

Barton-le-Clay Pre-School

Forest School

Handbook

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## Forest School Ethos

Forest Schools began in Denmark where children were given the opportunity to develop their *self-esteem* whilst also learning practical skills in a natural outdoor environment.

Children are able to explore in a relaxed and nurturing learning environment and to participate in small achievable tasks which have been carefully chosen to include all learning styles.

The Forest School environment provides opportunities to explore the natural world together with seasonal changes and experience a variety of changes in the weather.

By focusing on self-esteem children can thrive socially and personally and progress in all areas of learning and development.

This environment provides opportunities for all children to develop creativity, problem solving, risk taking, team work, innovation and also raises potential academic achievement.

Forest School provides opportunities to:-

Develop personal, social and emotional skills

Develop communication and language skills

Discover new interests

Follow preferred learning styles

Improve concentration, motivation and decision making

Develop fine and gross motor skills

Learn practical skills including how to use tools to create woodcraft, build shelters and manage nature resources

To find ways of overcoming practical problems and working through challenges

Evaluate situations which involve risk taking

Experience success and a sense of achievement on a regular basis

Learn about the benefits of a balanced and healthy lifestyle

Learn about the links between humans, wildlife and the earth

Share experiences and knowledge

## **Forest School's Codes of Conduct**

### **Visiting Barton-le-Clay Pre-School's Nature Garden And Ramsey Manor Lower School's Lively Land.**

We will treat Barton Le Clay Pre-School's Nature Garden and Ramsey Manor Lower School's Lively Land, its plants and wild visitors with kind hands and quiet voices as we are sharing this space with them. We will explore, play and learn but also take care not to damage our Forest School environment.

### **Boundaries**

At the start of each session the Forest School Leader will walk the children around the boundaries. The children are involved in both talking about the importance of the boundaries and also marking them out. Children are given the freedom to explore within these boundaries whilst at the same being watched discreetly by nearby adults. We always have a base camp where we begin each of our Forest School sessions and where there is always an adult close by. We will also demonstrate at the start of each session our "1, 2, 3, where are you?" game/rule for Forest School. To which the children have been told to respond to with "1, 2, 3, I'm here!" and to either return to base camp or to continue to respond until they are found by an adult. (Risk assessments of the areas to be used by Forest School will be completed before each session but also updated as necessary during sessions.) **Fire Lighting**

The Forest School Leader is responsible for setting up and maintaining boundaries for fires during a Forest School session. All accompanying staff and parent helpers must be briefed about the correct procedure for all activities but particularly those involving fire. We cannot light a fire until we have confirmed that all our fire safety equipment is in place together with our safety bag in the event of any accident. A lit fire must never be left unattended. It must be extinguished and the area made safe once the activity has finished. (Risk assessments must be completed before each session for fire safety.)

### **Fire Circle**

A clear boundary of 1.5m from any fire circle must be established usually with logs or sitting stools around the perimeter. Both the children and other adults are taught that they must not enter the fire circle unless they are invited to do so by the Forest School Leader. The fire circle must be kept clear and nothing must be placed within it unless the Forest School Leader requests it. If anyone wishes to move around the fire circle they must first step outside of the circle of logs or sitting stools before they do so. There must be no running past the fire circle to avoid any danger of tripping or falling into the area or endangering others. (Risk assessments must be completed before each session for fire safety.)

## **Tools & Equipment**

We will be using a variety of tools which all have their own individual clear codes of conduct for use which will be demonstrated by the Forest School Leader. Protective clothing, gloves and guards must be used whenever possible. Correct positioning of both child and adult's bodies and hands must be used and followed to ensure the level of risk is low. All tools and equipment must be checked for damages and only those tools needed for a particular activity will be taken to that session. Tools will be stored safely and counted out and in. (See Equipment, Tools & Resources.)

