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## **1. Declarations:**

This policy will be reviewed yearly.

Next review date: September 2022

FSL refers to Forest School Leader

FSA refers to Forest School Adult

## 2. Aims and Objectives:

*At Friars Academy, we aim to work in partnership with parents, carers and the community to develop confident, responsible, happy, independent, creative and successful young people.*

*We want our children to grow in confidence and develop a sense of self-discipline and self-esteem within a secure and stimulating environment; where there is respect for each other, for the school, for the local community and for the world in which we live.*

*Children are encouraged to think for themselves and take responsibility for their work and behaviour. They are given opportunities to work collaboratively and co-operatively with others; to organise, enjoy success, learn from their mistakes and to relish challenges and risks.*






(Taken from the Friars Academy Handbook)

Forest School is an all-inclusive programme, which encompasses all of the above aims. Through Forest School we aim for children to develop positive relationships with the natural world through creative independent enquiry. The opportunities we offer build on the natural curiosity of our young people and encourages them to investigate, test and explore in the world around them. It believes in children's right to play (at any age) and specifically in the benefits of playing outdoors – in particular in a woodland environment. Sessions are designed to offer age appropriate opportunities to increase confidence, independence, self-motivation, self-esteem and respect for the environment. Forest School recognises the importance of risk taking in a child's development, and by providing opportunities for children to take managed risks, it helps develop both awareness of risk and the confidence in managing it; children are enabled to make sensible and informed choices about how to deal with unpredictable and unfamiliar situations. At Forest School, children learn and develop practical life skills whilst immersing themselves in the natural world. During the programme, they are likely to experience a range of emotions, which they will learn to understand and manage or enjoy through social interaction and personal challenges, to build resilience that will enable continued and creative engagement with their peers and their potential.

Forest school encourages an exploration of *how* rather than *what* we learn. At Forest School, children can get dirty (or not, as they wish!); they can play and explore; try and fail, then try again. At Forest School they can just be themselves.

### Forest School Rules:

Children involved in forest school will follow the following rules:

-  wear appropriate clothing
-  follow safety instructions from adults at all times
-  be kind to yourself
-  be kind to others
-  be kind to nature










Forest School will comprise of weekly sessions over no less than 6 weeks – ideally more. The core group will have no more than 11 participants; the participants remain the same for the duration of the programme, allowing for strong, meaningful relationships to be fostered and developed. All children are provided for and are encouraged to approach opportunities at their own pace and within their own capabilities.

### **3. Roles and responsibilities:**

#### **Adult participants:**







##### **Forest School leader**

The Forest School leader will:

-  have responsibility for all planning and will provide opportunities for children and young people so that they can make choices about how to explore themselves and their environment. Plan/opportunities will be adapted as appropriate. They will provide guidance, modelling and 1:1 support as appropriate, whilst letting children lead their own learning.
-  engage in regular CDP to develop/refresh practice.
-  undertake continual dynamic risk assessments and make adaptations to the session as appropriate.
-  take the role of facilitator rather than teacher.
-  observe the children, as a group and individuals, in order to identify patterns in behaviour and learning and to assist them planning future activities that will support development.
-  to keep up-to-date with emergency outdoor first aid.
-  keep informed on changes to the weather and assess safety.
-  keep all staff informed of plans and changes to Forest School as soon as possible.
-  Be responsible for the health and safety of all participants and the policies and procedures as relate to Forest School.

##### **Forest School helpers/volunteers:**









Forest School helpers/volunteers will:

-  be DBS checked.
-  lead by example i.e. dress appropriately and be willing to try new things and step outside of your comfort zone so that children are willing to do the same.
-  let the children lead their own learning, supporting them where appropriate/necessary.
-  carry out continual dynamic risk assessments.
-  read and adhere to relevant procedures, policies and risk assessments in order to maintain the safety of the children in your care.
-  assist in the observation of the children taking part in Forest School where necessary.

