



EYFS AND KS1 POLICY AND PROCEDURES

'THE GREAT OUTDOORS'.

SEPTEMBER 2018

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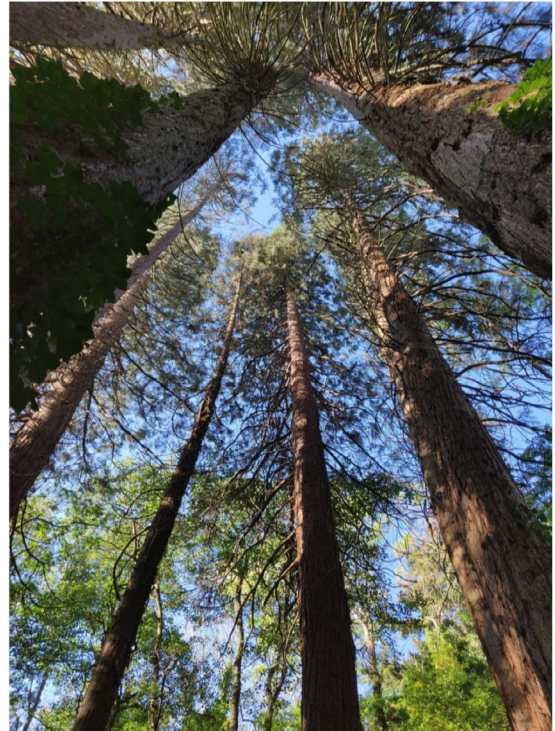
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Roles and responsibilities with regard to Health and Safety

The Forest School Leader should have the overall responsibility for the supervision and conduct of 'The Great Outdoor' Sessions.

The leader should:-

- Follow the health and safety guidelines and policies.
- Undertake a comprehensive risk assessment.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be familiar with the site.
- Be aware of child protection issues.
- Ensure that adequate first aid provision is available.
- Undertake the planning and preparation for the visit, including briefing group members.
- Review activities and advise teacher where adjustments may be necessary.
- Ensure that teachers/adults are aware of what the visit involves.
- Observe the guidance for teachers and other adults.
- Ensure an appropriate ratio of adults: children.
- Ensure that adults have details of children's medical or special educational needs.
- Check that parents have given consent
- Check that mobile phones and/or walkie talkies are charged and working

Teaching staff

They must do their best to ensure the health and safety of everyone in the group, follow the instructions of the Forest School Leader and help promote positive behaviour.

Be responsible for any personal medication for the children

Additional Adults/Volunteers

Other adults should be clear in their roles and responsibilities. They must:

- Do their best to ensure the health and safety of everyone in the group.
- Follow the instructions of the forest school leader and teacher adults and help with the control and discipline.
- Speak to the leader/adults if concerned about the health and safety of children at any time during the visit.



The group leader must make it clear to children that they must:

- Follow the instructions of the leader and any other adults.
- Look out for anything that might be a threat and tell an adult about it.
- Attendance at sessions by children and young people whose behaviour may be considered to be a danger (to themselves or to the group) will be reviewed, and strategies put in place to allow them to participate wherever possible.

Parents will need to:

- Provide consent, emergency contact numbers and medical information
- Inform the accompanying class teacher about any changes to the child's emotional, psychological and physical health.
- Ensure that children have appropriate clothing for the prevailing weather.

Claremont, The Great Outdoors' will work within the school's Health and Safety Policy. However, there are particular issues relating to the woodland, the specialist tools used there and with lighting fires, which are not included in the standard Health and Safety policy and for which this document is an addendum. This document should be regularly reviewed, dated and signed along with the rest of the Health & Safety Policy.

The Great Outdoor sessions offer learning opportunities for children and young people. Part of their purpose is to encourage participants to face new challenges and to learn to take reasonable risks. In order to do that safely, the adults involved must know their role and ensure that the necessary risk assessments are carried out regularly and thoroughly. Risks can rarely be eliminated entirely, but they can be reduced to a minimum without unduly limiting opportunities for children to explore and learn.

