



**Hamp Nursery  
and  
Infant School**

**Forest School**

**Handbook**

**2020-2021**

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## **Introduction**

This Forest School handbook aims to give all children, staff and volunteers of Hamp Nursery and Infant School an insight into the ethos behind Forest Schools.

The Forest School learning environment at Hamp Nursery and Infant school provides opportunities for children to develop self-esteem, self-confidence and form positive relationships with others. It helps the children to develop a growing awareness of their emotional needs and the needs of others, to learn to co-operate and work with peers and adults and develop ways to take risks within the boundaries of safety. Taking part in Forest School allows children to engage with the outdoor environment and natural surroundings of our school and allows them to begin to develop an understanding of our local area.

The children will take part in Forest School all year round. They will explore the different seasons and learn from the changes that take place over time. The children's interest in the outdoors will be used to inspire creative thinking and develop their problem solving skills.

### **Forest School develops:**

Confidence

Social skills

Language and communication

Motivation and concentration

Physical skills

Knowledge and understanding

Learning and development in all areas of the curriculum

The Health and Safety of the children at Hamp Nursery and Infant School is very important to us. Therefore, our policies and risk assessments are in place to ensure your child can take part in the activities with the minimum of risk.

### **Insurance**

The Forest School is insured under the school's insurance policy, as set out by the LEA, Somerset County Council.

### **Parental Consent**

At Hamp Nursery & Infant School Parents/Carers must complete a permission form prior to their child taking part in Forest School activities as part of the school induction procedures.

### **Communication**

An introduction to Forest School for new parents will take place. This will explain the aims and ethos of our Forest School and will give a brief description of some of the activities in which the pupils will take part. A list of clothing the children will require will be presented to the parents & carers at this time.

## Staffing Qualifications

The Forest School will be led by a qualified B-TEC Level 3 Advanced Forest School Leader. All other staff carrying out Forest School activities with classes will have had basic procedures explained to them by the qualified leader.

The Forest School leader will hold a relevant **First Aid Certificate** and be trained in paediatric first aid. In all circumstances a qualified first aider will be present at all Forest School sessions.

## Policies

The following policies are in place to ensure the safe running of our Forest School activities. They are in addition to, and sit alongside, the main school policies and do not replace them. All members of staff and volunteer helpers have a duty to follow these policies and should be familiar with their contents.

Policies located in the handbook are as follows:

- Routines.
- Roles and Responsibilities.
- Health and Safety.
- Clothing.
- Toileting.
- Shelter.
- Safety Bag.
- Inclement Weather.
- Cooking & Eating.
- Emergency Procedures.
- Lost Child.
- Risk Assessment.
- Transport.
- Behaviour.
- Fire Safety.
- Hand Tool Safety.
- Safeguarding and Child Protection.
- Equal Opportunities.

## **Routines**

The Forest School Leader or other competent person will follow a consistent routine before, during and after Forest School sessions take place.

### **Before:**

- The Leader will conduct a pre-site visit and risk assessment of the area.
- The Leader will ensure that there are appropriate child to adult ratios in place for on site or off site sessions, as set out in the School's Health & Safety Policy.
- Each session will be carefully planned to take into account different ability levels and ways of learning.
- Prior to the session taking place, the class Teacher/leader will discuss with session staff the organisation of the activity and any specific roles required.
- The children will be appropriately dressed for the activity.
- A member of staff will be nominated to ensure the Safety Bag has been checked and first aid equipment has been included.
- Registers to be completed and a head count taken before leaving the school building.

### **During:**

- Nominated staff member to inspect the outdoor area to identify any hazards before the children enter.
- The class leader introduces the activity and demonstrates the task if appropriate.
- Children to work in small key person groups.
- Head counts to be taken regularly throughout duration of activity.
- In key person groups, the children discuss learning that has taken place.
- Nominated staff member to ensure that all equipment has been collected back in and accounted for.
- Class leader to ensure the outdoor area has been left in a suitably safe manner, and all tools and materials are removed from area.
- A head count to take place before leaving the area.

### **After:**

- Medical or safety issues to be written up and parents notified as per our normal school procedures.
- Discuss with staff children's learning and use to inform future planning.
- Tools and equipment to be checked and returned to locked storage in good order.

