

St Mary's Forest School Handbook

Policy Documents



To be read by all adult leaders, volunteers and visitors attending Forest School sessions.

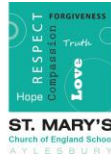
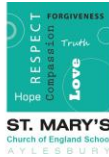


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The policies, procedures and activities that take place in St Mary's Forest School will be in line with the School's Policies.

ADMISSIONS POLICY

St Mary's Forest School is for all children attending St Mary's School.

Other groups (Scouts or Community groups) may use the Forest School site with permission from the Head teacher. They must be led by a trained adult or Forest School Practitioner and follow the guidelines and procedures as set out by the school.

SAFETY POLICY

All activities will be risked assessed and shared with all adults participating in the session.

Accidents will be reported in the Forest School Accident Book in line with School procedure.

The Forest School Practitioner will check the School site before each session (See Appendix A for safety checklist).

Equipment is checked regularly by Forest School Practitioner and faults will be actioned and recorded (See Appendix B for fault report form).

There is ample space for movement on site.

There is clear path to the fire safety point in case of a fire drill.

All dangerous materials and tools are kept in a locked shed where children can not access freely.

Children will not walk around with hot liquid. If hot liquids are served children will have them in a sitting position.

Children are counted in and out of each session at base camp and adults are logged in with the school's system.

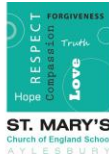
Smoking is not allowed anywhere on the School Site.

A correctly stocked first aid kit is available at all times.

Activities and tools are always used with the correct ratios, procedures and supervision.

These will always be age and maturity appropriate.

FIRE SAFETY POLICY



All Staff will read the Fire Safety Risk Assessment before embarking on any fire making activities and ensure that all children understand all aspects of this policy.

The Forest School Practitioner will ensure that all fire making procedures are followed accurately whenever a fire is made.

The Forest School Practitioner is responsible for keeping the policy up to date and ensuring that any concerns are actioned immediately and reported to the School's Site Manager.

Fire poses a threat to life through fume, smoke, burning and structural collapse. The aim of this policy is to minimize the risk of fire by taking adequate fire precautions.

FIRE PREVENTION

A fire making kit will be used to start a fire by a trained adult.

Fuel for fire is limited on site and will be brought in by the Forest School Practitioner.

Waste materials are cleared from site on a regular basis and does not accumulate on site.

No flammable liquids are stored on site.

Den making materials are kept locked in the site shed and all adhere to appropriate British Safety Standards (purchased from Muddy Faces).

Portable heaters are not used on the site.

The electrical equipment that is used on site; walkie talkies, communication headphones, iPads and magnifiers are all checked on a yearly basis in the PAT Testing week in December. Any device that does not comply with the testing will not be used on site.

When an open fire is made all safety guidelines are adhered to by staff and children.

Children are supervised during any fire making activities. Fire safety gloves are used and kept away from the open flame.

Smoking is prohibited on the site.

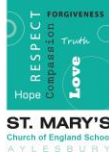
Children have access to fire lighters only under supervision of the Forest School Practitioner. Fire lighters are locked in the site shed when not in use.

FIRE DETECTION

Fire drills are held regularly by the school Site Manager who reports on each one and advises all staff on any changes that need to be addressed.

FIRE CONTAINMENT

All staff and children are taught how to contain and extinguish fires in the appropriate manner.



FIRE FIGHTING APPLIANCES

Fire will only be lit in the fire pit.

Fire buckets are located at various points around the site when a fire is lit. This allows staff to extinguish any small fires that may arise. Staff will be aware of the procedures of extinguishing an outbreak of fire.

All buckets will be checked and filled by the Forest School Practitioner.

EMERGENCY PROCEDURES

In the event of an emergency the Forest School Practitioner will:

- Assess the situation for danger to themselves and the group
- Attend to the causality as needed in regards to first aid
- Ensure the rest of the group are safe and away from danger (use other adults for support)
- Contact the Emergency services if needed (using own mobile phone) giving school address
- Contact the school office and parents with details

EMERGENCY CONTACTS

- Bring children's contact forms out on school site
- Bring school's emergency red card on school site

SMOKING POLICY

In line with the school policy no smoking is permitted on the school site.

CHILD PROTECTION POLICY

Safeguarding Officers:

Mr David Liddle, Head teacher

Mrs. S. Dimpleby, Deputy Head Teacher

Ms T. Tennies, Assistant Head of Early Years

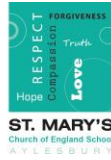
Child protection is of our utmost concern and we will adhere to the School's Child Protection Policy which is available on the School's website and a copy is kept in the Forest School Folder.

All Staff are trained regularly in Child Protection.

