



North Beckton Primary School



Forest School Handbook - 2019 -



Forest School Handbook

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1. Declaration of review date, signatures of all staff who have read handbook

See Appendices.

2. Vision Statement

North Beckton Primary School have set up a Forest School area on the school's field which is placed behind the school playground in a gated area. This area can be accessed through the school playground gates.

Forest School is a special place for the children, a place where they can have the freedom to measure, to experience child-led activities, to play and explore independently the natural woodland environment. Pupils take their own risks and access learning in a kinaesthetic and practical way.

3. Forest School Rules and Countryside Code

- To look after Forest School area
- Not to pick anything which grows (flowers, leaves etc.)
- Not to lick your fingers
- To always stay within the boundaries
- To have fun and discover



There are five sections of the Countryside Code dedicated to help us learn, respect, protect and enjoy the countryside.

- We always need to protect the plants, the animals and take litter with us at all times.
- We always need to keep the dogs under control.
- We always need to be kind and gentle with other people and to take into consideration their opinions.
- We always need to make sure that we don't damage the site and we leave everything how we found it (for instance, close the gates behind us or tidy up the area properly after we used it).
- We always need to plan ahead, stay safe and follow the signs.

4. All aspects of the sessional procedures for Forest School

Procedures to be followed before each session

Weather - Before any session we need to consider the weather conditions. If the weather is or has the potential to become a risk for the children (for instance, storms or high winds), then it will not be advisable to carry out a Forest School session.

Written record to be kept of each sweep - We will have a written record in which we will write about any hazard which we may find.



Trees - We will check the trees in order to find any broken/dead branches which might fall and harm someone/represent a hazard.

A sweep of the site - We will always check the site before the session in order to find any litter, glass, animal faeces etc. If we find, we will remove it using plastic bags and gloves.

Session plan

- We will go to the toilet, wash our hands, put our wellies and clothes on.
- We will count the children.
- We will start walking to the area and we will sing the weather song, stopping from time to time in order to discuss things which we saw on the way.
- We will discuss any safety issues on the day.
- We will continue to walk to the base camp and when we arrived there we will sit down, discuss Forest School rules and any safety issues again.
- Main activity according to the planning.
- Children will choose what activities they would like to do.
- Children will self-select drinks/snacks (wet wipes to clean their hands).
- We will discuss about what we learnt/what we saw/what we felt/what we built etc - holistic experience - (pupils to share ideas, thoughts, give feedback, say what they would like to do next session).
- We will go to the exit of Forest School site and count the pupils.
- We will come back to class, we will remove our clothes and our wellies and we will go to the toilet.



Procedures to be followed at the end of each session

- We will make sure that we don't leave any litter behind us (clear everything).
- We will make sure that the fire is completely extinguished (if an extinguisher was used).
- We will check to see if any tools are missing using the tick-list and after we will store the tools away.
- We will count the children and the adults and make sure that all are accounted for.
- We will check to see if any other resources are missing and after we will store them away.
- We will collect any assessment sheets or observations from the adults.

5. Legislation to be considered and the Health and Safety Policies

Health and Safety at Work Act 1974

- It is an attempt to provide a comprehensive system of law, covering the health and safety of people at work.
- The objectives of the Health and Safety at Work Act are to raise the standards of safety and health for everyone at work.



Duties under Health and Safety

- The employer has the general duty to ensure the health, safety and welfare at work for their employees and any equipment used by them.
- The employee is responsible for their own health and safety and also other people who might be affected by their actions.

The Children Act 1989

- The Children Act 1989 brings together most private and public law about children, highlighting the importance of the ratios for offsite visits, equal opportunities, communication with parents and police checks (DBS).
- Forest School leader has the responsibility to bring the first aid kit every session.
- The school policies are kept online on the school system.

Emergency Action Plan

In the event of a serious incident the following procedure will be followed:

- Forest School leader will stop the children immediately and remove the group from the hazard, danger or injured party.
- One adult will ensure the safety of the group.
- A first aider will give first aid to the injured person.
- One adult will go to the school office to ask for help (if it's needed).
- If the injured person is an adult or Forest School leader, any member of staff who is with us will ensure the safety of the pupils whilst the other adult will seek for help.



- Adults will be informed about their roles before each session.