## **4. Equipment requirements and Clothing requirements:**







### **Equipment requirements:**

Specialist equipment will be provided by the Forest School leader as appropriate/necessary. As a minimum, the Forest School leader will have with them:



-  a charged mobile phone
-  first aid kit, including emergency blanket
-  tweezers – for removal of ticks/large splinters
-  medical information for participants
-  a grid reference / 'what3words' and instructions on how to get to the site for emergency services
-  a properly stored knife
-  fire lighting kit – fire steel/dry kindling
-  Other equipment as required depending on planned opportunities for that session

### **Clothing requirements:**

This will, of course, depend on the weather but, as Forest School will continue in all weathers (excluding thunderstorms and very strong winds/gusts (see 'weather risk assessment'), all participants should have the following items as clothing as a minimum:

-  waterproof coat
-  waterproof trousers
-  wellies or sturdy, closed toe walking shoes or boots (ideally waterproof)
-  hat (winter and summer)
-  gloves (for warmth and for protection)
-  warm jumper/fleece

Ideally, participants should also have:

-  warm socks (and a spare pair)
-  a change of clothes

The school has waterproof trousers and jackets for student use, if they do not have their own. Walking boots/wellies and thick socks can also be provided, but children will be encouraged to bring their own. If children cannot provide appropriate footwear, they will be expected to use that provided by the school.

## **5. Parental permission and medical information:**

Parental permission will be obtained prior to any Forest School programme. The letter can be found in the Forest School folder and will be issued via the school office in the term prior to the planned block of Forest School. Information will be stored on school site in accordance to GDPR guidance and signed in and out.

### **Staff Medical information forms:**

These are obtained at the beginning of a staff members' employment at Friars and are held in the medical room. Any member of staff who is assisting in Forest School will have this information stored in accordance with the GDPR policy. These will be checked prior to a block of Forest School.

If volunteers or parents were to be included in Forest School, they would complete the same medical information form and their details would be stored in accordance with the GDPR policy for the duration of the block they are assisting with.

### **Child Medical information forms:**

Medical information on students at Friars is regularly updated and stored in the Medical room in accordance with the GDPR policy. Staff will be aware of relevant medical information regarding their students and access to more information is via reception/ Pam Machin.

## **6. Minor Accidents:**




In the event of a minor accident, the qualified First Aider (usually FSL) will assess the injured person and administer First Aid while the FSA(s) maintains supervision for the rest of the group.

A dynamic risk assessment will be carried out by the FSA and a decision will be made whether the rest of the group need to be called back. If they do, the whistle will be blown and participants will return to the designated central place where they can be safely supervised until First Aid has been administered.

On return to school, complete an accident report form as soon as practically possible. (Staff forms available from the SLT corridor).

## **7. Major incidents/Accidents:**

### **Emergency Procedures:**

-  Friars Academy follows procedures in accordance to RIDDOR 2013 Legislation. For further information on specifics, please refer to Friars' Health and Safety policy.
-  In case of an emergency, an adult will blow the call back whistle 3 times and the children will congregate in the agreed central place.
-  The qualified First Aider will attend to any casualties with adult helper and maintains supervision for the rest of the group. At least one first aider must be on site at all times. A

record of changes in casualties' state and anything administered to them to be made if possible.

- 🍃 If necessary, the emergency services will be contacted giving a grid reference and clear instructions as to the precise location of the group – the FSL will have the 'what3words' app on their phone, which gives the precise location within 3 m square.
- 🍃 Phone the school office immediately and inform them of the incident. Ask them to inform the Educational Visits Coordinator (EVC), or a member of SLT in their absence.
- 🍃 A designated adult will be sent to meet the emergency vehicle at the entrance to the site. An additional adult is to ensure that the rest of the group are safe and away from any dangers.
- 🍃 Where appropriate the next of kin should be informed as soon as practicably possible after the incident. The school office is responsible for doing this.
- 🍃 An accident report must be filled in as soon as practicably possible on return to school. These are located in the Staff Admin corridor.