## **Roles and Responsibilities**

### **Responsibilities of the Forest School Leader**

- To plan and lead Forest School activities.
- To ensure planning for sessions provides an inclusive curriculum where all children can take part at their own pace and level.
- To ensure all Forest School policies are complied with.
- To ensure that all adults taking part including teachers, teaching assistants and parent/volunteer helpers understand their roles and responsibilities at all times.
- To take responsibility for behaviour during Forest School sessions in accordance with the School's Behaviour Policy.
- To have an up to date First Aid qualification or a qualified First Aid staff member at each session.
- To ensure that all participants follow the Clothing Policy.
- To carry out risk assessments as described in the Risk Assessment Policy.
- To ensure all Forest School policies are reviewed regularly and that any review is informed by observations and developing knowledge of the Forest School setting.
- To adhere to the school's Safeguarding and Child Protection Policy

### **Responsibilities of adults taking part in sessions**

- To take an active role in Forest School activities and assist with any discipline issues within the group.
- If appropriate, to assist with the walking of children on roads to off-site locations (Transport Policy).
- To assist the Forest School Leader in maintaining equipment in a safe condition and immediately report any concerns about any of the equipment.
- To assist the Forest School Leader in teaching children to maintain their own and others' Health and Safety.
- To report all accidents or hazards to the Forest School Leader.
- To take responsibility for making themselves aware of safety issues, such as the whereabouts of the safety bag / first aid kit.
- To provide their own suitable outdoor clothing and footwear. (Waterproof rousers, waterproof coats and wellington boots)
- To be aware of and adhere to the Forest School Safeguarding & Child Protection Policy and the school's Safeguarding and Child Protection policy.

### **Responsibilities of the Children**

- To begin to take responsibility for their own safety as well as the safety of others.
- To avoid taking unnecessary risks.
- To listen to and follow any information and/or instructions given to them.
- To be dressed appropriately for Forest School sessions.

## Health and Safety

At Hamp Nursery & Infant School the Forest School Health and Safety Policy is in addition to the School's Health and Safety Policy. All aspects of the policies must be followed to ensure both adult and children's safety.

In order that Forest School sessions may be run safely, the Forest School Leader will:

- Ensure that a qualified first aider attends each session.
- Establish and maintain a safe and healthy environment:
- Establish, maintain and evaluate appropriate procedures, policies and risk assessments regularly.
- Provide information and instruction for all adults so that they can contribute to their own health and safety and that of the children they are working with.
- To follow emergency procedures including the reporting and recording of incidents and medical requirements.
- Ensure that risk assessments and pre-site visits take place before children are allowed in the Forest School areas.
- Risk assessments will be completed for all off-site visits and signed by the Head Teacher.
- All risk assessments to be completed on EEC website as per school policy. (Tools, fire safety, cooking and eating, transport, on-site / off-site activities)
- Investigate any accidents and use information gathered to inform future risk assessment and policy making.
- Teach all members of the party to maintain their own and others health and safety by involving them in the risk assessment process at appropriate opportunities.
- Maintain the legal adult-child ratio as set out in the school's Health & Safety Policy
- The following recommended minimum adult to child ratios apply:
  - Nursery On-site 1-3 Off-site 1-2
  - Reception - On-site 1-8 Off-site 1-6 + 1 extra adult
  - KS1 (Years 1 & 2) On-site 1-8 Off-site 1-6
- Ensure that safety equipment is in good working order and used appropriately.

**The Forest School Leader will assume overall responsibility for the maintenance of the First Aid Kit, Safety Bag and Tools brought to Forest School sessions.**

## Clothing

What the children will need to wear.

- **Suitable footwear:** Wellington Boots
  - **Weather appropriate clothing:**
    - During cold or wet weather - layered clothing, warm top, trousers, waterproof trousers, waterproof coat,
    - During warmer weather - long sleeved tee shirt (to prevent prolonged sun exposure) trousers, sun hat. Sunscreen should be worn and parents will be advised (by letter) to apply sun cream before the start of school.
- The school provide waterproof trousers suitable for Reception Year children. These are stored in the Reception classrooms.