Health and Safety at Work Act (HASWA) 1974 and 1992

The HASWA outlines the responsibilities of employers (in this case, The leader of 'The Great Outdoors'), and also of employees (being adults working with the group and participating children). The main considerations relevant to The Great Outdoors are detailed in the table below:



Employers must	Claremont EYFS and KS1 – The Great Outdoors
Tell you about risks to your health and safety	Adults will be asked to read the risk assessment at the beginning of the session. Children will be made aware of hazards and will be involved in risk assessments
Tell you how to do your job safely	The Great Outdoors Leader will introduce the adults involved to the activities and inform them of safety considerations The Activity Leader will introduce the children involved to the activities and inform them of safety considerations.
Ensure that safe working practices and appropriate policies are in place to safeguard its staff and users	Accidents and incidents will be recorded both in the Pre-Prep or Nursery Folder for accidents. We will review as to whether they could have been avoided, making appropriate changes to procedures and policies if necessary.
Tell you what to do in an Emergency	Assisting adults will be given a copy of the Emergency Procedures.
Provide you with any protection you may need to fulfil your role	Safety equipment will be given to anybody who needs it. For example Gloves for non-tool hand.
Inform you how to get First Aid	The Group Leader will have a First Aid kit and administer First Aid. When working in known areas the first aid kit will be positioned by the Kit Shed.

Employees must	Assisting adults / Participants
Take care of their own health and safety and that of people who may be affected by what they do (or don't do)	Adults must actively manage risks by either reporting them, or removing them where possible, providing is safe to do so. (Using our Site sweep checklist). Participants will actively manage risks by reporting them to an adult.
Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for health, safety or welfare.	Assisting adults and participants should follow the health and safety advice given during the session by the Leader of 'The Great Outdoors', or seek advice if uncertain. Nobody should interfere with safety equipment, such as the first aid kit, essential equipment, or protective equipment.



Normal Operating Procedures

It is likely that each session will differ from previous sessions in relation to the experiences, the learning, the environment and so on, but generally we will follow the same structure for each session. This structure helps ensure that children (and adults) are physically safe, and also creates an environment in which children are comfortable and secure to learn with confidence.

Procedures to be carried out before each session:

- A thorough safety sweep of the area that will be used during the session to identify and remove or restrict access to any hazards that might cause injury or illness. A safety sweep form will be completed weekly, but added to throughout the week.
- A Risk Assessment form will be completed, on which any hazards that were identified will be documented, and how they were dealt with or will be managed. The contents of the risk assessment will be communicated to the accompanying staff.
- Boundaries will be erected where necessary, and existing boundaries checked this is done using bright red ribbon tied around trees. Children will be actively involved in making these.
- Check that trees, bushes and other foliage is safe, including the potential for falling branches or dead wood, thorns, protruding sticks at eye level, and hazardous berries or fruits or fungi
- Check the weather – If the weather is, or has the potential to become a risk, such as high winds or storms, an alternative session will take place in the school site.
- Check that all essential equipment is present and taken to the site
- Check that all equipment required for the day's activities is present and is taken to the site (place some equipment next to the Treasure Tree)
- Erect sign to dog walkers and any dog excrement removed



Staff Allocation for 2018-2019

Year 1: Tuesday 1.15pm – 3.00pm

Location: Fire Circle

Leader: Charlie Cornford

Accompanying staff: Gemma West and Rhiannon Sulley

No. Pupils: 26

Staff Ratio: 1:8.66

Year R: Wednesday 1.15pm – 3.00pm

Location: Fire Circle

Leader: Charlie Cornford

Accompanying staff: Gemma West and Rhiannon Sulley

No. Pupils: 14

Staff Ratio: 1:4.66

Year 2: Thursday 1.15pm – 3.00pm

Location: Fire Circle

Leader: Charlie Cornford

Accompanying staff: Gemma West and Rhiannon Sulley

No. Pupils: 22

Staff Ratio: 1:7.33

Nursery – Freely throughout the week visit the outdoor site.

Nursery managers Laura Chan and Joe Newton are to be made aware when groups are planning to visit the woodlands.

Ratios: Please see the school policy



Procedures to be carried out before each session

- Leader to explain lesson to accompanying staff and ensure any tool risk assessments are read before commencement of activity.
- Accompanying staff to inform Forest School Leaders of anything they know that might affect the health, safety or wellbeing of any of the participants including the staff themselves.
- Leaders to prepare equipment and resources including a snack (where necessary).
- Leaders or employees to complete the site sweep procedure
- Staff to complete a register with group before session
- Accompanying staff to help children prepare for session and check that they have appropriate clothing.
- Accompanying staff to collect and carry any of the participant's personal medication

Procedures to be carried out during a session

- Carry out head counts; before leaving school site, upon arrival at site, as necessary during session, on site at the end of the session, upon arrival at school
- Give a short health and safety briefing to all participants at the beginning of a session
- Make sure that all equipment is accounted for at the end of a session (checklist inside kit shed door)
- As far as possible ensure that the group have left no trace at the end of a session.