Lost children procedures

Forest School area is located in a locked field where the public has **no** access. The site is fenced off and the pupils are reminded each session to stay within the boundaries. If any child will run out off the boundary, he/she can be retrieved by an adult. If extra assistance is needed, the office can be contacted using the mobile phone which is kept by the Forest School leader.

If a child leaves the Forest School area and is refusing to come back (after the behaviour policy was implemented) the office will be contacted and support will be asked for.

To prevent a child being lost, we will count the children regularly.

But, if a child goes missing, the following procedure will be followed:

- Staff will gather children.
- One adult will be responsible for keeping the pupils together and safe.
- Other adults will start searching for the missing child immediately.
- If the child hasn't been found, the office will be contacted using the mobile phone which is kept by the Forest School leader.
- Children will come back to class.

Risk assessments: site, natural, hazards

Forest School leader is responsible to do the risk assessments and to share all the information with all the other members of staff/helpers. Also, the Forest School leader has the responsibility to update them regularly.

- Members of staff and children will always be made aware of any potential hazards and risks. Any potential hazards or risks will be marked with cones.



- Children will be encouraged to explore and to learn to manage risks for themselves, keeping themselves safe.
- Cones will denote boundaries which pupils will be shown.
- Risk Benefit Assessments will be carried out to specific activities, tools or equipment, which will be shared with everyone.

Site checks - annual, termly and daily

Forest School leader is responsible to ensure that:

- Risk assessments are in place and shared with everyone.
- Members of staff/helpers have read the Forest School handbook.
- Tools and equipment are checked before each session.
- There is an appropriate child/adult ratio of staffing.
- A full site risk assessment will be carried out annually and updated termly/seasonal.
- The Forest School leader will conduct a site check and any changes will be recorded.
- At the beginning of each session, the children and the adults will do a visual site check together and they will discuss about any hazards and risks together.

Hygiene, toileting and snack time

- Children will be escorted by an adult to go to the toilet. School toilets are close enough for children to be taken by an adult in groups of no more than 2 at a time. If the session is carried out with older children, they will be allowed to go unattended to the toilet.
- We will always provide wipes for the children to use before eating. After particularly messy activities, they can wash their hands in the toilet, which is close enough (an adult will take the children in groups no more than 2 at a time).



Practical skills including tools, fires and ropes

- The Forest School leader is responsible for training the children and other members of staff in how to use the tools and other equipment safely (lighting the fire, secure the perimeter, ropes etc).
- The Forest School leader is also responsible to ensure that all tools and equipment used are fit for purpose and well-maintained.
- Children will use the tools only if there is an adult ratio 1:1.

NB - The School policies are kept online and hard copies are kept in the office.

6. Essential equipment needed at each Forest School session

Forest School leader is responsible for the Essential equipment rucksack. The children and other members of staff should not use anything from it unless they are instructed to do it or if they are implementing the emergency procedures.

The Essential equipment should always include:

- First Aid kit (protective gloves, waterproof assorted plasters, burn relief dressing, scissors, moist cleaning wipes, bandages, eye pad dressings, first aid guidance leaflet etc).
- Medical forms
- Register with emergency numbers/contact numbers
- Sun cream (summer time)
- 1 Gallon water (for drinking/washing)
- Mobile phone
- Newspaper (fire days)
- Matches (fire days)



- Wet wipes
- Protective gloves
- Scissors

We also need to have FS kit, which might include (it depends on the session planned).

- Treasure baskets
- Bug pots
- Buckets
- Spades
- Cake cups
- Flora and fauna resources
- Magnifiers
- Binoculars
- Water
- Double sided sticky cards
- Paint brushes/large house paint brushes
- Charcoal
- Egg boxes

7. Clothing requirements (for everyone)

At North Beckton Primary School we provide for all the children **waterproof trousers**. All the members of staff who attend Forest School sessions, but also all the children should follow the below clothing list.



Winter time - Children and adults are advised to come (and they should come prepared) each session with:

- Woolly hat and scarf
- Gloves
- Jacket/waterproof coat
- Fleece/sweatshirt
- Wellies
- Layers
- Extra socks

Summer time - Children and adults are advised to come (and they should come prepared) each session with:

- Sun hat
- A thin, long sleeved top and jumper
- Walking boots/wellingtons (sandals/flip flops are not suitable)
- A spare pair of trousers and socks
- A waterproof coat

8. Sun policy

At North Beckton Primary School we are committed to ensure that all pupils are fully protected from the dangers of too much sun/UV rays. We always follow guidance from the weather and UV level reports and we always follow the below procedures to keep all the children safe and healthy in the sun.

