

Ensuring Safe Learning and Development Opportunities

Within our Forest School



Forest School Health Safety and Welfare Policy

The health safety and welfare of all children, staff and accompanying adults is a priority at our Kingswood Forest School. The guidance is appropriate to the Woodlanders Programme (Usually 1 session a week for 6 weeks (12 children). And Forest School days. The children learn about keeping themselves and others safe during forest school activities and the Kingswood Charter. This relates to personal safety, behaviour and hazards which they may come across in the Forest environment. The following, outlines our policy and how visitors to our school can support this fully. In addition, you may wish to refer to our full Centre Policy.

Safe Supervision of Children

- The Head teacher, Environmental Assistant and Forest Leader hold a level 3 Forest Leader qualification and are fully trained. (OCN Level 3 Forest Leader Practitioner Award)
- The minimum supervision required for Insurance purposes is 1: 4 for nursery and Special School pupils and 1:8 for 5-7 Year olds. This number does not include the Kingswood staff.
- Schools are advised to choose voluntary support carefully and that the lead teacher or assistant takes responsibility for all accompanying adults.
- All activities and practices have undergone an up to date risk assessment and appropriate measures have been put into place to minimize risk without removing challenge. This includes collection, travel and activities on site.

Travel and Transport

- Where children are collected by minibus, staff drivers have passed a competent Minibus driving test. See Risk Assessments and detailed procedures 7a and 7b
- The minibus seats 12 children and 4 Adults , plus the driver
- The minibus has regular road safety checks and services and is fitted with front facing seats and belts.

No Smoking Policy

Smoking is not permitted in any of the Forest areas or Centre buildings.

Consent Forms

The Forest Leader carries copies of the children's consent forms. Only on presentation of the completed consent form, will a child be permitted to take part in the programme. This holds valuable information about the child, including contact numbers in case of emergency, medical and personal details.

Emergency Procedures

- 999 calls can be made from the Main Reception and Head teachers' office lobby and first aid room.
- A mobile phone is carried at all times by the Forest Leader.
- Any Fire Alarms are audible within the Forest School Areas – in case of an alarm – The Forest Leader will escort the group to the Fire Point – Kingswood Oak Tree.
- In the event of an emergency the Forest Leader will look after the child, another member of supporting staff will inform the office and take a message

as directed by the Forest Leader. The Forest Leader will also have a mobile phone to contact the office if needed/appropriate. Office staff will meet an ambulance if required. (The working procedure for Kingswood means that there should always be two visiting members of staff alongside the Forest Leader, in the even that there is only one, a mobile phone will be used to contact the office.)

- If the forest school leader is injured, the office will be informed by another member of staff or visiting staff member. The site first aider will respond.

The Forest School Area- Grounds Safety

- A daily safety sweep of all forest school areas is carried out, either by the Forest Leader, Teacher, Head teacher or Environmental Assistant. This is recorded on a monitoring form, dated and signed. Any concerns are written, reported to the head teacher and appropriate action taken.
- This includes:
 - Trip or Slip Hazards eg rabbit burrows, fallen tree etc.
 - Dead Wood in Trees
 - Glass or other material in site
 - Adverse weather and its impact
 - Change in Boundary Security
 - Damage to surrounding fences
 - Car park issues
 - Dead Animals
 - Grounds Maintenance – overgrown
- The Forest School areas are enclosed by high fencing, where adjacent to the road and other properties. Some natural boundaries are also defined. A roped area marks the edge of the forest school area and no go area without being accompanied by an adult.
- Each session, children are shown and or walked around boundaries. A rope gate is the entrance to the Forest school.
- Regular routines support children working independently within the defined Forest School Area.

Monitoring of Resources and equipment

- All tools are stored securely in a tool box which contains an inventory and all tools are counted in and out. All staff demonstrating tools are clear about safe and appropriate use.
- The condition of tools is maintained, including cleaning, sharpening and oiling as appropriate and replacement where required.
- The condition of all equipment is checked prior to every session; any broken or damaged equipment is removed from the resource selection.
- Our Site Manager has attended ROSPA Training re the checking/monitoring of play equipment and an independent assessment by Rospa is made annually(From August 2013).

First Aid and Medicines

- All Staff working with Forest School groups hold a current First Aid Qualification - Paediatric
- A portable first aid box is stored within the Forest Leaders bag and this is maintained and topped up as required.

- First Aid kits are also situated at marked points in the reception area and main centre buildings.
- All accidents are recorded in the Forest Schools accident log and dealt with as appropriate.
- Children do not wear jewellery during forest school sessions. Studs are the only acceptable form of earrings.

Provision for Toileting and Hand washing

- A designated natural toilet area is determined and made private by a natural screen. The area is dug out and covered over as necessary and relocated as necessary.
- The Forest Leader carries a key to the school building, where indoor toilets and hand washing can be accessed at anytime.
- During the session, bottled water, antibacterial soap, a towel and bucket are to hand in the base camp area. An alternative to this during cold weather is an antibacterial cleanser, which requires no water.

Child Protection

- The designated teacher for child protection is Rachel Wells – Head teacher and in her absence David Tagg(Teacher). Any disclosure or concern should be reported to the designated teacher immediately.
- Visiting school /setting staff are responsible for any adults who accompany them. It is important to remember that no adult should have significant unsupervised access to children unless the necessary DBS checks have been made.

Fires

- As with all high risk activities, a detailed risk assessment has been completed and the Forest Leader determines appropriate times to have a fire, based on the ability of the children and environmental circumstances.
- The Forest Leader is well briefed and trained in ensuring that this is a positive experience from which the children will learn a great deal about safety.

Health and Safety Resource Checklist

Suggested Clothing List for Warm Weather

Long trousers
 Long sleeved cotton top
 Socks
 Trainers or shoes – not open toed or sandals
 Sun hat
 Sun cream

Suggested Clothing List for Cold Weather

Long Trousers
 Layers of clothing (tops and bottoms)
 2 pairs of socks
 Boots or wellies
 Waterproof coat
 Waterproof trousers
 Woolly hat, gloves and scarf

SAFETY EQUIPMENT LIST -Emergency Rucksack containing:

First Aid Kit

Mobile Phone and contact numbers

Consent/Medical Forms

Tissues/Antiseptic wipes

Antibacterial gel

Register

Water bottle, Supply of drinks and snacks

Heat Blanke

In The Forest School Base Camp there is access to a:

- Fire Blanket
- Fire Extinguisher
- Water Butt/Water buckets

4.0 All Risk Assessments and Procedures

- Individual activity and grounds risk assessments are held at the Centre and are updated annually or sooner as appropriate.
- Risk assessments are updated by the Head Teacher/Teacher in consultation with appropriate advisors and centre staff and these are monitored by the Local Authority.
- The Head teacher, site manager and other appropriate staff attend risk assessment training as well as training related to Health and Safety.