Procedures to be carried out after each session:

- Write up evaluation of session and consider activities for next session
- Clean and check and put away tools and equipment. All equipment equipment will be stored in the Kit Shed (Code **34890**)
- File any accident reports in both Pre-Prep or Nursery folder and The Great Outdoors Folder
- Check contents of welfare bag and emergency bag, replacing contents as necessary



Contents of Emergency bag and Welfare bag

- The Emergency Bag: contains essential items for a forest school session
- First Aid kit
- Drinking Water
- Symptoms checklist/medical advice information (folder)
- Register with Emergency contact numbers, medical information and mobile phone numbers (folder)
- Location details, including grid reference (in handbook)
- Accident book
- Fully charged mobile phone
- Blanket

Welfare bag containing;

- Spare clothes and plastic bags
- Nappy sacks
- Bin liners
- Hand wipes
- Anti-bacterial hand gel
- Wet wipes



Outdoor Rules

Children are encouraged to be involved in the decisions about their environment and safety; however, there are a few rules that the children will be made aware of at the start of their involvement in The Great Outdoor sessions. Behind each rule, there is a range of learning opportunities that will encourage children to engage with and understand these rules. They are:

- **Look after the natural environment**

This will involve learning about sustainability, how our actions impact on the Outdoor site, and how we can look after it to make sure it is around for others to enjoy in the future. Children will also be encouraged to consider the impact of their actions.

- **Only use tools if you are with an adult and they have said it is okay to do so**

Some tools will not be used with Nursery children, as the leaders are not yet fully qualified. In future blocks however, children will be encouraged to develop a respect for tools, and to understand their potential and uses. Even if children feel confident in using them independently, they must never help themselves.

- **Stay within the stated boundary**

Children will begin to learn and understand that whilst there are risks involved in 'The Great Outdoors', careful steps have been taken to make them manageable. In many cases, children will be involved in recognising these hazards and thinking about what action may need to be taken. However, this is only the case inside the agreed boundary – outside the boundary, there may be hazards that children and sometimes even adults are unaware of, or if they are known, are too dangerous to go near. Children will be involved in setting the boundaries as and when appropriate.

- **Do not put anything in your mouth**

This is to prevent poisoning and disease.



Claremont

Emergency Procedures

Roles will be established at the beginning of a session as to who is the nominated leader or assistant; this will also be indicated on the lesson plan.

Should the leader be indisposed during an emergency the accompanying assistant will assume the role of coordinating the emergency.

Emergency Phone Numbers:

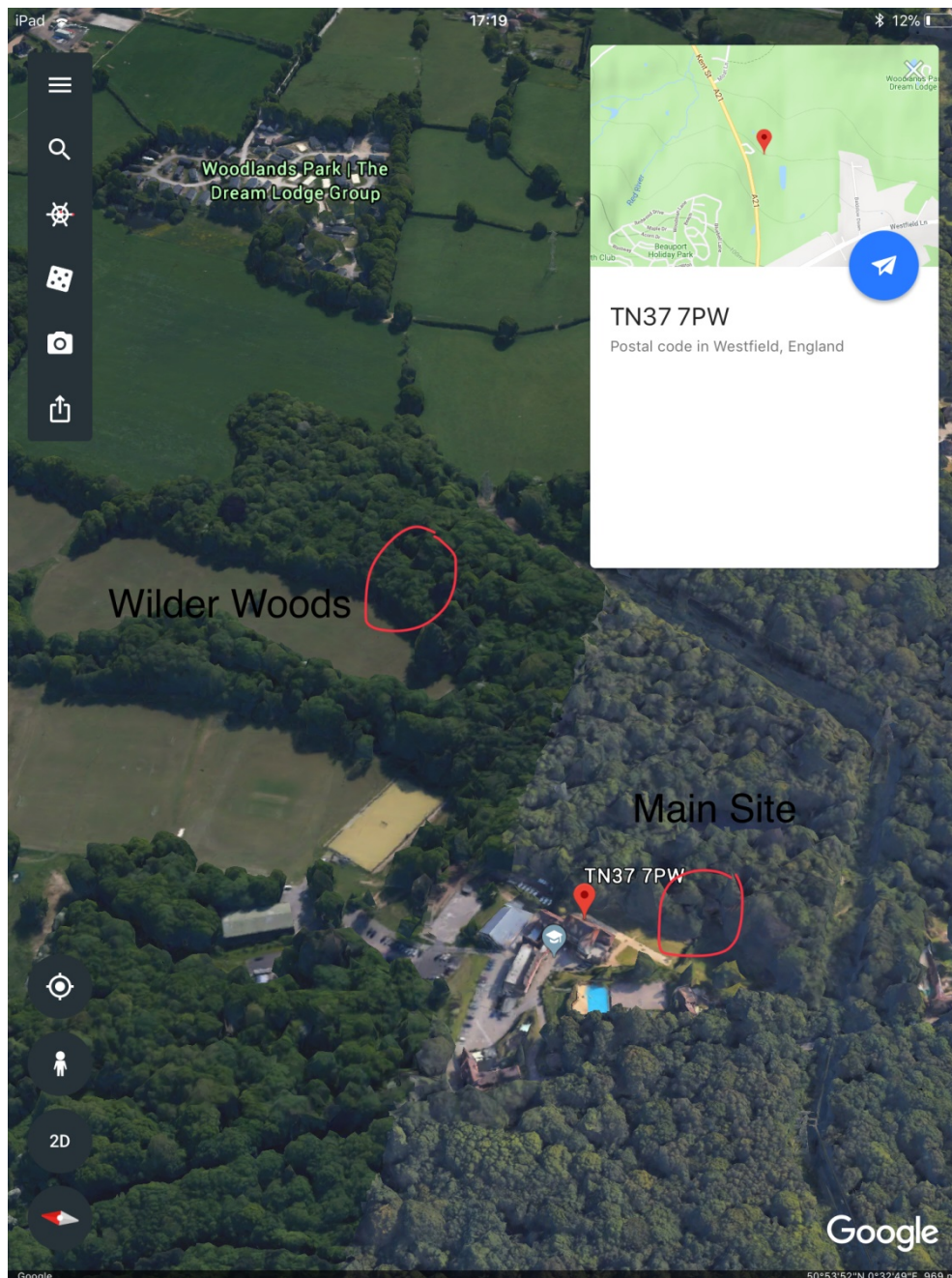
The nearest available landline to the outdoors is

Prep School office: 01424 751555

The Great Outdoor Leader has a mobile phone: 07368217458

In the case of an emergency contact:

Ambulance	999 or 112
The Conquest Hospital	01424 755255
Claremont School	01424 751555
Rachel Potter	
Holly Newton	
Charlotte Thornely	
Joe Newton	
Laura Chan	
Charlie Cornford	



Address:

Claremont Prep, Ebdens Hill, Baldslow ,
St.Leonards-on-Sea, East Sussex. TN37 7PW

Grid reference:

Main Forest School wood site:

Grid Reference: TQ79914

Wilder Wood site:

Grid Reference: TQ801142



Medical Emergency

The Forest School Leader

- Will co-ordinate the emergency procedure.
- Assess the situation, the nature and extent of the injury/accident.
- Blow a whistle as a signal to participants to stop what they are doing, be silent and wait for instructions.
- Direct the Forest School assistant to deal with the casualty
- Direct the class teacher and any other assistants to take responsibility for the rest of the group
- Call for help
- Either the Emergency services on 999 or 211
- Arrange for the immediate transfer of a casualty to either the Medical Centre or hospital depending to the seriousness of the condition
- Contact School Office informing them of the situation
- Once the incident is dealt with complete an accident record

Medical Emergency

Forest School Assistant

- Assess the casualty and administer First Aid
- Remain with the casualty until they are in the care of either Medical Centre or hospital staff
- Help Forest School Leader complete an accident record
- Gather the children in an area away from the casualty, but at a distance that they remain in contact with the Forest School Leader
- Tell the children to sit down and remain silent
- Take a register
- Reassure children
- When directed by the group Leader accompany the group back to school with any other accompanying adults
- Help 'THE Great Outdoors' Leader to complete an accident record



In case of fire

Stage One:

If a fire spreads or becomes out of control and attempts to extinguish it have failed, the Leader or assisting adult will blow the whistle and shout "Fire". Upon hearing this, all adults and children should immediately stop what they are doing, leave any tools, resources or belongings, and follow instructions given by the Leader (i.e., "walk to 'name'/ place" or "walk to me") guided by supporting adults.