## **Toileting**

At Hamp Nursery and Infant school, we take the welfare of the children during Forest School sessions very seriously. Activities that include having a drink, are carefully planned for the end of the sessions to avoid children needing the toilet during the activity. Therefore:

- Children will visit the toilet before changing into their Forest School clothing.
- Children will visit toilet once changed out of their Forest School clothing.
- All children will wash their hands at the end of each session after changing.

## **Shelter**

At Hamp Nursery & Infant School, we are very fortunate to have an outdoor classroom available for our use. This enables us to have shelter for our activities in very hot sunny weather as well as when it is raining. If working off-site in those weather conditions, ensure a temporary, canvas shelter is erected prior to taking part in Forest School session.

## **Inclement Weather**

In periods of inclement weather, plan alternative activities for under shelter or indoors. Inclement weather includes heavy rain and persistently hot sunny weather.

### **Heavy Rain**

The outdoor classroom should be utilised as a first step. Adjust activities to take place in smaller space or an alternative activity planned for indoors. If session to take place off-site and heavy rain is forecast, erect a suitable shelter prior to the children leaving the school.

### **Persistent hot weather / sunshine**

Erect a suitable shelter prior to activity taking place or use the outdoor classroom for 'breaks' from the sun. Parents should be reminded to apply sunscreen to their children before school and sun hats should be worn.

### **Ice and snow**

Apply salt to paths prior to children taking part in activity. Children to wear warm clothing under waterproof outer clothing.

## **Safety Bag**

- 1 Copy of Emergency Procedure
- 1 Child register
- School mobile phone (off-site activities only)
- School contact number
- Nappy Sacks
- Tissues/Wet wipes
- Camera
- Medicines (where appropriate)
- 1 Hand Sanitizer
- Safety whistle
- 1 Notebook with pencil
- **1 first aid kit in small bag to include:**
  - 2 x large wound dressings
  - 2 x medium wound dressings
  - 2 x eye pad dressings
  - 1 x triangular bandage
  - 2 x low adherent dressings 10cm x 10cm
  - 1 x micro-porous tape

- 3 x pairs of disposable gloves
- 1 x saline eyewash 500ml
- 1 x sterile water (for cleaning wounds)
- 10 x gauze squares (for cleaning wounds)
- 1 x small pair of scissors

## Eating & Cooking

### Eating

At Hamp Nursery and Infant School, we adopt the following Policy on the eating of food during Forest School sessions:

- Forest School sessions on or off site, will adopt a nil-by-mouth policy with the following exceptions:
- Hot drinks made in flasks or Kelly kettles from commercially available products such as hot chocolate.
- Drinks and foods that link directly to our topics, which will be sourced only from commercially available products. (Shops)

In such cases, the Forest School Leader will be responsible for checking that no member of the group has any listed allergy to any of the products; if they have, the Forest School Leader will use their discretion as to whether a substitute product or different activity will be most appropriate.

Children must be taught the importance of not putting anything they have found in their mouth.

### Cooking

- A nil-by-mouth policy will be adopted with the following exceptions:
- All food cooked during Forest School sessions, will be sourced from commercially available products only. (Shops)
- Food cooked during sessions will only use one cooking pan/pot.
- Cooking to take place only within the normal fire safety 'exclusion zone' of 1.5m from edge of fire, adhering to our Fire Safety Policy.
- Kelly kettle cook set, to be utilised for use on Kelly kettle base.
- No children allowed in the fire circle. The Forest school Leader or another suitable adult only to be in fire circle. Additional adults to ensure safety of remainder of group.

## **Emergency Procedures**

(Please see the Hamp Nursery and Infant School's Health and Safety of Pupils on Educational Visits Policy)

All adults and children to be taught what to do in case of emergency. A whistle will be blown as a signal to stop; children will gather with their keyworkers and wait for instructions. The Forest School Leader will assess the situation, the nature and extent of the injury/accident. They will ensure that the rest of the group are safe from danger and adequately supervised. They will attend to the casualty, giving first aid if necessary. After the event an incident report will be completed.

