

Oliver's Battery Primary School
Forest School Policies and Procedures

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Forest School at Oliver's Battery

Oliver's Battery School Forest School provision offers sessions for each class for approximately half a term for one afternoon a week. FS sessions are planned to suit the age of the class and the time of year but the main aim of the sessions is to be a time for play and learner led exploration supported by the FS leader and helpers. Any class topics can be used as inspiration for activities during FS sessions. As the children move up through the school they will have their FS session at a different time of year, which enables them to experience the woodland in various seasons.

The FS provision sets out to give all children an opportunity to spend time in our amazing school grounds. Taking part in activities like den building, woodland craft, fire lighting and tree climbing. Experiencing repeated time in our FS site gives children the freedom to play and learn in an outdoor environment. Encouraging an interest in the environment, developing resilience, independence and self-esteem and the creative, caring, confident learners for life that the school promotes.

1. Policies

1.1. Behaviour Policy

Positive behaviour will be promoted at all times during FS sessions. We want to create an atmosphere of caring for one another and the environment. A willingness to share and solve problems and disputes through negotiation and co-operation to create an environment that all participants can feel safe and enjoy. This positive behaviour is promoted through the **Oliver's Battery Primary School Forest School Code**

- *Look after the Forest School area*
- *Be kind to the trees and plants*
- *Share and help each other*
- *Respect the tools and equipment*
- *Only enter the fire circle when invited*
- *Play, explore and have fun*

Children who misbehave will be told what is wrong and helped to make the correct choice. Any repeated behaviour problems will be dealt with by the class teacher in line with the school behaviour policy.

<https://www.oliversbatteryprimary.com/assets/docs/policies/Behaviour>

Parent helpers will refer any behaviour issues to the Forest School leader, teacher or LSA (if helping).

In the event of behaviour resulting in danger to other children or staff that cannot be resolved, the class will be called to the fire circle and taken back to their classroom. A member of senior leadership will be informed whilst 2 adults stay with the child.

1.2. Health and safety

A visual check will be carried out before the start of each session. Any hazards e.g.- low branches, tree stumps will be marked with a red flag and pointed out at the beginning of the session.

Any health and safety issues will be reported to the designated school health and safety officer and site manager.

The FS leader holds an up to date outdoor first aid qualification. Any accidents or incidents that take place at FS will be recorded and reported to the school office manager and appropriate action will be taken in line with the school's health and safety policy.

See school policy

1.3. Risk assessment Policy

A site risk assessment will be carried out for the FS area. This will be reviewed each year or sooner if the need arises.

A daily risk assessment will be carried out before each FS session.

Activities will be risk assessed and reviewed annually or sooner if required.

New activities that require assessing will not be included in a session until a risk assessment has been carried out.

All risk assessments will be available at the FS site.

1.4. Risk benefit analysis policy

Risk assessed activities will be assessed against the benefits gained of taking part in these activities. This will be reviewed annually and in the case of any incidents, the benefit of the activity will be reviewed.

1.5. Staff ratio, roles and responsibilities

FS sessions will need at minimum of the FS leader and 3 extra helpers. If this number is not possible the sessions will go ahead but with limited activities relevant to the age and ability of the class.

The FS leader will plan and lead the sessions. Teachers LSAs and parent helpers will be given areas to monitor by the FS leader. They will be made aware of the FS principles of play and choice and the learner led approach. (*See additional information*). They will be trained by the FS leader in the safe use of tools and fire lighting and may be asked to supervise an activity.

The Forest school leader will use carry with them their personal mobile phone to be used in the event of an emergency. Prior to the first session the leader will test the mobile phone signal by making a call to the school office.

1.6. First Aid

The FS leader holds a current first aid certificate and a basic first aid kit is available at all FS sessions.

1.6.1 First Aid Kit-contents

- Guidance Leaflet
- 2x Foil hypothermia Blankets
- 2x Hydrogel Burns Dressings

- 12x Safety Pins
- 2x Large Sterile Dressings
- 6x Medium Sterile Dressings
- 3x Triangular Bandages
- 3x Eye Pad Dressings
- 30x Alcohol Free Wipes
- 60x Adhesive Dressings
- 9x Nitrile Gloves (Pairs)
- 1x Adhesive Tape
- 3x Finger Dressings
- 1x Resuscitation Face Shield
- 2x Conforming Bandages
- Fire Blanket
- Scissors

All helpers will be made aware of any medical issues of any participants. Any medication required at the site by participants will be kept safe and all helpers made aware of this. The FS leader will carry a mobile phone in case of emergency and all helpers will be made aware of this. Mobile phone coverage will be tested by both the FS leader and teacher prior to the Forest school session. Minor injuries will be dealt with at the FS site. Clean water is available to clean minor cuts and grazes.

If an injury requires more attention the child will be taken to the school office by a helper. *(See school first aid policy)*

For injuries where the child cannot be moved the school office will be informed via mobile phone. The Forest school Leader and Classroom teacher will both have a mobile phone. This will be used to contact the office in case of an emergency

In the event of the FS leader requiring first aid the school office will be contacted.