Stage Two:

Staff will account for the presence of all children and adults, and assemble the group ready to evacuate.

Stage Three:

A final head count will be made, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route. Adults will lead the group swiftly, with The Forest School Leader leading and the session assistant following behind the last child. The Fire brigade will be called en route. (Register to be taken)

Lost or missing child

Regular head counts made during a session. When "partner up" is called, children find there partner designated to them at the start of the activity.

Children are made aware that they should stay within the designated boundary. Made clear with red ribbon and frequently reminded.

In the event of a missing child the Leader will immediately try to locate the child using calls with which the child is familiar (One, two, three, where are you?)

If this is not successful a search by the leader and the assistant will take place for no more than five minutes. If the child is still missing the Forest School Leader, or adult nominated by the leader, will phone the police, and the school office, the school secretary will phone the child's parents.

Meanwhile, the remaining children will be asked to gather together with an accompanying member of staff. The accompanying member of staff will take a register. The accompanying staff will then return the other children to school, The leader and assistant leader will remain in the outdoor area to continue searching and to act as a point of contact for the emergency services.

Further actions will be guided by the advice of the emergency services.



Unwanted visitor

Rights of way do exist across the school grounds. A public footpath runs through Baldslow woods and the general public have access to the woods. However, these do not allow someone to roam freely or to leave the route of the right of way.

Unfamiliar persons noticed in the forest school site should be politely asked the purpose of their visit and if required assisted to their destination. If there is no reasonable justification for their visit they should be politely, but firmly, asked to leave or continue along the right of way, if there is any suggestion this may escalate into threatening behaviour then the Police should be contacted - staff are not to put their own safety at risk when dealing with trespassers or intruders.

Children will be advised not to speak to or engage with stranger.

Risk assessment and risk management of the Forest School site

Each term, a 5 step Risk Assessment will be conducted on the site used for outdoor sessions.

These steps are: as follows:

1. Identify the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record findings and implement measures required
5. Review the Risk Assessment and update termly

In addition to identifying hazards the benefits of activities will also be identified.

A copy of the risk assessments will be sent to Dan Brownbill (Health and Safety Manager)

Any considerations will be pointed out to adults and children beforehand to help manage risk. All adults involved will be given a copy of the completed Risk Assessment for that site, and are obligated to manage or report risks under the Health and Safety at Work Act 1974.

The benefits of any activity will also be taking into consideration when formulating necessary measures and precautions to be taken.



Safety sweep

Each week the leader will conduct a safety sweep to identify any hazards and reduce or remove them if possible, throughout the week any additional hazards will be listed and dealt with accordingly. Occasionally, in order to encourage children's awareness of safety, the children will also walk the boundary of the site to identify any hazards or risks that they think may need to be taken into consideration.

Site Sweep

Date	Location	Weather	Phone reception

Hazard Check	Checked	Action Taken
Hanging dead wood		
Fallen branches/trees		
Brambles/ nettles		
Fencing		
Litter		
Vandalism/intruders		
Dog or animal faeces		
Slippery surfaces		
Poisonous plants/ fungi		
Mosquitoes		
Weather effects		

Equipment	Checked	Action Taken
Emergency whistle		
Mobile phones		
First Aid Kit		
Participant details		
Participants medication		
Welfare Bag		
Accident forms		
Snack		
Water		
Spare clothes		
Equipment for planned activities		
Appropriate clothing being worn		
Register completed		
Notice board (head count)		

**First Aid provision**

Forest School Leaders at Claremont Prep will all obtain a qualification in First Aid.

Responsibilities of First Aiders

Leaders at Claremont will carry out the responsibilities of a first aider as described in the Claremont First Aid Policy

- Attend refresher courses as necessary
- Restock First Aid kits (School nurse)
- Assist, and provide detail, to the person completing the accident record
- Follow the principles and practices as laid down by the First Aid course
- Arrange for the immediate transfer of a casualty to either the school office, nurse or hospital depending to the seriousness of the condition and remain with the casualty until they are in the care of either parents or hospital staff
- Only remove the casualty's clothing if necessary
- Safeguard the casualty's clothing and possessions
- Respect the casualty's confidentiality at all times
- Practice high levels of hygiene when treating a casualty

First Aid Kit contents

Kit contents are to be maintained at all times. The school nursing team will replenish kit where necessary.