If anyone sustains an injury or illness, which cannot be treated by first aid on site and requires medical assistance the following will occur:

- In serious cases, 999 will be dialled from the school office, or, if off-site from mobile phone located in Safety Bag. The school will be responsible for notifying the parent/s and informing EEC if necessary, in line with Health and Safety of Pupils on Educational Visits Policy.
- The welfare of the rest of the group to be maintained. They will be supervised away from the incident and if in danger, will be moved to safety.
- At an appropriate point, all Forest School participants not involved with the emergency will return to school when it is safe and practical to do so.
- One member of staff will meet the ambulance at the site entrance and direct the crew to the incident site.
- If the injured child is taken to hospital, a member of staff will go with them and the child's parent will be updated about the situation by SLT at school.
- In minor cases, the Forest School Leader will arrange to contact the parent of the injured child so they can be collected and taken to the hospital, doctor or home.

## **Lost Child**

A missing child may constitute a Serious Emergency.

A Serious Emergency is defined as:

*A fatality, life-threatening injury or illness to an individual, injury to a large number of pupils or adults, any injury or illness which may leave the Casualty disabled or disfigured, any missing persons.*

At Hamp Nursery and Infant School, our priority is to keep all children safe. This policy must be applied, whether the group are on or off site.

If a child is found to be missing from the group, the situation will be taken very seriously from the outset. A summary of the procedures to be followed, is outlined below. These ensure that a systematic approach to find the child is taken, and consideration is given to the levels of risk to the child.

- The Forest School Leader will be informed immediately, and will inform the headteacher via contact with the school office by verbal message (on-site) or mobile phone (off-site) in the first instance. Contact will be maintained with SLT for the duration of the incident.

- Activity for the rest of the group shall be suspended in order that up to two members of staff may be released to conduct an initial search, which shall last no more than five minutes.
- The remaining children will be brought together, a head count taken with the register checked to make sure that no other child has also gone astray.
- The remaining children will be given a low risk activity to complete, within the area by the remaining adults, being mindful not to increase anxiety of the group.
- The Forest School Leader, in discussion with adults in the group will attempt to establish who last saw the missing pupil, when and where.
- If, after the five-minute search, the child has not been located, the Forest School Leader will inform the school office of the location at which the child was last seen.
- At an appropriate point all adults and children not involved with the emergency will return to school when it is safe and practical to do so.
- The SLT will be updated continually so that they can contact the child's parents and inform them of the situation. The parent/carer will be invited to make their way to the school or the outdoor venue as agreed with the SLT.
- Staff should corroborate details of the incident, including last known position of the missing child and any timing. These will be recorded in accordance with the school's procedures
- When the child is found, sensitive attempts to find out how the child became lost should be made.
- Parents/carers, SLT and Emergency Services will be informed that the child has been found and is safe and well as appropriate.
- After the incident the Forest School Leader will discuss with the parents/carers the events that led to the disappearance of the child.
- Parents/carers of the class or group should be invited to a debriefing to explain the circumstances surrounding the incident, or a letter sent home giving details of the events if appropriate.
- A log of the incident will be recorded on the Emergency Procedures - School Visits form.
- Staff and parents should be asked to refer any enquires they have or any enquiries from the media, or other sources, to the Head of the school.
- Liability should not be discussed until after any investigation by the appropriate authorities is complete.

## Risk Assessment

Hamp Nursery and Infant School aims to develop children's self-esteem, independence and motivation to learn in a safe environment.

In order that these aims can be met, the Forset School Leader will:

- Consistently apply the same approach to risk assessment for on-site and off-site activities:
- Look for and identify hazards.
- Decide who may be harmed and how.
- Evaluate the risks and decide whether existing procedures are adequate or whether more should be done. Forest School activities may only proceed if the remaining risk is deemed to be low.
- Record findings, including daily amendments to standing risk assessments based on site visits or observations
- Review assessments on a regular basis.
- Carry out full risk assessments on all areas where Forest School activities will take place. The Forest School Leader will make pre-site visits as close to the start of the activity as is reasonably practical.
- Note risks related to a specific activity on the appropriate lesson plan.
- Inform staff and children of potential hazards and methods of working in order to minimize their risk further.
- Involve staff and children in risk assessment, as appropriate, as part of learning.
- Ensure legal guidelines regarding off-site activities, such as adequate insurance and parental permission are met.
- Ensure that all staff and children are aware of the emergency procedures for all sites.
- Be responsible for teaching children adequate skills in order to keep themselves safe.
- Ensure a nil-by-mouth policy is adopted for any items not bought in a shop specifically for sessions.