## **8. Missing Child**

Regular head counts and general 'call-back' procedures are in place to minimise the risk of a child going missing. All adults in Forest School should remain extra vigilant at all times and ensure that they know the location of children at all times. However, if there is concern that a child has gone missing and, despite the usual 'recall' procedure, the child has not returned, the following procedure should be followed:

- 🍃 Stay calm.
- 🍃 Call all participants back and do a head count to ensure all other students are accounted for. All make a note of the time so that you know how long you have been searching/ set a timer on a mobile phone.
- 🍃 Phone the school office immediately and inform them that a child has gone missing. Ask them to inform the Educational Visits Coordinator (EVC), or a member of SLT in their absence.
- 🍃 One adult to remain with these students to supervise them whilst a wider search is carried out for missing child. No child should be involved in the search.
- 🍃 An immediate assessment of the last know sighting and any possible places the child might be will be undertaken. The Forest School leader will assume responsibility as the search co-ordinator.
- 🍃 A member of staff should immediately check the normal entrance to the wood/park. The member of staff should take a mobile phone so they can contact other staff at any point in the search. All other exits to the wood/park should be searched.
- 🍃 The amount of time you search for will depend on the individual student and their personal risk assessment. The EVC/member of SLT will decide when it is time to inform the police and will support staff in this.



- 🍃 Continue to call and search wider area until police arrive. Remain in contact with the school.
- 🍃 FSL to liaise with police and school as to next steps to be taken.

## **9. Fire Use:**

Campfires and the use of camping equipment such as Kelly Kettles and Trangias are an important part of Forest School. We will aim to use them at least once in a 6 week block of Forest School, potentially more in extended Forest School, where it is hoped they can become a part of the community routine we plan to establish. The correct and safe use of fire is an important life skill for our young people; we aim to ensure that all children and adults participating in Forest School sessions with fires and/or storm kettles/Trangias/camping stoves will do so safely and with as little risk as possible.

A risk assessment for the use of fires, including cooking over an open fire using Storm (Kelly) Kettles and Trangias/camp stoves can be found in the Risk Assessment Manual.

### **Location:**

- 🍃 Only previously agreed areas will be used for fires.
- 🍃 The area will have been risk assessed previously and on arrival at the site. At Glamis Woods, this area is regularly used by other parties (such as the Scouts) for fire building and will be used only when there are no other parties present.
- 🍃 The campfire area will be enclosed by logs or large stones to prevent the spread of fire.
- 🍃 If a fire bowl is used, it will be raised on fire-proof bricks.
- 🍃 The storm (Kelly) kettle and Trangias will only be used on flat ground and any woodchip or leaf litter **must** be cleared before use.
- 🍃 Fires must not be under trees or low hanging branches.
- 🍃 Fires must not be placed directly on concrete or on peaty ground.
- 🍃 Permission must be granted by the landowner.

*NB: We have permission to have fires at Glamis Wood*

### **Positioning of children and adults**

- 🍃 A fire will never be lit without an adult present. All fire lighting equipment will be safely stored in accordance with the Fire risk assessment.
- 🍃 The fire will be set in a fire bowl or on the ground on the previous fire site. Fire proof bricks will be used to support the fire bowl.
- 🍃 The same site will always be used for lighting fires. Students will be made aware of all safety procedures and encouraged to self-risk assess.
- 🍃 A 1.5 metre boundary will be set by the Forest School Leader. This will be indicated by logs and clearly defined to the students.



- 🍃 Students and Leaders to walk around the boundary. The only person to go inside the boundary is the leader/person lighting the fire.
- 🍃 Entry into the boundary (i.e. for cooking/to feed the fire) only on invitation and on a 1:1 basis.
- 🍃 An inner boundary will be set at 0.5m. No one will go inside the inner boundary once the fire is lit.
- 🍃 Once lit an adult will remain by the fire at all times.
- 🍃 Seating will be organised around the outside of the fire boundary.
- 🍃 Children should move carefully around the campfire; they must not enter the fire boundary, unless specifically requested to do so, and in this event never without adult supervision.
- 🍃 Long sleeves and trousers must always be worn.
- 🍃 Children will not be allowed to throw anything on the fire. Any fuel can be carefully placed on the edge of the fire and with close supervision and only when the child is wearing a heat-proof glove.
- 🍃 We will ensure that the ratio of children to adults is at least 1:5 around the fire boundary area.
- 🍃 Children will be advised on the appropriate way for dealing with smoke: they are advised to move out of the direction of the fire. They could also be advised to turn their head to one side, placing their hand across the face for 30 seconds (depending on the child, they may need assistance with this).
- 🍃 If there is a clear wind direction, seating in the line of smoke is to be avoided.
- 🍃 If wind direction is variable, the leader should rearrange the seating if at all possible.