## **Carrying & Transporting Materials**

Adults will model how to lift safely by keeping their backs straight and bending their knees. They will also model how to carry, roll or drag items safely using both their hands and ropes. Adults will model offering to help others as well as asking for help. Children are also encouraged to work together to move heavy or larger materials as well as working independently using just their hands or ropes.

## **Collecting Wood**

Wood is collected for a variety of reasons; for fire lighting, creating pictures, patterns, characters, sorting and matching mathematical activities, making shelters or homes for bugs and other wild creatures. However care should be taken not to disturb existing habitats for bugs and other wildlife. Wood is collected from areas where it is plentiful and found lying on the ground. As a Pre-School we have, with permission from our Lower School, sourced a supply of wood from trees felled recently within their grounds. We have also requested that parents donate any unwanted branches particularly Elder and Hazel so as not to damage or overuse Ramsey Manor Lower School's nearby woodland. We ideally collect wood in the following sizes; wrist, thumb (adult), pencil and matchstick.

## **Picking Up & Playing With Sticks**

Children must find sticks which are lying on the ground and not pull or take sticks from living trees. Long sticks must be dragged or carried with a child at each end. Smaller sticks which are no more than arm's length can be carried carefully so as not to injure themselves or anyone else.

## **Picking Up & Playing With Stones**

Children like to examine and explore stones of different shapes, sizes and colours. They like to pick them up, transport them and to also make pictures and patterns with them. They must not be thrown and we will talk about why we must not throw them. We will also talk about thinking before we drop a stone by looking at what is underneath it first.

## **Digging**

We do not encourage children to dig holes but do allow them to explore soil by using their fingers or small sticks to look for insects and their habitats. However in our Nature Garden we also have regular planting activities in tubs with flowers, bulbs or seeds which give children the opportunity to dig, look after, grow, pick, share and sometimes eat fruit and vegetables.

## **Rope & String Use**

We provide the children with rope and string to use for collecting and transporting materials but also for making dens using branches and tarpaulins. Adults can model or help if requested to tie a knot and will also encourage children to talk about or demonstrate their ideas. Under no circumstances are children allowed to tie each other up.

## **Tree Climbing**

All our trees and bushes within our newly planted Nature Garden are small and not suitable for climbing at present. However there are trees within Ramsey Manor Lower School's nearby woodland 'Lively Land'. It has been the policy of Ramsey Manor Lower School not to allow children to climb trees and we must therefore respect their wishes until they decide otherwise.

## **Eating & Drinking**

We have a policy of not picking berries or fungi and not to eat anything we find in our Nature Garden. However on occasions we will as an activity pick strawberries, peas, beans or dig up carrots or potatoes to wash, cook (if needed) and eat together as a group for a snack. Children are reminded not to put their fingers in their mouths and to clean their hands with either wet wipes or under our outside tap before drinking or eating a snack. At the end of every Forest School session all the children are also asked to wash their hands before returning to play inside. Fresh drinking water is always available and children are told not to drink from any other source as it may make them sick.

## **Toileting**

All children are asked to visit the toilet before they leave the Pre-School building and also before they dress in their Forest School protective clothing. We do have access to a disabled toilet just within our main entrance to the Pre-School for emergencies and can also call for assistance with this from our colleagues via our main entrance intercom. However we also have within our safety bag a portable potty with tissues, toilet roll and a plastic carrier bag to dispose of any waste upon our return to Pre-School. This can be used discreetly by making a temporary shelter by holding up one of our tarps for privacy. It is important for safeguarding reasons that there are two members of staff present.

## **Leave No Trace**

We must do our very best to leave our Forest School in the same way in which we found it i.e. safe for all visitors both human and wildlife.

Shelters should be dismantled and imported materials returned to allow them to be used again by other visitors and wildlife.

It is really important that all rubbish is removed and disposed of appropriately upon our return to Pre-School.

Any fires should be extinguished using water and adults must ensure that the equipment, wood and area has been cleared and is completely safe. All tools and equipment must be counted and nothing left behind.

We must always ensure that we do not disturb existing habitats but seek to create new ones for all wildlife.

