

Broughton Primary School



Forest School Policy

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Introduction

Broughton Primary School recognises its responsibilities for safeguarding children and adults protecting them from harm.

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

The aims of outdoor education at Broughton Primary are to promote the theme of living and working together through a range of activities which provide adventure, challenge and enjoyment. Also to provide opportunities 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 Nations Convention on the rights of the child (UNCRC)
- The Education Act (1996)
- Every Child Matters (2003)
- SEAL (1970)

Health and Safety

The trained and named Forest school leader is always the person in charge of Forest school lessons.

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

All adult helpers must sign and date a form to show they have read and understood this handbook and the risk assessments appropriate to the session in which they are helping.

The Forest school leader or assistant will always carry and take a first aid kit and any medication required into every session.

The forest school leader will always carry a mobile phone and a 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 assessments 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 at forest school prior to their use.

Children are to only 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 the tools and equipment safely and appropriately.

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 in the relevant procedures. All potential hazards and risks are identified. The FSL is to assess the area prior to sessions. Manage the activity so that the risk is controlled taking into consideration children with medical conditions and behaviour 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 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 of session

Leave site clean and tidy

Tidy all tools away safely according to tool safety

Make sure fires are put out safely

◇ Post session

Reflect on the session

Evaluation

Report any risks being observed so that action can be taken

Tool procedures (every tool)

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

PERSONEL PROTECTIVE EQUIPMENT ON ALL TOOLS SHOULD INCLUDE LONG TROUSERS, GLOVE ON NON-SAWING HAND.

	secretors	Potato peeler	Pruning saw	axe	Loppers	Bow SAW
						
handling	Make sure secretors are closed. Carry at your side with hand on shaft. pass handles first	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 handle	Carry at your side with hand on shaft. pass shaft first	Carry at your side. Blade facing down. pass using handle
purpose	Cutting small branches up to 2.5cm diameter	Debarking sticks	Cutting green & dead wood up to 10cm diameter.	Splitting wood	Cutting branches up to 7cm diameter	Cutting green & dead wood
check	Grips aren't damaged or loose	Space	Blade is secure & sharp Hinge is secure Lock works	Handle is not loose	Grips aren't damaged or loose. Extension locks	Check blade is secure & sharp
use	Length of handles to give maximum leverage. Put wood to be cut as close to the hinge	Sit securely Lock elbows into body Work blade away from you	Secure wood lengths before cutting Make a groove to start the cut Use push pull action	Log to be split is placed on secure surface. axe is placed on top & hit with a	Use length of shaft to give maximum leverage. put wood to be cut as close to hinge	Secure wood lengths before sawing. use 3 backward cuts to start and continue to saw using

	as possible.			wooden mallet		pull push action
finish	Clean the cutting edge after use. close cutting edge and secure before storing	Clean the cutting edge after use. store in tool bag	Clean the cutting edge after use. Fold & secure blade before storing	Clean blade after use. wrap blade before storing	Clean the cutting edge after use. Close cutting edge before putting back in bag.	Clean the cutting edge after use. clip blade guard on before storing
maintain	Wash and clean off sap sharpen from blade. blade using sharpening blade	Wash and clean off sap from blade Replace when blunt	When blade is blunt replace.	Clean blade. Keep blade sharp using sharpening stone	Wash & clean off sap from blade. keep blade sharp using sharpening stone	When blade gets blunt replace. replace damaged or lost blade guards

Fire safety procedures

No one to enter forest until FSL agrees to

- No running around camp fire and walk around the back of the seating area (safety zone)
- Keep seating 1.5 metres away from fire.
- Stay calm when lighting.
- Never use paraffin, petrol or methylated spirits to light.
- Choose the site of your fire with care, never on peat or areas with underground roots or low branches (at least 8'high)
- Never leave a fire unattended.
- Never underestimate the potential reach of a fire and the strength of wind.
- Ensure you can extinguish a fire quickly in case of emergency. Keep a bucket of water close by, and have 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 end of session fire is completely out.**

Missing person

- Use 1-2-3 come to me
- Have a head count
- A register will be taken to double check the child is missing.
- Staff will maintain safety of other children.
- A senior manager and any other available members of staff will search school grounds, or area where last seen.
- If no sightings after approximately 20 minutes Head to contact parents.
- After 45 minutes police to be called.
- Police to take over search.