- We teach the children how to stay safe in the sun (wear sunhats, use sun creams, drink lots of water).
- We encourage them to play in the shade.
- All pupils must wear sunhats which cover their ears, face and neck.
- Children will take their water bottles out to Forest School with them and they will have regular drinks.



- In the morning, we ask the parents if they applied sun cream (they have to ensure that they applied it before they come into school). If not, pupils must have their own labelled high factor sun cream with prior written consent for staff to apply. Moreover, the parents are requested to supply light-weight cotton clothing for their children, suitable for the sun and a clearly labelled sunhat which will be worn at all times.
- If it is extremely hot, we will stay maximum 20 minutes outdoors.

9. Travel policy

The travel policy is kept in the risk assessment folder on the school's system. The risk assessment for travelling on the school mini bus is also stored in the folder (see Travel policy in school office).

Office staff will always know when we will have our FS sessions. When we will attend Forest School session we will be walking through the playground and through the gate on playground.

Forest School leader is responsible to open the gate and to ensure the walk way is clear. TA/LSA will be responsible to close the gate behind us and to stay at the back of the line.

10. Medical and emergency contact details

Children's information forms must be completed and given to the members of staff at the beginning of your child's first session. Every person who will attend Forest School sessions (children staff, volunteers) must have a medical form, which will be kept in a folder in the Essential Equipment. This folder will contain confidential information and must be accessed only by the Forest School leader or other member of North Beckton staff



Forest School Children's Medical Information Form

Child's Full Name	
Date of Birth	
Contact Name and relationship to child	
Home Address	
Phone Numbers	Home Work Mobile
Doctor	Address Phone

Has your child had any of the following?

Illness	Comment	Medication needed Please specify
Asthma/Bronchitis		
Sight/hearing difficulties		
Heart condition		
Diabetes		
Epilepsy		
Allergies: e.g. pollen, nuts, materials		
Have you ever been stung by a wasp or a bee? If yes, describe the reaction.		
Date of last Tetanus injection		

Signed

Date



11. Risk Assessment and Risk Benefit analysis and risk management of your Forest School site.

Date assessed:

Assessed by:

Signature:

<u>What is the hazard?</u>	a) <u>Risk severity</u> b) <u>Who is at risk?</u>	<u>Measure to control hazard</u>
<u>Ground layer</u>		
Animal faeces on hands/in mouths. Danger of disease from birds, foxes etc.	a) Medium b) Children and adults	*Check the site every day and remove any faeces. *Children and adults to wash their hands /use antibacterial wipes. *Children to be taught to report any faeces found on the site.
Tripping over roots, holes in soil, uneven ground.	a) Medium b) Children and adults	*Make sure everyone is aware of uneven ground.
Litter	a) Low b) Children and adults	*Check the site every day and remove any litter.
<u>Field layer</u>		
Brambles, nettles thorns can cause scratches, stings and cuts.	a) Medium b) Children and adults	*Check the site daily to reveal and remove them. *Show children brambles, hawthorn, nettles and other thorny plants. *Children and adults to wear long sleeved/trousers. *First Aid Kit to have Piriton, antiseptic wipes etc. *Adults to be aware of any severe reactions pupils/adults have to plants.

Uneven ground, tree stumps, logs and wood piles.	a) Low b) Children and adults	* Check the site daily to reveal and remove any new objects in main access routes. *Children to be taught to look where they are walking.
Fungi, poisonous plants, berries.	a) Medium b) Children and adults	*Children to be taught not to eat anything that picked up. *Show children poisonous plants in Forest School site. * Children and adults to wash their hands /use antibacterial wipes.
<u>Shrub layer</u>		
Branches and twigs at eye level can scratch faces and eyes.	a) Medium b) Children and adults	* Children to be taught to look ahead of them at all times. * Check the site daily to reveal any changes in shrub layer and consider removing if it is in main access route. * First Aid Kit to contain bandages and plasters.
Climbing on big trees. There is a risk of slipping or falling off, grazing skin, bump to head, broken limbs.	a) Severe b) Children and adults	*Discuss ways to climb safely (e.g. not standing close behind someone who is climbing, only 3 children on the tree at the same time, give to each other time and space). *Child ratio with adult nearby when children are on the trees.
<u>Canopy layer</u>		
Dead branches can fall on adults and children.	a) Medium b) Children and adults	* Check the site daily to reveal any changes in canopy layer and remove. *Rope off area under dead branches. *Report to tree surgeon/County Council grounds services. *Trees are assessed annually by tree hazard expert.