We must protect the ecological balance of our woodland and not strip it of its vegetation, natural habitats for insects and wild animals and their food sources within their food chains.

Children will be taught that where wood, branches, ferns and leaves are plentiful they may take some to use for activities such as den building but must leave them when they are sparse or form part of the habitat of a woodland creature or animal.

## **Locations For Forest School Sessions**

It is the intention of Barton-le-Clay Pre-School to hold Forest School within our own Nature Garden; a small green area to next to our main entrance which has been created from an unused area of land between our pre-school building and staff car park. The Nature Garden was fenced and gated earlier this year. Since this time we have received grants and donations from a number of organisations and local business which has given us a fantastic outdoor environment to explore and learn more about the natural world.

We hope in the future to also hold sessions in Lively Land (a small woodland between Ramsey Manor Lower School and Arnold Academy). Our Forest School Leader has already spoken to Ramsey Manor Lower School's Headmistress who has given permission for our Pre-School to also use Lively Land during sessions to be added to her timetable in 2015.

## **Forest School Routine**

Forest School Leader to check first aid kit, individual medications needed, safety bag, kit bag inc. tools and equipment needed for particular a Forest School session and planned activity.

Forest School Leader to dress appropriately for Forest School ie. long sleeves, waterproof trousers, coat, hat, wellingtons/walking boots and ensure that long hair is tied back.

To complete all necessary risk assessments:-

Nature Garden

Equipment, Tools & Resources

Kelly Kettle & Fire

Food Safety & Hygiene.

To brief other staff and parent helpers on activities taking place during Forest School session.

To ask that staff and helpers dress appropriately for Forest School ie. long sleeves, waterproof trousers, coat, hat, wellingtons/walking boots and ensure that long hair is tied back.

To collect individual session register for those children attending Forest School today.

For Forest School Leader or Assistant Leader to ask those children individually if they would like to come to Forest School and to also to try to go to the toilet before we get changed.

For staff and parent helpers to help children find and dress in their Forest School clothing if assistance is requested or needed.

Forest School Leader to tick children in on Forest School register and count the number of children taking part in the session. To tick the names and count the number of adults taking part in the session. To advise Team Leaders of the names and number of children and adults who will be leaving Pre-School for Forest School.

Forest School Leader to take the front of the line of children and Assistant Leader to close all doors as we leave the building. Both Forest School Leader and Assistant to ensure that children remain together as a group.

Once we arrive outside the Forest School Leader will take our Forest School register and check that everyone is present and correct. We will do this either in our permanent covered seating area or within our circle of logs in the Nature Garden.

The Forest School Leader will briefly talk to the children about how to behave in Forest School before walking them around the boundaries and allowing them to explore.

Once a relaxed atmosphere has been established the Forest School Leader will set up any planned activity. Children are invited to participate in activities which have been carefully thought out to include a variety learning styles and schemas.

Children are both told and modelled by adults how to walk and not run around in Forest School particularly with tools but also when they are near the activity area/base camp.

Children are given the opportunity to either participate in activities or explore within the designated boundaries.

For any activity involving a fire both children and adults must not go within the specified boundary for the fire (the fire circle) unless invited to do so by the Forest School Leader.

The majority of Forest School sessions will last for approximately 60 minutes depending on the weather, children and activities involved.

Both children and staff will help to pack away equipment and resources and the area will be left in such a way that there has been no ecological damage to plants, trees or wildlife and so that it is safe for all future visitors.

We will briefly sit in our permanent shelter/base camp and share what we have learnt or made during our Forest School session with each other.

The children are all counted before returning inside the Pre-School building and all doors are once again closed behind us.

Once inside the children are asked to change back into their usual clothes and shoes and wash their hands. Whilst they do so the Forest School Leader will tick them out on the Forest School register and update the Team Leader on the names and numbers of both children and adults who have returned to the pre-school.