### **Type of Fire**

- 🍃 Criss-cross fires are used to provide a large amount of heat and light and are fast burning.
- 🍃 Long Log fires are good for cooking as they are slow burning and require little fuel.
- 🍃 For Kelly Kettle, camping stoves and Trangias, see Fire Risk Assessment

### **Safety and Responsibility**

- 🍃 In the first instance, only adults are permitted to light fires\*. This will usually be the Forest School Leader.
- 🍃 Fire proof gloves to be used when tending to the fire. Nothing is to be placed on the fire without the use of these gloves.
- 🍃 \*It may be that, after several sessions in an extended Forest School block, it is considered safe and appropriate that older/more mature children should help with fire building/lighting/maintenance. This will be discussed prior to the session with all relevant staff members and decided for each child on an individual basis, taking into account the child's personal risk assessment.

- 🍃 It will be made clear to all participants that helping with a fire will be assessed on an individual basis and is dependent on conduct and safe behaviour – just because one participant has been allowed, it does not automatically follow that others will be.
- 🍃 Children will be supervised at all times (1:5 ratio) and on a 1:1 basis when assisting with fire/ adding fuel.
- 🍃 Sticks/wood must be placed, not thrown, from the side of the fire. Hands should never go over the fire.
- 🍃 Only one child will assist at one time – the rest will remain seated at the boundary.
- 🍃 Fires are lit using cotton wool, natural kindling and matches or fire steel.
- 🍃 In the event that the fire is hard to light, a small amount of petroleum jelly may be used with the cotton wool to aid lighting of the fire.
- 🍃 Only natural materials to be burnt – no rubbish or plastics.

### **Extinguishing**

- 🍃 All fires must be extinguished at the end of a session.
- 🍃 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.
- 🍃 At Glamis Wood, it is essential that the area is checked for build-up of potash, and that any excess is dispersed, prior to a fire session. Large build ups of potash, from several fires, needs to be dispersed. This must only be done when it has totally cooled. It will be finely scattered throughout the woodland to enable natural decomposition.

## **10. Unwanted visitors/dogs**

If there is unwanted attention from a member of the public, the Forest School leader will ask the person to leave the area.

If they fail to do so the Forest School Leader may choose to move the group.

If the problem persists, the decision may have to be made to return to school. In this instance, a member of staff will phone school and speak to the EVC/member of SLT in the event they are not available, as to the next steps taken.

If the situation is causing concern regarding the safety of the children, the EVC/ member of SLT will make a decision on whether the police need to be phoned.

Children will be told not to go near or touch dogs.

Owners will be asked to keep their dog under control if they are causing an issue.

If the problem persists, the Forest School Leader may choose to move the group.

## **11. Daily operating procedures**

Forest School will only operate on designated sites which have been risk assessed by the Forest School leader. The sites will also be assessed for environmental impact. All participants will be aware of their responsibilities before taking part or assisting in any Forest School activities.

During Forest School Participants will be continually observed in setting; dynamic risk assessments will be undertaken and adjustments will be made to plans as appropriate.