<u>Animals/Insects</u>		
<p>Stray cats can bite/scratch and dead animals' bodies (e.g. mice) carry diseases and germs. Foxes can appear on our FS site.</p>	<p>a) Medium b) Children and adults</p>	<p>* Daily site check to reveal and remove any dead animal bodies. * Children to be taught to report any unwanted animals that entered the site (no touching them). *Children to be taught to use the X factor sign and to stay still if they will see the fox.</p>
<p>Insect bites and stings.</p>	<p>a) Severe b) Children and adults</p>	<p>*Harmful insects should be identified. *Medical record if anyone has reactions to wasp/bee stings etc. * Children and adults to be taught to avoid them. *Daily Site check to reveal wasp/bee activity/nests.</p>
<u>Weather</u>		
<p>Cold weather: risk of hypothermia</p>	<p>a) Severe b) Children and adults</p>	<p>* Daily Site check to include weather check. *Warm drink served during winter session. Reduce the session in severe weather conditions. *Remind parents to send children in suitable clothes and make sure all pupils have hats, gloves, scarfs and wellies on.</p>
<p>Hot weather: risk of heat exhaustion, sunstroke.</p>	<p>a) Severe b) Children and adults</p>	<p>* Daily Site check to include weather check. *Children to drink plenty of water. * Children to stay in shaded areas on hot days. * Remind parents to send children in suitable clothes and make sure all pupils have sunhats, cream, cool long sleeved/trousers. *Reduce the session in severe weather conditions.</p>

<u>Allergies</u>		
Children who are allergic to pollen, nuts, materials etc.	a) Severe b) Children and adults	* Medical record if anyone has allergies. All members of staff to be aware of children with allergies. *Asthma sufferers might need to take regular breaks.
<u>Fire</u>		
When we make a fire.	a) Severe b) Children and adults	*Fire should be always supervised. *A restriction zone should be created around the fire. *All children and adults should be aware of the hazard. *Children and adults need to be taught how to move safely in the fire zone.
<u>Tools</u>		
When we use the tools.	a) Severe b) Children and adults	*All the tools are used under permanent supervision. * Children and adults need to be taught how to use the tools safely. *Behaviour expectations need to be reinforced when the pupils are using the tools. *All the tools need to be stored away safely.
<u>Moving and lifting</u>		
During the whole FS session.	a) Severe b) Children and adults	*If the sticks are large, they should be lifted in pairs. *Children to be taught how to lift long/thick sticks.

<u>Disease or infection</u>		
During the whole FS session	a) Low b) Children and adults	* Cover any wounds. The area should be risk assessed. *All the members of staff should know of the symptoms and seek medical advice if an infection is suspected.
<u>Trips and slips</u>		
During the whole FS session	a) Severe b) Children and adults	* All children and adults should wear appropriate footwear and walk carefully.
<u>Food chocking</u>		
During the whole FS session	a) Medium b) Children and adults	* Children and adults must sit down when they are eating.

A full risk assessment is carried out every term. The risk assessment is signed, checked and dated three times a year (September, January and April). The latest Risk assessment is kept in the Forest School handbook.

General activity Risk Benefit Assessment (EYFS)

Date assessed:

Assessed by:

Signature:

<p align="center"><u>Benefits</u> <u>(Why are we doing this?)</u></p>	<p><u>a) Who is at risk?</u> <u>b) What are the hazards?</u></p>	<p><u>Control Measures taken to reduce the risk</u></p>
<p align="center"><u>1. Shelter building with tarpaulin, sticks and rope</u></p> <p>*Physical exercise, gross and fine motor skills. *Achievement, challenge, problem solving, team work, concentration, being imaginative. *Communication with others, cooperation, making relationships, managing feelings and behaviour. *Emotional development, resilience, being independent, but also help others.</p>	<p>a) All b) Sticks fallen on children, sticks poking children in face, eyes, splinters, cuts and grazes.</p>	<p>*Child ratio trained - Forest School leader, First Aider. *Have the First Aid Kit. * Emergency Action plan in place. *Adults to supervise the group at all times. *Work with the children and help them out, e.g. checking sticks for thorns before using it, checking structure stability etc *Leave no trace - rope and tarpaulin to be stored after were used.</p>
<p align="center"><u>2. Tree climbing</u></p> <p>*Achievement, taking risks, involvement, concentration. *Emotional Development, social skills, confidence, resilience, independence. *Physical skills - gross motor skills, coordination.</p>	<p>a) All b) Slippery conditions, broken bones (if the child falls from a tree), bruises, injuries to eyes/other body parts from twigs, getting stuck in branches.</p>	<p>* Child ratio trained - Forest School leader, First Aider. *First Aid Kit and Emergency Action Plan in place. *Adult to be nearby when children are climbing. *Show children/adults how to climb safely - using two hands, finding footholds, checking branches are strong. *Daily Site Check to include weather check (icy, wet, slippery conditions no tree climbing).</p>