Creams, lotions or other drugs are not to be kept in First Aid kits

Personal medication

Participants who require personal medication are to be taken to the school nurse. No medication is to be carried in first aid kit at any time.



Cancellation, Curtailment and Contingency

There may be times when sessions have to be cancelled due to unforeseen circumstances. These may be:

Staff illness (which prevents staff / child ratios being met)

Severe weather conditions for example high winds or electrical storms.

Any situation that poses a health and safety risk.

In these cases, if at all possible an alternative indoor or school-based session will be delivered.

The Session leader may also make a decision to curtail a session if the weather conditions are such that they are having an adverse effect on the children's safety and wellbeing.

Food and Drink Policy

The Great Outdoors sessions raises the awareness of the woodland environment and may therefore increase children's curiosity in what might be edible. However, there is no safe way of ensuring that children will always eat correct berries and/or fruit, or that appropriate berries and/or fruit will be clean. There is also the possibility that by promoting the correct ingestion of berries and/or fruit in our sessions may lead to incorrect identification by children when out of school.

With these considerations in mind, Claremont adopts the following Policy on the eating of food during sessions:

All sessions will adopt a nil-by-mouth policy with the following exceptions:

- a.** Hot drinks made from commercially available products such as hot chocolate
- b.** Food, snacks or cold drinks provided by the school.

The Group Leader will be responsible for checking that no member of the group has any listed allergy to any of the products; if they have, the Leader will provide a substitute product.

Drinking water will be available throughout a session. Participants will be encouraged to bring their own water bottle.



Welfare Policies

Toileting

Children encouraged to 'go' before session.

If the child needs a pee they identify a quiet, secluded area away from the group, preferably behind a 'pee tree'.

If the child needs a poo they will be taken back to the closest toilets. If in Wilder woods the pavilion or sports hall toilets. When on the main site we will use the pre-prep toilets.

Disposable gloves, wipes, spare clothing is available in the Welfare bag.

Soiled clothes will be placed in a plastic bag and sent home for parents to deal with.

Children will use anti-bacterial hand wash following going to the toilet.

Hygiene

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. Anti-bacterial hand gel and wet wipes will be used at Forest School. They will be used after toileting, before eating or handling food, and after handling animals.

Personal protective equipment (PPE). Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids).

Cleaning of blood and body fluid spillages. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately.

Laundry. Wear PPE when handling soiled clothes. Children's soiled clothing should be bagged to go home, never rinsed by hand.



Clothing

It is essential all children attending Claremont outdoor sessions are appropriately dressed. Sessions take place throughout the year except in high winds and electrical storms. Suitable clothing is therefore of utmost importance.

Waterproofs are a part of the Claremont 'The Great Outdoors' School uniform. These will be worn to all outdoor sessions. Parents of Pre Prep and Nursery children will be asked to provide their children in suitable home clothes for the prevailing weather conditions. This will include long sleeve tops and long trousers. Spare clothing will be available at school. A spare set of clothes will also be available in the welfare bag. Children will wear wellington boots, snow boots, walking boots or strong closed in shoes.

Accompanying adults will be required to wear appropriate clothing.

Tools

Using small hand tools is an important part of outdoor learning as it enables children to develop new, practical skills that help them develop self-confidence. Hand tools are to be maintained in good order by the leaders. Tools will be inspected before each session to ensure safety. Children and adults will be taught how to handle tools properly and to treat them with respect.

- A risk assessment will be written for each of the tools used.
- Tools will be stored in the kit shed. Sheath knives will be kept in a locked tool box.
- There will be a signing in and out sheet for the tools.
- Tool safety will be taught from the onset, using tool talks
- A designated area will be determined for tool use. This should ensure that children not using tools do not go in this area. Within this area a place for storing tools will be provided. All tools will be returned to the box or bag when not in use. Tools will not be left unattended.
- No tool will be put away dirty or wet. Tools will be cleaned and maintained and checked for safety by Activity leaders.



Fire

The use of fire is an important part of learning. Claremont aims to ensure that all children and adults participating in Outdoor sessions with fire will do so safely and with as little risk to their health as possible. Fire is always supervised once lit and is never left unattended. Safe fire practice is always adhered to.