### **Before Forest School commences**

- 🍃 Plans will be made in advance of Forest School and will be shared with relevant staff.
- 🍃 Staff will be confirmed in advance (ratios at 2:10 at a minimum, ideally 3:10 if minibus travel is required).
- 🍃 Any equipment needed for the session will be collected and checked. If tools are required, they will be inspected for safety. Any tools requiring maintenance or repair will be removed until repaired.
- 🍃 First aid and safety equipment to be collected and checked, including required Personal Protective Equipment (PPE). This includes appropriate clothing, which will be organised for participants (either from home or provided by school) and collected if necessary.
- 🍃 Snack will be organised (necessary equipment will be collected and checked if this is part of planned activities).
- 🍃 Weather reports will be checked several times before the session and adjustments made if necessary (in the event of lightning storms or very strong winds, we may need to stay on site, but generally we go out in any weather).
- 🍃 Children will be dressed appropriately for the weather.
- 🍃 Minibus (if needed) will be booked in advance and inspected and checked by a trained staff member prior to setting out.
- 🍃 Emergency contact and medical sheets will be collected from reception.
- 🍃 Mobile phones will be charged and set to ring (not on silent/vibrate); they will have the school number stored. They are to be carried by FSL and FSA and kept on their person at all times.
- 🍃 Site sweep completed by FSL prior to arrival on site (no more than an hour before) if possible, and/or immediately on arrival, where it will be completed by FSA whilst the rest of the group are supervised in a group activity.
- 🍃 Students and staff will be signed out of school in accordance with the Friars Academy policy and relevant staff will be informed of where we plan on going.
- 🍃 A register of students will be compiled/collected.
- 🍃 Individual risk assessments for each student will be collated and read by FSL/FSA; they will form the basis for discussions in meeting prior to Forest School block.

- 🍃 FSL and FSA will liaise to discuss any information about participants (see above) which may impact on their activities; where necessary, changes to plans/resources/opportunities will be made.

### **Travel to site**

There are currently 3 sites where Forest School may take place: On school site, Croyland Gardens and Glamis Woods. The choice of site will depend on the opportunities we offer.

- 🍃 Staff at Friars Academy will know the site and the planned route. The What3Words (///) location is on the risk assessment and FSL will have the app on their phone. /// is accessible online if needed by staff at school. Other accompanying members of staff will be encouraged to download the app onto their phone also.
- 🍃 Travel to closer sites will be on foot. Children will be closely supervised and their needs will be taken into consideration when deciding on the mode of travel.
- 🍃 Regular head counts will be undertaken by staff and ratios will be maintained at all times.
- 🍃 Where the minibus is required, children will be transported to the site by a MIDAS trained driver who will adhere to the guidance outlined by the course and to policies as outlined in the staff handbook. Whilst on the minibus, the driver is in charge.
- 🍃 All children will wear seat belts whilst on the minibus and will follow safety guidelines.

### **Arrival on site**

- 🍃 On arrival at the site a register/head-count will be taken and participants will assemble at the 'meeting point' and will be informed/reminded of the rules of Forest School; the call-back signal and boundaries will be established.
- 🍃 Safety briefing will be given by FSL.
- 🍃 A site sweep will be conducted by the FSA and any potential problems/limitations will be reported back to the FSL. If necessary, changes will be made to the planned activities/site boundaries.

### **Activities**

- 🍃 The children will be introduced to the programme for the day; this will follow a similar structure each time, beginning with a group game activity before students explore the opportunities for the session. A snack will be provided unless children are having lunch in the woods.
- 🍃 It is the responsibility of ALL staff to make on-going risk assessments and to carry out regular head counts. If there is any doubt as to where a child is, the call-back whistle will be blown and all children will return to the agreed central place. If any child is unaccounted for then the missing child procedure is followed.
- 🍃 Any activity requiring tools will be risk assessed. A tool talk will always be given prior to any activity using tools.
- 🍃 Tools will be kept in a designated place and will be returned to that place once finished with. Participants will inform a FSA when they take a tool from the tool area. Tools will be counted in and out.

- Participants will be closely supervised when using tools (as laid out in health and safety guidance/policy) and will be provided with help and guidance from a qualified practitioner as needed.

#### **Clearing the site**

- The site will be left as it was found; time will be planned into the session to allow the site to be cleared. All tools will be returned and stored in accordance with the risk assessment; any litter will be collected.
- Children will only collect their own litter unless litter collection is a planned opportunity and a relevant risk assessment has been carried out.
- Natural dens can remain if they are deemed safe. Any which seem that they might pose a risk to the public will be taken down before leaving.