Irregular occurrence/uninvited guest/stranger procedure

- Keep gates locked at all times and check boundaries.
- Anyone acting suspicious or is an unknown person, get the group together and leave with assistant and FSL to ask the intruder to leave immediately. Report immediately to the school office, keeping group all together with you at all times.

Weather

Check forecast the night before and in the morning. We will not go out if weather is extreme such as wind Gusts of about 20-30 mph or thunder storms are predicted. On hotter days children are to wear sun hats, keep in the shade, children to apply sun cream if they have brought it in and have water to drink. In Snow/ice conditions assess areas for slips and falls risk. Children are to bring woolly hats, scarfs gloves.

We provide weather proofs for wet, muddy cold conditions

At the discretion of the leader the session will be cancelled if weather deteriorates

Behaviour

- Rewards for good behaviour i.e. Praise, merits etc.
- All staff to be positive role models and policies for behaviour followed and applied.
- Promote self-esteem, self-discipline, regard for staff and positive respect for others.
- Ensure fairness of treatment for all.
- 1st verbal warning given for misbehaving then sent in for 2nd.
- Straight in to Head teacher if breach of safety isn't met. If child puts themselves and others are at risk.

-If it's not possible for child to go in then he/she will sit out of all activities and supervised.

Food safety

- Wash hands before and after handling food using the washing area on site
- Keep food covered whenever possible.
- Keep cooking equipment clean, spray with antibacterial spray before and after.
- Handle food as little as possible.
- Keep raw/cooked foods separate using separate containers
- Tie hair back when cooking.

Toileting and hygiene procedure

Wash hands before having snack in the wash area

- Wash hands after using toilet.
- Child to let a member of staff know where they're going and KS2 to go to the toilets unsupervised and to take wellies and waterproof trousers off before entering indoors and to wash hands if muddy before and after going to the toilet.

Emergency procedures to be administered by FSL

1. Administer first aid to casualties and ensure safety of the remainder of the group by assistant.
2. Seek aid and contact office or manager and call for an ambulance.
3. Parents called to collect if ambulance isn't required and first aider to stay with pupil.
4. If child is taken by car parents are to meet at A&E.
5. Report to Head teacher in an emergency.
6. Accident form to be filled in.

First aid procedure

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

The first aider is to complete an accident form, if a head injury the first aider fills in the form which is in the first aid bag and send a head injury letter home with child.

If 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/guardian cannot pick up then the doctor should be called and child transferred there with an insured driver.

-Play policy

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

Photo and media

Have a list drawn up of all children attending forest school who haven't got consent to have photos taken; When publishing photos leave names out and NOT to use for any social media websites i.e. Facebook. If using child's photos for portfolio make sure you have consent to do so from Head teacher. Any information will be treated confidentially.

Child protection policy and procedures

If a child makes a disclosure to a member of staff that raises a concern, that member of staff listens to the child but must NOT ask any leading questions and mustn't make any promises. They must report it to the child's class teacher and jot down what was said, where and when and not to discuss the matter with others. The teacher will discuss the matter with the Head teacher who will then decide if it's a matter for the social services.

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 checks of kit and site, all participants medical and requirements, 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 responsibility for 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 to and follow instructions given

NAME	CLASS	MEDICAL INFO
1		
2		
3		
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17		
18		

Session procedures

- **site check by Forest school leader**
- **set out equipment needed**
- **Go over with staff lesson plan**
- **Take register**
- **Children get ready**
- **visit toilet and get snack if applicable**
- **get waterproofs and go outside**
- **put wellies on**
- **line up when ready**
- **children to sit around log circle**
- **Remind all about H&S points (no throwing sticks, tree climbing no higher than 1.5m, boundary limits and 1-2-3 come to me**
- **Session time, free time and snack**
- **1-2-3-come to me head count**
- **Children to take waterproofs off, tidy up after themselves and wash hands**
- **Reflect on session with all**

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 office** using mobile or walkie-talkie. Call ambulance. Inform Head teacher.
- 4. Parents to be called** to collect if ambulance isn't required and first aider to stay with pupil.
- 5. If child is taken by car** parents are to meet at A&E
- 6. Accident form to be filled in ASAP.**

Forest School Policy

The Forest School policy and procedure was passed for use in Broughton Primary School.

On:.....

By:.....Headteacher

By:.....Chair of Governors

Date of planned review:.....