## Forest School Activities

We have 6 activities to start our Forest School sessions:-

Getting Dressed For Forest School	Waterproof trousers, coats, hats and wellington boots.
Colours	Searching for natural resources to make group or individual pictures/designs using a variety of colours.
Forest School Characters/Animals	Searching for natural resources to tie together or decorate with ribbon, string, wool and mark making tools.
Finding Treasure	Searching for natural resources and manmade materials of various descriptions to attach to string/rope.
Peeling Carrots	Digging up, washing and preparing carrots; using small spades/forks, vegetable peelers and safety knives.
Lanterns	Looking at pumpkins/melons; using safety knives, vegetable peelers, spoons and mark making equipment to decorate. Talking about fire safety.

Then we will move on to the following types of activities:-

Leaf Collecting	Searching for leaves to match shapes and photographs.
Bug Hotels	Elder, saws, tent pegs, elastic bands.
Jewellery	Elder, saws, tent pegs, vegetable peelers, string and mark making tools.
Badges	Hazel, saws, hand drills and mark making tools.
Shelter/den building	Searching for natural resources and also using a tarp and rope.
Kelly Kettle	Searching for materials to light a Kelly Kettle. Learning about fire safety and drinking hot chocolate!
Story Telling	Either by acting out familiar stories or recreating role play situations using natural resources as props. Children may do this independently as well as in groups with or without an adult.

Whilst we will provide activities for the children to participate in they are given the freedom to explore and develop their own creative ideas and develop risk taking skills whilst also ensuring their safety. Our goal is to create independent learners with a greater sense of self-esteem.

## **Equipment, Tools & Resources**

### **Essential Equipment for Safety Bag:**

#### **First aid kit complete with**

Dressings  
Bandages  
Plasters  
Sterile water  
Antiseptic wipes  
Eye wash  
Burns gel  
Burn dressing  
Scissors  
Non latex gloves  
Cream or spray for bites or stings (if parental consent given)  
Contaminated waste bag (medical waste)  
Medication for individual children and adults (if not carried themselves)  
Medical information for each individual child and adult  
Emergency contact details for both children and adults  
Emergency procedure  
Completed risk assessments  
Accident forms  
Emergency whistle  
Clean water  
Reflective foil blanket  
Sharps box  
Appropriate clothing for Forest School

#### **Additional Equipment:**

Wet wipes  
Hand gel  
Sun cream labelled for individual children (if permission has been given to reapply by parent/carer)  
Spare clothing  
Portable potty, nappies and changing equipment (when visiting Lively Land)  
Flask of hot water  
Chocolate/sugary food  
Plastic bag  
Roll mat and blanket  
Emergency shelter/tarp  
Bucket of water  
Fire blanket  
Tick remover

Bivi bag  
Torch  
Mobile phone (when visiting Lively Land)

### **Kit Bag**

To include only those tools needed for a particular session.

<b>Tools</b>	<b>Activities</b>
Tent Pegs	To secure tarp and also for removing pith from Elder
Vegetable Peeler	Peeling fruit and vegetables, whittling or sharpening sticks
Penknife	Cutting rope or sharpening sticks
Scissors	Cutting string, ribbon or wool
Secateurs	Cutting or pruning smaller branches
Loppers	Cutting or pruning branches up to 3-5cm
Hand Drill	Boring holes through wood
Bow Saw	To be used jointly with an adult for cross-cutting branches
Billhook	Traditional tool to be used with an adult for sculpting branches into tools or cutting shrubs
Pruning Saw	For pruning trees and cutting small branches
Hack Saw	For cutting materials such as metal and plastics
Protective Gloves	To protect non cutting hand from harm whilst using Bow Saw
Gauntlet Gloves (flame retardant)	To protect adult's hands whilst using Kelly Kettle
Tarp	Ground sheet for activities or shelter
Rope/String	Securing tarp/shelter and tying things together
Kelly Kettle	Heating water
Fire lighting kit (matches, fire steels, cotton wool, petroleum jelly)	To make a fire
Fire blanket	To put out fire in an emergency
Large bottle of water	Storing fresh water for drinking and also putting out fire

## **Clothing**

Both children and adults must wear appropriate clothing for Forest School which will vary depending on the season and changing weather conditions. Clothing must also be appropriate for the sometimes muddy conditions of Forest School! It must also fit comfortably, protect the wearer from the cold in the winter or the heat in the summer and also reduce the likelihood of cuts and grazes as we explore. We must also ensure that it continues to meet any religious requirements whilst still ensuring the wearer's safety.