Location

Camp Fire pits have been sited at each of the two forest school sites in adherence with the FSA guidelines

'No trace' 10 minute fires can be lit directly on cleared ground.

A first aid kit containing a burns kit will be available as will a bucket of water. Fire gauntlets will be available for adults who feed the fire.

Fire circle area- rules to be observed whether or not there is a fire lit

- Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit.
- Children are not permitted to access the area without permission.
- When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over.
- Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Long sleeves and trousers must always be worn.
- Long hair should be tied back.
- Children are not permitted to throw anything onto the fire.
- The 3 dragon code will also be in place. Red, Orange and Green

Extinguishing



All fires must be extinguished at the end of a session.
Plenty of water should always be to hand during campfire sessions.
Whenever possible, all fuels should be burnt off to ash.
At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.

Storm (Kelly) kettles

- Only adults are to light the fire in the fire pan unless children are directly supervised on a one to one basis.
- The storm kettle must be placed on flat, clear ground.
- Children must be seated at least 1.5 metres away from the storm kettle.
- Children can feed the fire with one to one supervision but they must have been shown how to do so safely, using a fire glove.
- Fuel should burn itself out, but if it doesn't it must be extinguished with water
- Storm kettles should never be boiled with the cork in.
- The spout should be placed in the opposite direction to the air hole.

Safeguarding Children

Child Protection Procedures

The Great Outdoors will follow School Policy and procedures
Extract from handbook for both the EYFS and KS1.

These procedures are in place to ensure a speedy and effective response for dealing with concerns about the physical, emotional or sexual abuse of children or their neglect.

Ways in which you may become aware of the actual or likely occurrence of abuse:

- A child might tell
- Someone else might report that a child has told them or that they strongly believe that a child has been or being abused (eg another child or a parent).
- A child might show some signs of physical injury for which there appears to be no satisfactory explanation.
- A child's behaviour may indicate to them that it is likely that she or he is being abused.
- A relationship makes them feel uncomfortable
- Observing one child abusing another.

There are four main forms of abuse recognized



Physical abuse – caused through a deliberate act or through omission or failure to act to protect.

Emotional abuse – treatment that causes severe, persistent adverse effect on the individual's emotional development. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse – taking part in sexual activities, involving children in observing sexual activity or encouraging children to behave in sexually inappropriate ways

Neglect – leading to serious impairment of the child's health or development.

Recognising abuse

- Recognising abuse is not easy and it is *not* our responsibility to decide whether or not child abuse has taken place or if a child is at significant risk. We *do* however; have a responsibility to act if we have a concern.
- Response to signs or suspicions of abuse.

Child making an allegation of abuse

- Stay calm
- Listen carefully
- Do not promise to keep secrets – this information will need to be shared with others explain this to the child as early on as possible
- Allow the child to continue at his or her own pace.
- Ask for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing by telling you
- Tell them what you will do next and who you are going to tell.
- Record in writing what was said using the child's own words as soon as possible.
- Note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

Suitable Persons Policy

All staff

All staff will have a DBS check. They will also have attended courses in child protection.

Visitors:

As part of the School's requirement to protect the pupils in its care, all visitors to the site must sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit.

Volunteers



Any person who will be volunteering on a regular basis will be referred to the school office for all necessary checks and procedures to be completed.

Parental consent

Prior to taking part in a block of Forest School sessions the parents will be sent an information pack about the Forest School programme.

Medical information

Medical information and Emergency contact details will be obtained from parents using a consent and medical information form.

Medical information and contact details will also be obtained from all participating adults including the Forest School leaders using the form on the following page.

Medical information and emergency contact details will be kept in the Emergency bag.



CONSENT & MEDICAL INFORMATION

Name in Full

Which Forest School programme is your child attending?
.....

Home
Phone.....Mobile.....
.....

AGREEMENT

I am aware that I will be involved in woodland activities to which I give my consent. These will include use of fires, full sized tools and cooking. I understand that activities in a woodland setting due to their intrinsic nature present elements of risk but Claremont Forest School staff will ensure that these risks are kept to a minimum.

I give my consent to have photographs and video taken. **Yes /**
No

MEDICAL INFORMATION

I understand that should medical treatment be necessary, every effort will be made to obtain my consent. However, in an emergency I authorise the party leaders to consent on my behalf to any Medical treatment, which a qualified doctor feels is necessary (this could include inoculations, blood transfusions, surgery or the use of anaesthetics).