All incidents are recorded on the school's pink forms and recorded on CPOMS.

BEHAVIOUR MANAGEMENT POLICY

Children are expected to follow the School's Golden Rules at all times in school and off of site. These are linked to the School's Christian Values of:



Love, Truth, Hope, Compassion, Respect and Forgiveness.

We promote these through our Golden Rules:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after our property

All staff will follow the School's Behaviour Policy which is available on the School's website and a copy is kept in the Forest School Folder.

Any incidents will be recorded on the School's Incident Form and logged into CPOMS

EXCLUSION POLICY

Exclusion is authorized by the Head teacher and in line with the School's Policy which is available on the School's website and a copy is kept in the Forest School Folder.

BULLYING POLICY

Bullying is any repeated and regular behaviour that is intended to hurt or upset someone by one group, or a group of pupils. Bullying results in pain and distress to the victim.

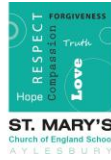
St Mary's Statement of Intent:

St Mary's School should be a place where everyone can feel happy and secure. We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and the whole community should co-operate to ensure that it is not tolerated. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. This policy is an integral part of our Behaviour Policy, establishing the important link between discipline and bullying.

Preventing and tackling bullying has a high priority within the school, with a clear commitment from the Head teacher, Governors and Staff. Our school's Christian Values of *Love, Respect, Compassion, Truth, Hope and Forgiveness* reject bullying and promote co-operation and consideration of others.

All staff will follow the School's Bullying Policy which is available on the School's website and a copy is kept in the Forest School Folder.

Any incidents of bullying will be reported on the school's forms and logged on CPOMS.



MISSING PERSON POLICY

Each session will begin and end at base camp with a group count and confirmed by the class teacher.

If it is discovered that a child is missing:

- All children will be called back to base camp. (one whistle to stop, second whistle to go to base camp)
- The children will be recounted
- The teacher will stay with the group at base camp
- The Forest School Practitioners and Teaching Assistants will each take an area of the site to search for the missing person (including in the school)
- If the missing person is not found after a search of the area the Head Teacher or Deputy Head (if Head is not available) will be informed and the police will be contacted if advised so by the Head Teacher
- If the police are contacted the parents of the child will also be informed
- An incident form will be completed

COMPLAINTS POLICY

All complaints must be recorded.

A complaints form is kept on site for children to enter their concerns in (see Appendix C)

Any child with a complaint or concern will be able to discuss this with their Class Teacher or the Forest School Practitioner.

All complaints or concerns will be dealt with in line with the School's Policy which is available on the School's website and a copy is kept in the Forest School Folder.

SUSTAINABILITY POLICY

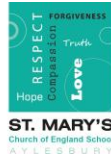
Thorough our Forest School Curriculum we aim to promote a respect for the natural environment and teach the children how their actions can influence, effect and change it. We will help to develop the children's understanding of how they can reuse and recycle natural materials and the impact that this has on their local environment.

We will educate the children so that they have an understanding of the wildlife on the site and how we must strive to maintain these natural habitats.

The children will help to clear the site of any litter and will be educated in the effects of litter to the environment. We will use the school's recycling containers for any litter on the site.

VOLUNTEER POLICY AND PROCEDURES

Any volunteers will be accepted by the Head Teacher and be verified using the School's Volunteer Policy procedures which is available on the School's website and a copy is kept in the Forest School Folder.



All volunteers need to be vetted through the DBS system before volunteering at the school.

Volunteers generally help out in the school and are always under the supervision of the Class Teacher.

There may be parents or others who may help support the development of the School by offering advice on planting or upkeep of the site. These people will be on site only with the Forest School Practitioner during times when it is not being used by the children.

Any volunteers wanting to support the Forest School sessions will need to qualify as per the School's Volunteer Policy and then be accepted after discussion with the Head Teacher and Forest School Practitioner. Once accepted they will be able to support under the guidance of the Forest School Practitioner. They will not be able to lead any activity that requires prior training. They will be assisting on a supportive basis and accountable to the Forest School Practitioner.

All volunteers are required to read the Policies, Handbooks and Risk Assessments before partaking in any sessions.

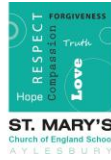
SITE INFORMATION

St. Mary's Forest School is located on the school site behind the school's MUGA. Access can be gained from any point outside the school building.

The site is located on the perimeter of the school field and has a fenced boundary around the outside edge. The willow tunnel and dome acts as a boundary separating the site from the school field. More planting will be done to separate the space when appropriate. Within the site there are STOP signs within the woods to identify where further boundaries are.

There is emergency access to the site through the school car park.