## **Items needed**

Long sleeved top

Full length trousers

Waterproof trousers

Waterproof coat (with hood)

Warm socks (plus spare pair)

Warm hat (Winter)

Sun hat (Summer)

Gloves (Winter)

Wellington boots/Walking boots

## **Using & Storing Tools & Equipment Policy**

The use of tools during Forest School sessions is strictly on a 1 adult to 1 child ratio with the exception of vegetable peelers and tent pegs which can be done on a 1 adult to 2 children ratio when proficient.

Tools must be stored with their guards in place in a tool bag when not in use and only those tools necessary for a particular activity will be taken to any Forest School session. When not in use all tools are stored in a locked storage trunk.

There must be no running with tools or within the area that they are being used.

All tools are to be counted both before and at the end of a session.

### **Vegetable Peelers & Knives**

Must be used whilst seated either on a log or garden kneeling mat. They must be used in a downward motion away from the child's body.

### **Bow Saws**

Must be used with and opposite the Forest School Leader who will demonstrate push-pull action.

Adult's hand must always remain between the blade and the child's hand when holding the wood. Both adult and child must wear a protective glove on their non cutting hand.

The safest way to hold the wood is through the bow saw itself.

### **Palm Drills/Bit & Brace**

The piece of wood being drilled should be held in place on a flat surface by the adult.

### **Kelly Kettle**

The Forest School Leader is the only one currently trained to use the Kelly kettle and therefore must not leave either the fire or hot water within the kettle unattended at any time.

The Forest School Leader will set up a clear boundary around the fire of 1.5 metres of clear ground with logs or garden kneeling mats to sit on. Children will not cross this boundary unless invited individually to do so by the Forest School Leader.

All safety equipment must be positioned by the Forest School Leader and is to include; first aid kit, fire blanket, two large bottles of water, safety bag, all resources needed for the activity, matches/fire strikers and protective gloves.

The bung in the kettle's spout must always be removed either permanently or prior to its use.

The fire is produced by making a waffle in the base of small sticks, cotton wool/fast burn, and a pyramid of sticks on top.

Once lit the chimney or kettle filled with water is placed over the fire bowl whilst ensuring that the spout is not over the hole on the side of the fire bowl. The kettle's handle must be parallel to the ground and supported evenly with hands on either side.

Once lit we must not stand directly over or look down the chimney. If needed we can use a kneeling mat to ensure a good supply of oxygen to the fire via the hole in the fire bowl. More sticks and fast burn materials are added once the fire is established and to keep it going.

When the water is hot enough the Forest School Leader will hold the handle in one hand and the chain for the bung in the other to pour the water into cups. With any remaining water the fire in the fire bowl will be extinguished. Children are taught never to touch any fire whether lit or once extinguished as the area and materials may still be hot. Children are also taught never to cross the fire circle both during and after any activity unless invited to do so by the Forest School Leader.

## **Open Fire**

We do not have a large enough area within our own Nature Garden for an open fire. However this Policy can be reviewed should permission be granted from Ramsey Manor Lower School to have an open fire in Lively Land.

## **Cooking**

We do not intend to do any cooking other than heating water with the Kelly kettle for hot chocolate.

However for snack we may prepare fruit and vegetables sourced from our Nature Garden's planting containers which will be washed and prepared by our adults and children in accordance with current hygiene standards and once risk assessment checks have been completed. All hands, utensils, equipment and foodstuffs must be clean and safe to use.