		<ul style="list-style-type: none"> *Adult to support if a child becomes stuck (climbing down). *All participants to wear appropriate footwear and clothing.
<u>3.Rope - Free play with rope and string</u>		
<ul style="list-style-type: none"> *Physical exercise, gross motor skills. *Achievement, work as a team, share resources, enjoyment, perseverance, problem solving (e.g. how to move rope, pull items with rope). *Fine motor skills - wrapping it round items, tie knots. 	<ul style="list-style-type: none"> a) All b) Rope can get wrapped round limbs and neck and might cause injury or even strangulation. 	<ul style="list-style-type: none"> * Child ratio trained - Forest School leader, First Aider. *Have the First Aid Kit. * Emergency Action plan in place. *Adults need to observe children when they are using the rope and stop the activity if the rope gets wrapped round anybody. *Children and adults to be taught how to use the rope safely. *Adults to supervise children at all times and make sure they help each other, work as a team.
<u>4.Fire - lighting and cooking</u>		
<ul style="list-style-type: none"> *Physical exercise, gross motor skills (when the children are collecting firewood), moving round fire square. *Achievement, enjoyment, communication, listening to each other, sensory experience, making links, work as a team, perseverance, patience (the fire to be ready). *Emotional development, making relationships, managing feelings and behaviour, resilience, self-esteem, independence. 	<ul style="list-style-type: none"> a) All b) Fire, smoke can lead to smoke inhalation, irritation to eyes, even burns. Also, high winds, leaf litter and nearby vegetation can lead to fire spreading. Fall injuries including broken bones, bruising and burns. 	<ul style="list-style-type: none"> * Child ratio trained - Forest School leader, First Aider. *First Aid Kit and Emergency Action plan in place. *Fire is always supervised; a restriction zone will be created around the fire. *Children and adults are taught how to use the fire safely (e.g. the adult is feeding the fire using gloves, kneeling position when tending the fire for stability, safe movements around fire area). *Children will remain seated on the logs when they are next to the fire (at least 1.5 m from the fire).

		<ul style="list-style-type: none"> *Children and adults will always walk around the outside of the outer log square and no one will throw away objects in the fire. *Behaviour expectations will be reinforced around the fire. *Daily Site Check to identify overhanging branches, leaf litter etc. * Do not light fire in high winds. *Follow procedure for extinguishing fire. *Hair, scarfs, clothes - everything is tucked in. *Children and adults are wearing appropriate footwear in order to prevent slips or trips.
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12. Evidence of Safety sweep of your Forest School site before each session

Before each Forest School session there will be a safety sweep of the Forest School site to look for and assess immediate risks. All safety sweeps will be recorded and field by the Forest School leader.

Date	Time	Weather
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Name of Forest School leader -

<u>Checklist</u>	<u>Yes/No</u>	<u>Comments</u>
Fallen branches		
Low branches		
Brambles/Nettles		
Slippery areas		
Weather effects		
Base camp		
Protruding thorns		
Emergency rucksack		
Equipment ready		
Tool area roped off		

Other hazards identified:

Action taken:



13. Risk Management of Tools and Equipment used at Forest School

All the tools are counted in and out and are kept in suitable containers in the designated area. Children will never be allowed to help themselves. The tools are given out for a purpose and all the adults should model for the children how to use them correctly and safely.

General rules for tool use:

- Children are allowed to use the tools under the supervision of the Forest School leader.
- Children will always sit down when they will use penknives.
- Ensure that penknives are closed and locked when are not used.
- Always open the penknives away from you, from your body, with nobody within an arm's length from you.
- Children are not allowed to help themselves to the tools.
- Always return tools to the tool box after use.
- Tools must only be used in the designated tool area.
- Never walk around with tools.
- Ensure safe storage for all the tools with nominated Forest School Area (only Forest School leader is responsible and has access)

Potatoes peelers - for peeling and sharpening sticks.