## Transport

When it is necessary to take the children off-site, the following procedures will be followed:

- The group will be given a safety briefing before leaving the school site and before leaving the destination.
- The following recommended minimum adult to child ratios apply **ACCORDING TO THE LEVEL OF STUDENT NEED AND TYPE OF ACTIVITY.**

**Nusery: 1:2. Reception: 1-6 + 1 extra adult. KS1: 1:6.**

## Walking on pavements

- All children and adults to wear high visibility jackets.
- Sessions to be planned to avoid busy periods of road use to minimise risk.
- The Forest School Leader will ensure adults are positioned appropriately along the line. Members of staff only to be at front and rear of line, volunteers to be placed in the middle.
- The adult leading the line will apply all safety procedures, know the agreed route and be familiar with the site. The lead adult will be familiar with the class or group of children.
- Children will walk on lefthand side of pavement in pairs.

- The adult at the front of the line will ensure other pedestrians are safe, stopping the line if necessary to allow others to pass safely.
- The group will stay together so that all members of staff can see the adult at the front of the line.
- If the Leader senses the group is getting too spread out, (s)he will stop the group. The Leader will then give instructions on how the group should close the gaps in the line. When the Leader is satisfied that the group is back together again, (s)he will give the instruction to move on.

### **Crossing the road from pavement to pavement**

- On approaching the place to cross the road, the adult at the front of the line will stop the children and ensure they are all paying attention and are ready to cross.
- A second and third adult will move to the middle of each carriage way in order to stop any traffic and signal for the children to cross. Children will move in lines across road with an adult at each end of the line.
- **Using a pelican crossing.**
- The pelican crossing can be considered to be a 'safe place to cross', however, the interval in which the pedestrian is presented with a 'green light' is too short to cross an entire class. This presents its own safety issue and the means to negotiate this hazard safely needs to be determined by the Forest School Leader. This should be included on the risk assessment and shared with all adults prior to departure.
- Other hazards should have been identified previous to visit and supervisors and children briefed on appropriate means to reduce risks to an acceptable level.

### **Minibus**

At Hamp Nursery and Infants School a mini-bus would not usually be required for transporting children and adults to Forest School Sessions. However, if a mini-bus is required, the following procedures and policies are to be adhered to.

- All drivers must be appropriately qualified to drive the bus. The driver must check that all insurance documents are up to date and relevant.
- Driver to collect keys from school office.
- Minibus to be kept in the car park, driver to check outside, lights, mirrors, fuel and water level, tyres etc.
- All doors must be unlocked when in transit.
- Driver to ensure that the bus is fuelled before start of journey / session.
- Equipment: The Forest School Safety Bag needs to be next to driver throughout the journey, all other equipment needs to be placed under seats at the back of the bus.
- Tissues and water should be on the bus at all times.
- All exits to be kept clear and bags stored under seats.
- On all trips, the consent / medical forms for all children should be taken. A register must be taken and kept next to the driver.
- All children must be encouraged to enter and exit the bus independently where possible.
- The driver must check all adults and children are wearing a seat belt.
- Booster seats must be used where necessary, to ensure the correct positioning of the seat belt on individual children.
- All adults and children must remain seated and face forward at all times while in transit.
- A member of staff must sit next to sliding doors.

- The driver must stop if they think that a passenger has taken off their seat belt.
- The driver must instruct passengers when to remove their seat belts.
- The minibus must be tidied at the end of each session
- All concerns regarding the bus must be reported directly to the Education Visits Co-ordinator (EVC).
- The bus must be locked when unattended.
- Bus to be returned to the car park and keys returned to the school office.

## **Behaviour**

Hamp Nursery and Infant School aims to help children to:

- Build their self-esteem, independence, excitement and motivation to learn.
- Begin to learn how to help to maintain a safe learning environment.
- Show awareness and respect for others and for the environment.
- Work collaboratively.
- Uphold clear expectations of behaviour management.
- Develop awareness of acceptable behaviour and responsible behaviour in an outdoor environment
- Develop pride in their achievements.