## Health & Safety Policy

We will follow Barton-le-Clay Pre-School's Health & Safety Policy (as attached) with the following additions for Forest School:-

- 1 The Forest School Leader as trained by Bridgwater College will be the person in charge of the Forest School session.
- 2 The Forest School Leader has an overall duty of care for the children participating in the Forest School session. However all adults involved in the Forest School session must also take all reasonable steps to ensure that the children are safe and also not put their own safety at risk.
- 3 All adults (both staff and parent helpers) must sign and date a form to show that they have read and understood this Forest School Handbook and that they agree to comply with the Forest School's Codes of Conduct. They must have also read and understood the risk assessments for the particular session(s) they are participating in.
- 4 The Forest School Leader or Assistant will always carry a Safety Bag to each Forest School session.
- 5 The Forest School Leader or Assistant will always carry a First Aid Kit to each Forest School session which will be located within the Safety Bag.
- 6 The Forest School Leader will ensure that the Safety Bag contains the following; essential survival equipment, emergency contact details for both children and adults and the preschool's telephone number (01582 883238).
- 7 The Forest School Leader will carry a mobile phone which is fully charged and ready to use when leaving our Nature Garden for Ramsey Manor Lower School's Lively Land. The Forest School Leader will also ensure that a landline is accessible within easy reach should a mobile phone signal not be available on route/site.
- 8 In the event of an emergency during a Forest School session the Forest School Leader will contact the Pre-School to ask that the emergency services be contacted. Should it not be possible to contact the Pre-School then the Forest School Leader will contact the emergency services directly.
- 9 The Forest School Leader must complete risk assessments before each session and must update them with any new information during a session.
- 10 A ratio of 1 adult to 1 child must be used when using tools with the exception of vegetable peelers and tent pegs when children are competent of 1 adult to 2 children.
- 11 The Forest School Leader must ensure that all tools and equipment are clean and safe to use before each session.
- 12 The Forest School Leader is responsible for training children on the correct and safe way to use tools.
- 13 The Forest School Leader is responsible for the site risk assessment before each Forest School session.

## **Risk Assessment**

Risk assessments must be completed by the Forest School Leader prior to each session.

Examples of these are attached.

Staff must ensure that the Forest School Leader is notified of any new potential risks and appropriate action must be taken immediately.

## **Procedure For Dealing With & Recording Accidents Whilst At Forest School**

All staff attending Forest School must have a current Paediatric First Aid qualification.

A first aid kit must be carried within the safety bag at all times.

All first aid needs to be witnessed by another member of staff.

Non latex gloves must be worn.

All bodily fluids or waste to be disposed of in blood bags for incineration.

All accidents must be recorded on Accident Forms which are signed by both the first aider and the witness.

Parents are shown Accident Forms and asked to sign to say they have read the information on them.

For more serious injuries parents are asked to advise of any follow up information which will be added to the initial Accident Form.

Any hazards found as a result of an accident are reported to the Forest School Leader, noted on Risk Assessments and dealt with either immediately or a warning sign/ boundary clearly identified until the risk can be eliminated/lowered.

## **Procedure To Be Followed In The Event Of A Medical Emergency Or Serious Injury**

Any illness or injury can only be treated by a member of staff who is qualified in Paediatric First Aid.

Initial assessment to check Dr A B C and to then administer first aid.

To remove other children from the situation whilst ensuring their safety.

To notify the Pre-School either by using the intercom or mobile phone and if necessary call for assistance. To notify emergency services.

Have the appropriate medical information and medication to hand.

To contact their parents/guardians/emergency contact.

All accidents/incidents/medical emergencies must be reported to the Team Leader and Manager and the relevant Accident/Incident Form completed.

All medical emergencies must be followed up with parents and this must be noted on the Accident/Incident Form.

## **Procedure To Be Followed In The Event Of A Death Or Serious Incident**

Follow first aid procedure as detailed in Procedure To Be Followed In The Event Of A Medical Emergency Or Serious Injury.