1:2 ratio, kneeling on one knee and always cutting away from the body, supporting wood on bent non-dominant knee and ensuring safe distance from other people. When you are walking with the peeler, always keep your arm to the side and point down. If you want to store them temporarily, you can store the blade end in the soil.

Penknives



1:2 ratio, it depends on age and experience. Always, the penknives must be kept with the Forest School leader only. You must always sit down when you are using the penknives. Make sure the knife is always closed and locked when it's not used. Always use the knife away from your body.

Secateurs - for cutting and pruning



1:1 ratio, make sure your fingers are clear from the blade. If you carry it, make sure the blades are locked closed and pointing towards the floor.

Loppers - for cutting and pruning sticks up to 5 cm diameter



1:1 ratio. When you are using it, make sure your hands are clear from blades and only cut wood below head height. When carrying it hold the tool under your fixed arm horizontal to ground, ensure the blade points towards the floor. When you put it away make sure you will lean the loppers against a tree trunk with the blade down and within sight of an adult who has responsibility for them.

Bow saws - for cross - cutting wood up to 12 cm diameter



When you are using the bow saws you must ensure the guard is in place when it's not used. The bow saw must only be used by the Forest School leader and used only in the designated tool area. The bow saw should be used with a saw horse where possible. Children and adults should be taught how to hold the bow saw. Safe storage should be ensured. After it is used, you need to wipe the blade with an oily cloth to remove any resin (occasionally oil and lightly rub over with very fine emery paper to remove any stubborn marks). Then, re-oil before placing back into saw cover. Check the blade to ensure sharp and replace once it is starting to wear.

Billhook



All billhooks should be kept in sheaths when they are not used. The billhooks should be stored in a locked container until supervised use begins. The group should have an understanding of how to carry the tool correctly. When it's used, children will work in pairs. One child will hold the billhook while the second holds the mallet. When eye contact has been made between the children, the child with the mallet strikes the billhook. The billhook is always used to split wood and at no circumstance it should be swung. After you used it, wipe the blade with an oily cloth to remove any resin. If you want to sharpen it, you need to use a sharpening stone and take the stone across the blade towards the cutting edge (use simple ways of movements). At all times you need to sharpen it with the cutting edge away from you. Work the stone from the handle down towards the beak/nose of hook. To sharpen the reverse edge, you need to place the billhook upside down, sit the handle firmly in the ground or wedge and work the stone from the beak down towards the handle of hook. You always need to remember to work across the blade, with the cutting edge away from you.



14. Emergency/Incident Procedures during a Forest School session

Emergency Evacuation

North Becton Primary School has set procedures in case of an emergency in school such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children must know all these procedures and know their own exit route, place of assembly and roll call procedure. The fire safety point is clearly marked in the playground.

Minor Accident

The child is assessed by trained outdoor first aider Miss Badea, who will give the appropriate treatment. Accident log book will be completed and parents/careers will be informed immediately.

Major Accident

The child is assessed by Miss Badea, first aid will be administrated and emergency services will be called by her. Miss Badea will use the emergency script contained in the serious incident kit given clear information regarding vehicle access. Also, Miss Badea will refer to the child's medical consent form to supply additional information. If an additional helper is needed, he/she will walk towards the point of vehicular access in order to direct the emergency vehicle to the site of the accident. Miss Badea will stay with the casualty and the rest of the group.



Fire Alerts

In the event of a Fire Alert, the Forest School leader or assisting leader adult will blow the whistle and shout *FIRE*.

After they heard *FIRE*, the adults and the children should immediately STOP what they are doing, leave any tools, resources or belongings and follow instructions given by the Forest School leader (e.g. walk to that place/ walk to me) guided by supported adults.

All children and adults must remain outside. Only when the permission has been given (*all clear*), the children and adults can re-enter the premises.

In the event of long-term evacuation, all the children will be taken at Kingsford Community School and parents will be informed from there.