#### **Leaving the site**

- A final register/head-count will be completed prior to departure.
- On leaving the site, FSL/FSA will reflect on/evaluate the session and decide on 'next steps' – plans will be made/adjusted accordingly.
- Observations, constructive feedback and suggestions are very welcome and helpful in future planning.

## **Appendix 1.**

### **Policies**

There are robust policies in place at Friars Academy and all Friars Academy staff are familiar with these.

Below is a summary of policies as they relate to Forest School. Please be aware, that this does not replace the need to be familiar with the Academy policies. It is the responsibility of all participating adults to ensure that they have read and understood all relevant policies.

#### **Safeguarding**

Forest School sessions are led by a trained Forest School Leader, supported by members of Friars staff. Everyone involved is fully briefed on health and safety, risk assessment of sites and activities.

Staff and volunteers are made aware of the relevant school policies, procedures and risk assessments and ensure that they adhere to the guidance contained within.

Staff know their students best and a class will be accompanied by a member of staff who work with that class and know them well. Concerns and suggestions should always be shared.

All staff have current CRB checks.

Any concerns about a child's physical or mental well-being will be shared with our named Safeguarding Officers and recorded on 'My Concern' as soon as possible, so that our school's Safeguarding Policy can then be followed.

Confidentiality should be maintained at all times and GDPR guidance adhered to.

#### **Data Protection/GDPR**

All staff will be up-to-date on the School Data Protection GDPR policy and will adhere to the guidelines contained therein.

Only students' first names or initials will be used in correspondence regarding the child.

When sensitive paperwork, such as student medical information, needs to be taken to Forest School to ensure the Health and Safety of the participants, the FSL will take responsibility for this.

It will be kept in a bag on their person, or in the designated tool area where students are only allowed under supervision.

#### **Use of social media/photographs**

When Forest School groups are created, the FSL will ascertain the photograph permissions for each individual; this will be shared with other FSAs and checked before any photographs are taken.

With regards social media and other online platforms, nothing will be shared outside of the schools' own platforms, and then only in adherence with the school's 'E-Safety Acceptable use policy'.

#### **Behaviour**

Forest School is a happy place where participants should be free to express their emotions and find ways of dealing with difficulties. There may be times where they feel out of their comfort zone and, with certain students, this may lead to unwanted behaviours.

As far as possible, the rules will be kept simple – as detailed on page 3. However, students will be representing Friars Academy and will be expected to adhere to school rules within reason. Use of Restorative Approaches fit well with the Forest School ethos.

Clear routines will be established from the start, and the beginning of the session, students will be reminded of what they should wear, where we start, where the boundary is, what the call back signal is (3 blows on the whistle) and where they come back to.

A general schedule will be shared with all participants before arrival at the site, so they understand what will happen and to avoid possible triggers which may lead to unwanted behaviours.

A Staff Behavioural Guide will be shared with all FSAs before their first Forest School session, and, as far as possible, time will be allocated for a de-brief after the session so that any behavioural concerns can be raised. These will be discussed with the participant before the next session.

All possible attempts will be made to ensure students can remain in Forest School, and they will only be withdrawn from the programme in extreme circumstances. This will be in communication with the EVC and only after all other avenues have been explored.

### **Inclusion/Equality**

The Accessibility policy outlines Friars Academy's 'commitment to providing an inclusive learning environment that enables all learners to work towards their potential.' Forest School encompasses the same aims. Forest School is open to all and sites are chosen to ensure accessibility and ease of use for children with mobility issues and provides opportunities regardless of gender, ability, religion and background.

### **COSHH**

Forest School is required to control hazardous substances, which can take many forms.

Hazardous substances participants may come into contact include, but are not limited to:

- Methylated spirits – used as fuel for a Trangia
- Smoke from a fire
- Products containing chemicals left by members of the public
- Fumes
- Poisonous plants
- Germs and diseases, such as those carried by ticks

These risks are assessed and detailed in the Risk assessments for each site and appropriate measures have been taken to ensure that the risk is low.

Further details of COSHH and Infection prevention and control policies can be found in the Friars Academy



### **Food preparation and hygiene**

Any adult participant who will be preparing food will hold a food hygiene certificate and will ensure the safe storage and preparation of food on site.