Remain with the casualty and remove other children from the situation whilst ensuring their safety.

To notify the Pre-School either by using the intercom or mobile phone that we need help with a serious incident.

Pre-School to inform emergency services including the police.

**The police to notify the parents/guardians/next of kin.**

To gain advice on follow up from the police.

Report to RIDDOR and Ofsted.

## **Procedure To Be Followed For A Lost Child At Forest School**

We will gather all the children and adults together at our base camp/seating area and the Forest School Leader will check all children against the register.

Should there be a missing child or children then the procedure for a lost child will be followed.

We will keep all the other children together at base camp.

Adults must remain calm and communicate clearly with each other sharing any information with the Forest School Leader.

The children themselves may be able to help and advise staff on where a child was last seen. Care must be taken not to alarm any of the children within the group.

The Forest School Leader will ask the group to listen carefully and will call "1, 2, 3, where are you?".

Should we receive no reply then a search of the area will commence with either the Forest School Leader or Assistant Forest School Leader and available parent helpers. If this is not possible then we will ring our main setting for help and assistance.

In order to keep the rest of the group safe and calm, two adults may remain with them and read or tell a story whilst other adults search for the missing child.

Whilst searching we will intermittently call "1, 2, 3, where are you?" and listen carefully for any response.

Should we be unable to locate a child quickly then we will follow our standard Procedure for When a Child Leaves the Premises Unaccompanied.

The rest of the group will return to Pre-School once all possible sources of information have been gathered and there are sufficient staff to both ensure their safe return and also to continue to search for the missing child.

## **Procedure To Be Followed For An Uninvited Person Or Stranger**

To challenge the intruder and to ask them to leave the site. Escorting them away from the site.

To inform the Pre-School's Team Leader who will inform the Manager and Child Protection Liaison Officer.

If a child is involved then the police must be called and the child or children involved must be removed from the situation and made to feel safe.

Parents and guardians must be contacted as soon as possible by the Forest School Leader and briefed on the situation. Alternatively the Police will advise if they also wish to brief parents and guardians.

## **Procedure To Be Followed For Behaviour Problems**

We will follow Barton-le-Clay Pre-School's Behaviour Policy (as attached) with the following additions:-

To try to talk to the child to calm the situation.

To remove other children from any potential risk until the situation has been resolved.

To inform the Team Leader and ask for help if needed.

To open a dialogue with the child once they have calmed down about why the situation occurred and what we can do to work together to resolve it.

To log incident on Incident Form and in Concerns Book.

To speak to parents or guardians about the incident diplomatically whilst ensuring they realise the seriousness of the situation but also so they react in the appropriate way to the child afterwards.

To create a risk assessment if necessary for situations which involve a child with behaviour problems.

To supervise and monitor any behaviour problems.

## **Procedure To Be Followed In The Event Of Adverse Weather Conditions**

We will not take the children to Forest School if the weather conditions are deemed to affect the safety of the site or our group.

Our Team Leaders will ultimately decide whether to cancel any Forest School session based on information sourced online from the MET office.

Should conditions on site during a session deteriorate and affect the safety of the group then the Forest School Leader will cancel the session and return all children and adults back to Pre-School.

Adverse weather conditions could include; high winds, thunder, lightening, hail.

Risk assessments are always completed prior to each session and the site checked for any previous damage from storms or high winds to trees as well as the condition of some of the older or damaged trees on site. Any areas deemed not to be safe are clearly marked and all staff and children are made aware of these potential hazards.

During a session all staff will continue to monitor and watch for any changes to the woodland and weather conditions.

On days when rain is forecast a shelter will be built either before or at the start of a session by a trained adult. This shelter can be used to keep the group dry whilst they continue to participate in a variety of Forest School activities.

## **Inclusion & Equal Opportunities Policy In Forest School**

Forest School does mean Forest School for ALL!