The standards of behaviour we expect of the children at Forest School are the same expectations we have in the classrooms and wider school environment. At all times we follow the guidelines set out in the School Behaviour Policy.

## **The Role of the Forest School Leader**

The Forest School Leader will:

- Create a positive environment that encourages and reinforces caring, nurturing and acceptable behaviour towards one another, the environment and the equipment.
- Promote effective relationships in which all are accepted, valued and treated equally.
- Be mindful of the need to maintain safety at all times.
- Establish clearly defined standards of behaviour.
- Provide a positive role model for all children and adults.
- Place the needs of the children, including needs linked to their preferred learning styles, social and behavioural needs at the centre of the Forest School curriculum to maximize individual success and raise self-esteem.
- Give verbal praise to children demonstrating good work, good behavior, cooperation and good group work.

## **The Role of the Children**

The children, to the best of their abilities will:

- Listen carefully and respond to instructions and requests, especially those concerning safety.
- Develop and maintain an acceptable attitude towards one another, the environment and all equipment.

## **Sanctions**

Where sanctions are given, the Forest School Leader will ensure the following steps are adhered to:

- A member of staff will try to re-engage the child in the first instance

- A verbal warning will be given by a member of staff by taking the child to one side and reminding them of the importance of acceptable behaviour.

However, if the child's actions are placing the group and/or an individual at risk, the child will be dealt with in the following manner:

- The child will be escorted back into school to be spoken to by a senior member of staff.
- If the behaviour continues on return to Forest School, the child will be taken back into school to stay with a member of SLT.
- If the session is off-site, the school will be telephoned to inform SLT. The whole group will return to school, the child will be taken to appropriate member of staff. (SLT).
- Where the behaviour is deemed to have been very unsafe, the child will be excluded from the next Forest School session.
- In all of the above cases, the Forest School Leader will complete an incident report.

## **Fire Safety**

At Hamp Nursery and Infant School, we may use a Kelly kettle during Forest School sessions. In the event of us using the Kelly Kettle in a Forest School session, we aim to ensure that all children and adults participating will do so safely and with minimum risk.

### **Location**

- An agreed area will be identified for the use of the Kelly kettle, away from buildings, fencing and trees/ hedges.
- Kelly kettles can only be used on a flat surface.

### **Positioning of Children and Adult**

- The area must be surrounded by an exclusion circle of at least 1.5 metres from the edge of the Kelly kettle.
- When the Kelly kettle is in use, children cannot access the area.
- Once seated around the outside of the circle, the children must remain seated until directed by an adult to move.
- Children are not permitted to throw anything onto the Kelly Kettle.
- Children will be given advice on the appropriate way for dealing with smoke: they are advised to turn their head to one side, placing their hand across the face and to close their eyes. If there is a clear wind direction, avoid seating the children in the line of smoke. If wind direction is variable, the leader should rearrange the seating.

### **Safety and Responsibility**

- Only adults are to light the fire in the fire pan.
- The Kelly kettle must be placed on a flat surface.
- Fires must be lit using cotton wool, dry twigs and a strike stick.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics to be burnt.
- Children must be seated at least 1.5 metres away from the edge of the Kelly kettle.
- Kelly kettles must not be heated with the cork in place.
- Water must not be boiled for hot drinks - tepid water temperature only.
- Fuel should burn itself out but if not, it must be extinguished with water.
- Children must not lift or pour from the kettle.
- Children and adults must have long hair tied back and secure any loose clothing.

## Extinguishing

- All fires must be extinguished at the end of a session.
- Water should always be placed at edge of fire circle in bottles.
- 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 by adult.

## Hand Tool Safety

Children may be using a number of tools during our Forest School sessions. Whatever the activities, the safety of all children and adults at Hamp Nursery and Infant School is of paramount importance. All Forest School sessions must have a qualified First Aider in attendance. A First Aid kit should be brought to the session in the Safety Bag. Discuss safety points and expected behaviour before all activities.

