal warning given for misbehaving then sent in for 2nd.

Straight to the head teacher if breech safety isn't met, if the child puts themselves or others at risk.

If this is not possible for the child to go in then he/she will sit out of all activities and supervised (if an Assistant is available)

Food safety

Wash hands before and after handling food using the washing area on site.

Keep food covered wherever possible

Keep cooking equipment clean, spray with antibacterial before and after.

Keep raw and cooked food in separate containers.

Tie hair back when cooking.

Toileting and hygiene procedure

Wash hands before having snack in the wash area

Wash hands after visiting the toilet

Child to let a member of staff when they need to go to the toilet, they need to remove wellies and waterproof trousers before entering the school and wash muddy hands before going to the toilet.

Emergency procedure to be administrated by FSL

- 1. Administer First Aid to casualties and ensure safety of the remainder of the group.**
- 2. Seek Aid and contact office or manager and call for an ambulance.**
- 3. Parents called to collect if an ambulance is not required and First Aider to stay with the child.**
- 4. Report to Head Teacher in an emergency.**
- 5. Accident form to be filled in**

First Aid Procedure

Assess the child either treat the child using the first aid bag with ice pack, plaster, clean a graze etc.

The First Aider to complete an accident form, if it is a head injury, a head injury letter is sent home with the child.

If the child needs to go home, the child is to go to the office with a member of staff and phone home. If the child's injury requires supervision, then a qualified First Aider is to stay with the child until parent/guardian arrives. If the parent cannot pick up then a doctor should be called, and the child transferred to the Doctors with an insured driver.

Play Policy

Be aware of the safety of children whilst they are at play. Make sure the area is safe and tidy and secure and any equipment used is safe. Children will be encouraged to play, Children will be encouraged to play, explore and be adventurous and imaginative but also know their own limits in their own time. Free play will be included in each session.

Photos and Media

Have a list drawn up of all children attending Forest School who haven't got consent to have their photos taken.

When publishing photos leave names out and to use for any social media websites i.e. Facebook.

If using a child's photo for a portfolio make sure you have consent to do so from the Head Teacher. Any information will be treated confidentially.

Safeguarding

This policy should be read alongside the school's Safeguarding Policy and Procedures.

Roles and Responsibilities

Forest School Leader will have:

FSL Level 3 Practitioner Qualification

Outdoor First Aid Qualification

Overall responsibility for planning sessions, safety and risk assessments including pre-check of kit and site, all participants medical requirement, administration of first aid and responsibility of First Aid Kit, supervision of tool use and tool use security, emergency procedures and evaluation.



Teaching /Supporting staff/volunteers

Assist the FSL with the welfare and safety of the group and assist with appropriate behaviour.

Help children with equipment and clothing and report any issues that raise concern. Staff are to report accidents and hazards immediately to FSL. To take the responsibility of making themselves aware of safety issues, such as the whereabouts of the First Aid Kit.

Children

To take personal responsibility for the safety of themselves and others

To Listen and follow instructions

This Policy has been equality impact assessed and is compliant with the Equality Act 2010. All protected characteristics have been considered including age, disability, gender reassignment, race, religion or belief, gender, sexual orientation, pregnancy or maternity, marriage or civil partnership and carers with no impact determined. Poverty has been addressed within the policy, to ensure no child is excluded from an activity because he/she cannot afford to pay. A copy of this policy in another language (e.g. Welsh) is only available on request. (September 2020).

Adopted by the staff and ratified by the Governing Body.

For and on behalf of the Governing Body _____

Headteacher: *R L Billington*

Date: November 2023

Date for Review: November 2025



Class Information required:

Class list of all children

Medical Information

Name	Class	Medical Information
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Session Procedure

Site checked by Forest School Leader

Set out equipment needed

Go over with staff session plans

Take the register

Children get ready

Visit toilet and get snack/water bottles if applicable

Get waterproofs (if required)

Put wellies on

Line up when ready

Children to sit around the log circle

Remind the children of H & S points Go through the Forest School Rules

Session time/free time / snack time

reflection

1-2-3 Head count

Children to take waterproofs off and tidy up after themselves and toilet and wash hands

EMERGENCY PROCEDURES

- 1. SECURE SAFETY OF WHOLE GROUP**, stop activities, call group and if possible remove the group from further danger.
- 2. FIRST AIDER TO ATTEND TO ANY CASUALTIES**, with adult helper supervising the rest of the group
- 3. SEEK AID AND CONTACT THE OFFICE**, using mobile or walkie talkie call ambulance, inform the Head Teacher.
- 4. PARENTS TO BE CALLED** to collect if ambulance isn't required and first aider to stay with pupil.
- 5. ACCIDENT FORM** to be filled in ASAP

Forest School Rules

1. Look after our Forest School
2. Do not pick anything that is growing
3. Do not put your fingers or anything else in your mouth
4. Stay within the boundaries
5. Enter the fire circle safely, never cross the fire circle in free play
6. Look above, below and around for hazards.
7. Don't touch tell
8. Listen out for 123 come to me and return to the adult straight away
9. Carry a stick as long as your arm, longer ones should be dragged or carried with another person at each end
10. Climbing trees should be supervised by an adult, do not climb higher than 1.5 meters