15. Designated person responsibility for each Forest School session

Forest School Leader: Voichita Badea (Reception teacher)

First Aider 1: Voichita Badea

First Aider 2: Hema Vyas (Reception)

Additional First Aiders in the school include: Rabia Ali (Nursery)

Additional Forest School Leaders and First Aiders (Full First Aider) in the school include: Natalija Girzade (Assistant Head Teacher EYFS)



Job cards

<u>Class teacher</u>	<u>Nursery nurse</u>	<u>Teaching assistant</u>
<p>*To observe key children.</p> <p>*To assist the Forest School leader in observing the pupils and recording the observations.</p> <p>*Class teacher is responsible for the learning of the children.</p> <p>*Class teacher needs to be a positive role model/wear appropriate clothing.</p> <p>* Class teacher needs to assist the Forest School leader in any Forest School activities.</p>	<p>*Incidental observations.</p> <p>*To support child-led/joining in the fun with the children.</p> <p>*Supervise tree climbing.</p> <p>* Nursery nurse needs to be a positive role model/wear appropriate clothing.</p> <p>*To be responsible for hand washing.</p>	<p>*To support child-led/joining in the fun with the children.</p> <p>*Model language (depending on the topic).</p> <p>*Incidental observations.</p> <p>*To take children to the toilet (2 at a time).</p> <p>*To help children to put wellington boots on.</p> <p>* Teaching Assistant needs to be a positive role model/wear appropriate clothing.</p>

Every session will be different, according to the topic.

Forest School leader will give guidance to the other adults about their roles and what they need to do during the session.

Everyone is responsible to ensure the children's safety and wellbeing during Forest School session (Forest School Leader and the other members of staff/volunteers from the school).



16. Toileting considerations

Children are always going to the toilet before leaving the classroom. If they are in Forest School area and they need to use the toilet, pupils will be escorted by an adult to go to the toilet. School toilets are close enough for the children to be taken to by an adult in groups of no more than 2 at a time. If the session is carried out with older children, they will be allowed to go unattended to the toilet.

17. Insurance requirements

AIG Europe limited is our insurance provider which is designed to provide protection for insured persons (children, teaching and support staff, adult volunteers, assistants, helpers) of participating establishments when they are on authorised and organised trips undertaken by employees or other authorised adults unless they are for the purpose of assessing or managing future trips to be undertaken by pupils.



18. Ecological impact and 3 years sustainability plan

Ecological assessment on our site

Layer	activity	impact	Action
Soil	*mud kitchen area/digging *fire-lighting, fire and cooking	*disturbing invertebrates/losing their habitats *loss of habitat for soil dwelling wildlife/changing PH of soil through ash	*limit digging area *limit fire pit area
Ground	*mini-beast hunt/create log piles	*disturbing invertebrates	*remind children to replace logs carefully *keep some logs piles untouched
Field	*trampling grass and wild plants up to knee level as site has been left to grow wild	*wearing away grass and flora cover	*rope off areas
Shrub	*den/shelter building, rope swigs	*damaging trees/shrub hedges with ropes/breaking branches	*encourage children to take care of trees *demonstrate feeding ropes through branches together to avoid damaging bark *remind children not to use live tree branches for supports (only fallen branches)



3 year management plan

Year 1	Year 2	Year 3
Create a relaxation area (for yoga, reflection) - resources - pallets, pillows.	Plant flowers in pots (to put them in the relaxation area) - calm environment	Rest areas
Make a music wall	Improve the mud kitchen area we already have	Plant more flowers in other areas of FS to attract butterflies
Create a washing station	Make a habitat for rabbits outdoor (when we go to Forest School, they can come with us and spend time outdoors too).	Make a sensory garden in wooden beds
Buy rabbits	Buy a football net for children	Create a mudslide
Create a den/shelter	Rope swings	
Create wooden hangers for children to hung up their coats	Improve the base camp area we already have	



Ecological impact assessments will be made regularly during Forrest School sessions and the three-year management plan will be modified to reflect developments. All the pupils will be involved in discussions about ways in which we can minimise the impact on our Forest School site during the sessions. For instance, to keep areas of dead wood to provide habitats for animals, to use the same area for fire lighting each time to minimise the impact of the soil, to restrict activities which might damage the trees, plants or animals, always to remove food waste and any litter from the site in order to reduce environmental impact and much more.



Appendices

Declaration of review date, signatures of all staff who have read handbook

I have read and understood FS handbook

September 2019

Name	Date	Position	Signed	Feedback



I have read and understood FS handbook

September 2019

Name	Date	Position	Signed	Feedback