- An adult should carry any tools to the Forest School site.
- Tools should be locked away safely in the outside store on the Reception playground when not being used for Forest School.
- Proper use of tools must be demonstrated when first used, and subsequently practised and reinforced regularly by staff.
- Everyone should know where to put the tools when finished with after a session.
- Gloves, helmets and safety goggles to be used when appropriate.
- The Forest School Leader is responsible for the suitability of the tools for the activity chosen, if adults have any concerns about tool maintenance during a session, remove tool and report fault to the Forest School Leader.
- Adults should support learning, not interfere with it. The adults may use tools that the learner is not competent to use yet to enable to learner to carry out their task, whilst encouraging children to become more independent and competent.
- Forest School Leader or designated adult must count tools back in to ensure they are all safely returned.
- Adults to check tools for damage, clean, sharpen and store correctly after use.
- The primary duty of all staff is to supervise the children to ensure their safety when using tools.

## **Safeguarding and Child Protection**

The Child protection contact at Hamp Nursery and Infant School is the Headteacher: Mrs M. Weatherburn, in her absence the Deputy Headteacher: Mrs S. Seago will be deemed to be the main contact. All staff at Hamp Nursery and Infant School have attended Basic Awareness Child Protection Training and PREVENT training. Safeguarding folders are located in each classroom. Please refer to Hamp Nursery and Infant School's Child Protection Policy.

Adequate steps must be taken to ensure the safeguarding of the class or group during Forest School sessions. All normal school practices should be followed, but specific procedures may be necessary to account for the protection and safeguarding of individuals in an outdoor learning environment.

- Adult to pupil ratios need to satisfy minimum safety requirements and should form part of the Risk Assessment for each visit.
- As per normal school procedures, all staff and volunteer supervisors need to be vetted by the Disclosure and Barring Service.
- Regular volunteers should demonstrate an understanding of confidentiality.
- Health and Safety precautions should set appropriate physical boundaries for each session. (E.g. boundary flags set with pupils)
- Staff members should be made aware of any special needs of individuals in the group.
- Personal information relating to individuals must be handled sensitively and steps need to be taken to ensure data protection policy requirements are met in relation to how this information is shared and stored, particularly where volunteer supervisors are used.
- Disclosures - If a child makes a disclosure during a Forest school session, normal school practices and procedures must be followed. Explain to child that, confidentiality cannot be maintained, and the information given must be passed to the designated Child Protection contact. The child's words must be written down, as exactly as possible, avoiding asking leading questions. At the first opportunity, pass the information to the designated contact.

## **Equal Opportunities**

Hamp Nursery and Infant School uphold an ethos of inclusive teaching and learning.

Therefore:

- All lesson plans to show how children will learn using different learning styles and schemas
- Lesson plans to show differentiation within the keyworker groups.
- Any child who is supported 1:1 in the classroom will continue with this support at Forest School.
- Any incidences of bullying or behavioural difficulties must be dealt with, in accordance with the school's Behaviour Policy.
- STC will be used to support children's understanding as appropriate.

## **Environmental Maintenance**

Please note, any resources used within Forest School sessions should be obtained from sustainable sources. Remember any sticks, logs or twigs that are collected belong to someone! You must ask permission to use or remove them from site. We are proud of our outdoor areas at Hamp Nursery and Infant School and therefore we need to conserve and preserve them for future use. Do not over use any one area, rotate sessions and activities around the grounds, including using the playground. If any areas begin to show damage, please report this to the Forest School Leader, who then can liaise with SLT to assess how to repair the area. For example by reseeding grass or planting trees.

This handbook has been produced by Hamp Nursery and Infants School and will be reviewed periodically as required.

## Hamp Nursery and Infant School - Guidance for Volunteers

Forest School activities are all about having fun outdoors. They provide children with unique learning experiences where the emphasis is on developing independence, self-esteem and taking control of their learning so they learn how to learn.

You can be part of this:

- Be positive.
- Engage with children in the activities.
- Sometimes stand back and watch what the children do and how they learn.
- Support and encourage children to try new activities.
- Share anything significant that you have observed about the site with the leader.
- Extend the children's vocabulary by getting involved in their conversations where appropriate: take care not to take over though!
- Share your own knowledge with the children.
- Ask questions to extend the children's thinking. Eg Why are you using that ...? What do you think would happen if....? Can you explain what you think is happening when ...?
- Most importantly, have fun!