School Phone Number:	01296 482094
School Postcode:	HP19 7WF
School Grid Reference	SP 80291 13831
Latitude	51.817349
Longitude	-0.83659288
Site Manager – Ivo De Fritos	01296 482094



FOREST SCHOOL ETHOS

The Forest School approach to learning has been based upon practice observed in Denmark. This practice follows a child led philosophy which puts the child at the heart of their learning. Children decide on their path of learning and are supported adults who observe, model and scaffold them taking into account how each child learns.

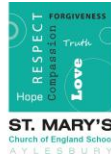
Children will be participating in real life experiences and learning how to overcome problems as they arise. They will be taught specific skills and techniques and understand how to work safely in the outdoor environment. They will experience risks and learn how to draw upon their own strengths and capabilities to overcome problems that they may face.

This way of working will develop their children's independence, confidence and resilience. It will also improve their communication skills, problem solving skills and their motivation. These skills and attributes the children develop will help them throughout their life.

Taking part in Forest School Sessions will also promote a healthy lifestyle by spending time outdoors which helps keep children physically healthy and mentally and emotionally happy.

FOREST SCHOOL CODE OF CONDUCT

- Return to base camp on second whistle
- Move around the outside of basecamp **not** through it
- Stay within boundaries
- Treat peers with respect and care
- Hold sticks appropriately (thumb over top or dragging behind)
- Don't throw objects
- Don't harm living things
- Only climb a tree with an adult watching
- Use string or rope as advised by Forest School Practitioner
- Carry or move objects as advised by Forest School Practitioner
- Use toilet before leaving for site
 - If needed during session, Teaching Assistant to take child to nearest class toilet or Hall toilet
- **No Pick, No Lick** to be used in all sessions
- Hands to be cleaned with hand sanitizer if any eating occurs
- Always leave the site as it was found
- Firewood will be brought in by the Forest School Practitioner
 - If possible some wood from site may be used
- Only Forest School Practitioner to light fire. All other staff to be briefed beforehand. Fire safety resources and first aid kits to be accessible

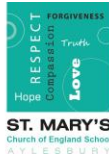


FOREST SCHOOL SESSION PROCEDURES

- Parents will be advised of the sessions and made aware of the clothing they need to provide for their children
- All staff will have a session plan
- Forest School Practitioner will sweep site before session and check tools are safe to use
- Children will get dressed in appropriate clothes for session and visit the toilet before session begins led by the Class Teacher and supported by the Teaching Assistant
- The children will walk to the site with Teachers and Forest School Practitioner and gather at Base Camp
- All children will be counted in and reminded of site perimeters
- Children will conduct a safety sweep acting as, *Danger Rangers* and then returning to Base Camp
- Forest School Practitioner will remind children of appropriate behaviors
- Forest School Practitioner start session with whole group
- Children will be supported in their independent play/learning or encouraged to try the challenges set by the Forest School Practitioner
- Children will help to collect up all resources at the end of each session which will be put away by the Forest School Practitioner and locked in the shed (key kept in main school office)
- Children will gather at Base Camp (one whistle to stop, second whistle to go to Base Camp)
- Children will have an opportunity to reflect on their session if they wish
- Children will be counted in
- Children will leave base camp (through gaps between benches) and walk back to class with Teacher and Teaching Assistant
- Children will take care of their Forest School Clothing and boots and wash hands after the session

ESSENTIAL ITEMS

- First aid bag (First aid kit also stored in shed including fire and burns kit)
- Mobile phone
- Emergency contact list
- Red emergency procedure card
- Whistle
- Medicine for children who require it with care plan
- Forest school file
- Water and extra water if having a fire
- Wet wipes and hand gel (in shed)



FOREST SCHOOL HEALTH AND SAFETY

We will follow all Health and Safety Policies as laid out in the School's Policy which can be found on the School's website and are also held in the school office. These are regularly updated by the School's Site Manager, Mr J Johnson.

As Forest School programmes contain activities with a higher risk than normal school activities there are risk assessments for anything that is not covered. These are all kept in the Forest School Folder available in the School Office and on site.

Staffing will consist of:

- One qualified Level 3 Forest School Practitioner who also has a First Aid and Outdoor First Aid certificate
- The Class Teacher and Teaching Assistant
- Any child who has 1:1 staffing will be accompanied by that member of staff
- Any volunteers will have been approved by the Head teacher, obtained a DBS check and be accountable to the Forest School Practitioner
- All adults will have read the Forest School Handbook prior to the session and sign to signify this

Uninvited Person or Stranger on Site

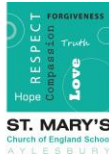
In the unlikely event that an uninvited person or stranger enters the Forest School Site the Forest School Practitioner will ask them to leave. If the person will not leave the Forest School Practitioner and other adults will lead the children back into the school and inform the Head Teacher of the event. Police will be notified if necessary.