We will follow all guidelines within Barton-le-Clay Pre-School's Race, Equality and Diversity Policy (as attached) with the following additions:- **We will ensure:**

Access for all children to Forest School

Include a wide range of learning styles and schemas within our Forest School activities

Take account of the ages and abilities of all learners and include these within our future planning when setting new tasks, challenges and targets for Forest School

Make the best use of all available resources in order to support all learners in Forest School

Welcome involvement from parent helpers

**Our Pre-School's practitioners will ensure that our children:**

Feel safe and secure and that their contributions are valued

Value and appreciate each other's differences

Are taught about taking responsibility for their own actions

Participate safely in the appropriate clothing for Forest School whilst also allowing for their religious beliefs

Are taught in small groups which will give them all the opportunity to experience success

Are able to use materials and resources which will reflect a variety of cultural backgrounds, linguistic needs and learning styles without stereotyping

Experience a common curriculum which allows for different learning styles and schemas

Have targets which challenge but also enable them to succeed

Are encouraged to participate in all activities and the surroundings regardless of disabilities or medical conditions and are given the support to do so

With challenging behaviour are entitled to participate in Forest School once risk assessed and possibility given one to one supervision

## **Safeguarding Policy**

We will follow Barton-le-Clay Pre-School's Safeguarding Policy (as attached) with the following additions:-

It is believed that as the environment of Forest School is a more relaxed and supportive environment that there may on occasion be times when children may disclose information which relates to a safeguarding issue.

We must follow the guidelines contained within our general safeguarding policy and our trained staff will know how to deal with and react to any issues raised and will write down any information as soon as is practicable. Our Team Leaders will be updated within any safeguarding issues discretely upon our return to Pre-School and the necessary paperwork completed.

## **Staff & Volunteers**

Our Forest School Leader is Alison Denman who is currently studying for her Pearson SRF BTEC Level 3 Advanced Award in Forest School Leaders. She has attended 7 days of Forest School training with tutors from Bridgwater College and is now in the process of completing coursework together with observations. She is due to complete her studies by the end of September 2015. It is hoped that in the near future other members of staff will also take part in training for Forest School with Bridgwater College.

All staff taking part in Forest School will have Paediatric First Aid certification.

Sara Goodall and Shelby Batchelor have been trained to assist with the specific medical needs of child with Type 1 Diabetes. Whilst Zoe Zarka and Sarah Harper will also be completing this training in the near future.

Shelby Batchelor, Susan Gordon (SENCO) and Zoe Zarka have all been trained to meet the complex medical needs of another child.

All senior staff have received safeguarding training and our Common Assessment Framework staff member is Sara Goodall.

Parent helpers are welcome to take part in our Forest School. This is particularly helpful to alleviate any worries or concerns expressed by either their children or parents themselves about the content and risks involved for participation in Forest School sessions.

All relevant procedures and policies must be read and followed by both staff and volunteers prior to taking part in Forest School.

## **Insurance**

A copy of our Certificate of Employers' Liability Insurance underwritten by Royal & Sun Alliance is attached.

Policy No                      RTT209840

Ref No                            13497

Commencement                15/6/2014

Expiry                            14/6/2015

Our Manager, Charlie Wardle has also received via email written confirmation from the Insurance & Membership Records Officer at the Pre-School Learning Alliance that we are covered for all Forest School activities under the supervision of our Forest School Leader both as she completes her training and also once qualified.

## **Barton-le-Clay Pre-School**

### **Forest School**

I, ..... (Name of Staff Member/Parent Helper)

have read and understood this Forest School Handbook and agree to comply with the Forest School's Codes of Conduct.

I understand that the Forest School Leader is in charge of the activities within the session and I have read the relevant risk assessment for the activities to take place during all/this Forest School session(s).

Signed ..... Date .....

## Reference/Bibliography

My guide for this Handbook has been an online copy of a Forest School Handbook by Burys Court School & Little Berries Nursery and also my coursework documentation from Bridgwater College.