### **Insurance**

All Forest School activities are covered by insurance provided by Friars Academy's comprehensive insurance policy.

### **Welfare including toileting, clothing and PPE**

There are no toilets at our Glamis Woods or Croyland Gardens site, if a child needs to go to the toilet, they can use an agreed secluded area away from sight of other participants and members of the public. They will be monitored from afar to ensure safety. Privacy will be maintained at all times.

In the event that a participant cannot take care of their own toileting needs, they will be accompanied by members of staff who can attend to these needs as detailed in the individual care plan.

Where possible, children will provide their own clothing for Forest School. If this is not possible, waterproof jackets and trousers and appropriate footwear can be provided by the school. This will be organised by the FSL before departing on the first session and, wherever possible, kept for that students' use during that Forest School block.

PPE, in the form of protective gloves, are required for the use of certain tools – see appropriate risk assessment

### **Manual Handling**

Lifting and carrying heavy objects must be in accordance with the guidelines as laid out in the Friars Academy Health and Safety policy.

FSL will ensure that all participants follow procedures.

### **Transport or walking to site**

All travel to sites is risk assessed according to Friars Academy policy.

### **Biosecurity**

The main biosecurity risk with Forest School is not to the participants but to the environment.

We will not bring any foreign species and will not plant or introduce any non-native species to the woodland environment where we conduct Forest School.

The FSL will keep aware of and report invasive species and diseases.

Covid 19 restrictions and precautions will be taken at Forest School in line with Government guidance.

### **Staffing, DBS, roles and responsibilities**

Staffing ratios of at least 1:5 – to be increased depending on the needs of the group.

All staff to be DBS checked.

FSL to hold Forest School Leader Level 3 qualification.

FSL has overall responsibility for the running of Forest School, including, but not limited to: planning, communication, observations, evaluation.

Qualified First Aider to be in charge of medication and its administration as required.

FSL to communicate plans and organisation with adult participants and other relevant parties (i.e. EVC) regularly in line with the communication strategy.

FSL to check, maintain and store all tools and equipment in line with Risk Assessment.

Participants responsible for cleaning their own boots/equipment.

### **Health and Safety**

Forest School at Friars recognises the importance of risk taking and promotes opportunities for children to take managed risks; and effective management of health and safety is at the core of our practises. All staff involved in Forest School will have a good working knowledge of health and safety procedures and an awareness of how to safeguard the health and safety of children and adult participants. Risk assessments for all activities can be found in the staff risk assessment manual.

## **Appendix 2.**

**Declaration:**

I confirm I have read the contents of the Forest School Handbook, associated policies and risk assessments. I confirm my agreement to adhere to the procedures as laid down.

**Signature:**

**Print Name:**

Dated

## Appendix 3



Dear Parent/Carer

We are very excited to be running a Forest School at Friars Academy. Forest school is an inspirational concept providing learning opportunities through practical activities in an outdoor environment. Forest School sessions are inclusive and planned and risk assessed to allow all students to participate fully. Children enjoy the freedom to explore and experience the natural world in all seasons and in all weathers (Forest School will only be cancelled in the event of high winds or thunder storms).

Forest School sessions will be led by Mrs Hamilton who is a trained Level 3 Forest School Leader and first aider; she will be supported by teachers and support staff from the Academy.

Forest School will take place for 2 hours on Thursdays. It will run initially for 6 weeks, although this may be extended. Participants and staff will remain the same for the duration of the sessions.

Forest School will take place in all weathers, so correct clothing is essential to allow the students to participate fully. All students will need to bring:

- A waterproof coat
- Waterproof trousers
- Wellington boots/sturdy, waterproof shoes
- Jumper/sweatshirt/long sleeved top & long trousers – clothes you don't mind getting dirty
- Hat, gloves and thick socks in autumn/winter months & cold days
- Sun hat and sun cream in summer months

We have boots and waterproofs for students to use if needs be.

If you have any further questions about Forest School, or do not wish for your child to attend, please contact the Academy.

Yours faithfully

JHamilton

Mrs J Hamilton