Dogs

If a dog has entered the site the children will be told to stay still and not touch the dog. The Forest School Practitioner or other adult will attempt to move the dog away from the children.

Death or Serious Injury

In the case of any serious injury First Aid procedures will be followed as stated on the School's Red Emergency Procedure Cards. The Forest School Practitioner will remain with the casualty whilst the Class Teacher will remove the rest of the children. The emergency services, parents and Head Teacher will be contacted.



RISK ASSESSMENT GUIDELINES

All risk assessments are kept on file in the school office and brought on site when sessions are on.

A pre session risk assessment is carried out before each session (see Appendix A).

Any children who have additional needs will be catered for by their designated Teaching Assistant.

Risk assessments will be reviewed regularly and adapted when necessary.

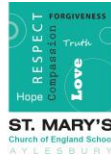
All adults supporting in Forest School Sessions are required to read all risk assessments.

FOREST SCHOOL CLOTHING

All parents will receive a letter outlining the clothing required for Forest School which will include (depending on the season):

- Wellington boots
- Waterproof coat, trousers or all-in-one
- Winter coat
- Gloves
- Hat
- Sun hat
- Suncream (children to apply themselves and only use own)
- Sunglasses

There are some spare wellington boots and wetsuits available for the younger children.



TOOLS

All tools will be kept locked in the on-site Forest School Shed in locked boxes.

The key to the shed is stored in the School Office.

The Forest School Practitioner and Site Manager have the code for the padlocks.

The Forest School Practitioner is responsible for up-to-date tool risk assessment and regular tool checks.

Tools are counted in and out each session by the Forest School Practitioner.

Tools are maintained by the Forest School Practitioner.

Tools are only used after being taught correct methods of use, transport and storage by Forest School Practitioner.

Tools are only used in designated areas.

Potato peelers and sheath knives to be used when seated in Base Camp.

Secateurs to be used alongside an adult.

Bill hooks and bow saws to be used alongside and adult in designated area.

Tools are only used with correct ratios.

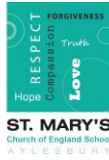
POTOTO PEELERS AND SHEETH KNIVES

- Ratio 1:4
- To be used with Forest School Practitioner
- To be used sitting down in Base camp
- Glove on non-cutting hand
- Cut away from the body
- Wood supported on side of body that is cutting
- Walk with blade held down
- To be stored away as soon as finished

LOPPERS - CUTTING ANYTHING SMALLER THAN A 2 PENCE PIECE

- Ratio 1:1
- To be used with Forest School Practitioner
- When not using tool it should be kept on the ground with the handle facing forwards and blade facing behind
- Hold tool down when walking
- To be stored away as soon as finished

BOW SAWS – CUTTING ANYTHING BIGGER THAN A 2 PENCE PIECE



- Ratio 1:1
- To be used with Forest School Practitioner
- Glove on non-cutting hand
- When not using tool it should be kept on the ground with the handle facing outwards and blade facing in
- Hold tool down when walking and have cover on
- Only use in designated area
- To be stored away as soon as finished

BILL HOOK AND MALLET

- Ratio 1:1
- To be used with Forest School Practitioner
- When not using tool it should be kept on the ground with the handle facing forwards and blade facing in
- Hold tool down when walking and have cover on
- Only use in designated area
- To be stored away as soon as finished

WEATHER

Forest School Sessions will take place in all safe weather conditions.

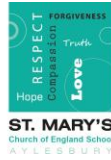
The weather risk assessment will be carried out before each session.

The BBC weather site will be accessed if unsure of weather.

The session will be cancelled in unsafe or inappropriate weather.

Children must be dressed appropriately for the weather.

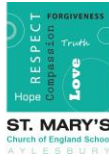
If the weather changes drastically during a session it may have to be shortened.



APPENDIX A
PRE SESSION RISK ASSESSMENT

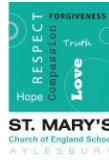
PRE SESSION RISK ASSESSMENT		
Date	Time	Weather
Forest School Leader		
Checklist	Yes/No	Comments
Weather Effects		
Vandalism		
Branches		
Tree Damage		
Boundary Disturbance		
Faeces		
Nettles/Thornes		
Standing Water		
Other		

APPENDIX B



FAULT REPORT FORM

FAULT REPORT FORM	
Name of person reporting fault	
Date	Time
Fault/Problem	
Signature	
Reported to	
Date	Time
Action Taken	
Signature	



APPENDIX C
COMPLAINTS FORM

FOREST SCHOOL COMPLAINT FORM	
Date	Time
Name of Person completing form	
Details of Complaint	
Action Taken	
Signature	