Yes / No

I have written below full details of any recent illness or medical condition of which the

Party leader should be aware, including details of medication or special diet. **Yes / No**

Have you received a tetanus injection in the last five years? **Yes /**
No

Family Doctor's name and address

Tel No:.....

Do you suffer from or have ever suffered from:

Diabetes	Yes / No
Epilepsy	Yes / No
Asthma	Yes /
No	



Heart problems Yes /
No

Eczema Yes /
No

Any other allergies, please give details below, e.g. medication, special diet, etc.

.....
...

Next of Kin or Emergency Contact:

Name.....

Tel. No.....

Ratios

It is the responsibility of the forest school leader to ensure that there are suitable staff pupil ratios during a Forest School session

Ideal ratios

Pre Nursery 1:2

Nursery 1:4

Reception, Year 1, Year 2 1:6

Y3 1:6

Y4 1:8

Insurance

Insurance for outdoor activities is included within the school's policy



Equal Opportunities

Learning occurs naturally and is most effective when children have the freedom to 'be', without some of the limiting social expectations that children encounter, such as stereotypical views.

Claremont actively promotes the inclusion of all children and adults into sessions, and will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of race, gender, ability, religion, sexual orientation or age.

Our sessions are underpinned by a set of Equal Opportunities Values, which are intended to ensure that children can fulfil their learning needs and reach their potential.

Equal opportunities values:

- Every child will be valued, enjoyed and celebrated
- Inclusion will be a thread that runs through all activities
- Sessions will create a secure, accepting and inclusive environment, in which children can flourish
- Stereotyping will be actively discouraged to ensure that children feel free to explore and play as they choose, without being restricted by the boundaries that stereotyping creates
- Discrimination and exclusion will always be challenged

Students with disabilities and health needs:

Leaders must identify all students with disabilities and health needs who are to take part in the sessions and, in consultation with the teaching staff, parents, students and the Medical Centre, discuss the suitability of the programme and draw up plans to meet the needs of the student

A vast majority of the activities and experiences on offer can be adapted to suit the different needs of children, and in order to do this effectively, it is sometimes necessary to work in partnership with the class teacher and families to decide on how best to meet individual children's needs.

We will endeavour to support children and adults with physical disabilities during normal sessions. This may mean on occasion using a different site within the grounds.



Anti-bullying

Bullying behaviour is action which hurts or causes distress by taking advantage of another person in some way, making him or her feel uncomfortable or threatened. The School expects all members of the School Community to uphold the School Code on Bullying and follow the guidelines given in the **anti-bullying policy**.

- Every student at Claremont has the right to enjoy their learning and leisure time free from intimidation.
- Our School Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
- To stand by, when someone else is being bullied, is to support bullying.
- If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
- Bullying will always be taken seriously.
- Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians or to someone in authority within the School.



Environmental

We will endeavour to use the principles of the 'Leave No Trace' movement with regard to maintaining and caring for the Forest School sites that we use.

The Seven Principles of Leave No Trace

The seven principles of Leave No Trace outline ethics to help outdoor enthusiasts, instructors, guides and centres alike to Value the natural environment, Understand the impact of their activities, Enable them to make decisions to minimise that impact, Enjoy their activities in a sustainable way.

The seven principles are

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Ground
3. Dispose of Waste Properly
4. Leave It As You Find It
5. Minimise the Effects of Fire
6. Respect Farm Animals and Wildlife
7. Be considerate of others

Sustainable use of the site

The site that will be used for our sessions will be assessed following each individual programme to monitor the impact, positive or negative, that sessions may have on the environment. This assessment is intended to ensure that the site can sustain use in this way, and influence decision-making processes regarding the long-term and short-term use of the area. The 'Woodland Survey' will support this process and help to identify any impact caused by sessions.

The Wilder Wood site will be used for no more than three forest school sessions a week. Firewood will be brought in from other sites so as not to deplete the amount of dead wood in the site.

Greenwood will be supplied by coppicing the Hazel on the site and by bringing supplies in from other sites.

Disposal of litter and waste water

Litter

Carry it in carry it out. All litter will be removed from the site including litter created by other users. This will include all biodegradable litter like teabags. The grounds department will check for litter before each session.

Waste water: Equipment will be taken off site for washing. Antibacterial hand gel and hand wipes will be used for cleaning hands reducing the amount of waste water created. No soap or detergents will be used on the site.