Other Safety Equipment

The Forest school leader will also carry with them:

- Fire blanket.
- A bag to collect litter and rubbish
- Bottle for ticks
- Tick remover
- Personal mobile phone

Ticks

If a child is found to have a tick during a forest school session the office staff will be informed. The policy of the school is not to remove ticks but to telephone the parents. The

parent can then decide if they wish to come to school and remove the tick immediately or wait until the child returns home.

In line with the latest advice, the school will remove the tick immediately it is found, and keep in a specimen bottle. The tick will then be sent for test to determine if it carries Lyme disease. The tick will be removed using a tick remover by a member of Forest school staff.

Environmental Impact

The environmental impact of all activities will have been assessed and control measures put in place. After each session the impact will also be recorded and activities adapted accordingly.

The FS site will be left at the end of each session as found. Litter will be picked up and the equipment for the site tidied away at the end of each session.

The 3 year land management plan will take into account any environmental impact and look to address this.

Food hygiene and safety

Food is provided at FS sessions as it is a sociable activity where children can gather around the fire circle. Prior to a session any food allergies are checked and parents are asked to provide suitable food.

Children will be asked to wash their hands before sitting in the fire circle to eat. When using sticks to cook food on the fire children will be taught how to use these safely.

Children will wash their hands with the warm soapy water provided. They will use the cup to pour water through the hand shower (container with holes). They will then dry their hands with the paper towels provided on the string hanger. These towels are then to be disposed of in the bin next to the washing area.

Weather

FS takes place in all weather and children are advised to bring in suitable clothing. If children do not have suitable clothing for the weather there is limited spare clothing to borrow.

The FS leader will check weather reports the day before and re-check the weather on the day of the FS session.

In the event of forecasted high winds which are deemed to be dangerous, the FS leader will assess the site and make a decision up to 30 mins before the session start. If the session is unable to go ahead it can take place at the bottom of the school field with limited activities.

If a session begins and the wind picks up and is unsafe the session will be cancelled and the class taken back to the school by the teacher.

If rain is forecast the FS leader will set up temporary shelter.

Social Media

Mobile phones or devices that give access to social media are not permitted to be used by children at FS sessions.

Helpers or leaders will not post any photos or share information from FS sessions on social media.

Safeguarding

All helpers will be made aware of the importance of safeguarding and any concerns reported to the FS leader who will then follow the school safeguarding policy.

<https://www.oliversbatteryprimary.com/assets/docs/policies/Safeguarding%20Policy.pdf>

Anti- bullying

See school behaviour policy

Manual Handling

See school manual handling policy

Complaints

Any complaints about the FS provision by parents will be referred to the class teacher who will then follow the school complaints policy.

Complaints about the FS leader by helpers or teachers will be referred to Senior leadership.

<https://www.oliversbatteryprimary.com/assets/docs/policies/Complaints%20Policy.pdf>

Data Protection

See school policy

<https://www.oliversbatteryprimary.com/assets/docs/policies/Data%20Protection%20Policy.pdf>

Inclusions and Equal Opportunities

See school policy

<https://www.oliversbatteryprimary.com/assets/docs/policies/Equality%20Policy.pdf>

Insurance

This is covered by Hampshire County Councils Policy

<http://documents.hants.gov.uk/education/HampshireCountyCouncil-FullInsuranceDocument2018-2019.pdf>

COSHH

No hazardous substances are used in FS as these may impact on the natural environment.

Any soap used will be suitable for children and any skin allergies will be checked before use

Procedures

Code of Conduct

This code of conduct applies to anyone including the FS leader, helpers, staff, children and visitors who visit the FS site.

- Everyone will be treated with respect
- Respect and help sustain the natural environment
- Promote the Oliver's Battery Forest School code (*see behaviour policy*)
- Promote the values and principles of the FS ethos

Daily procedure

- The FS leader will check the site and set up for the afternoon session, in the morning.
- A daily risk assessment form will be filled out. The FS leader will ensure that any medication required is taken to the site with the first aid kit and that any special dietary requirements have been addressed.
- The FS leader will make sure that there are enough helpers and if not will adjust the session plan accordingly.
- The FS leader and helpers will be at the FS site 10 minutes before the class is walked down from the classroom by their teacher.
- At the end of the session the class will help to tidy by bringing back any ropes/ tarpaulins/mats to the fire circle and tidying away the craft equipment including picking up any litter from the woodland floor. They will then line up and be counted before leaving the area with their teacher.
- No sticks will leave the FS area only craft items children have made.
- The FS leader and helpers will then finish tidying and take all the equipment back to the shed.

Complaints Procedure

See complaints policy

Emergency procedure

- If any person present is injured and cannot be moved to the school building the school office will be called by mobile phone and the emergency services called from the school.
- In event of urgent medical attention required the emergency services will be called directly by the FS leader or helper.
- A laminated emergency document is available to all helpers at the FS site.
(See additional information – emergency plan)
- In the event of a fire alarm in the main school building the class will be called back to the fire circle and counted, then will assemble on the top playground with the rest of the school.

Fire procedure

- The FS site has a designated fire circle and fire lighting area with seating 1.5m away from the fire. The fire is only to be lit within the area enclosed by logs to prevent spread of the fire. It will only be lit using cotton wool and a fire striker never matches.
- Children are taught never to throw anything onto the fire.
- Children are taught only to enter the fire circle from the outside and only to walk across when invited by an adult even when there is no fire. They should only move seats if instructed to do so and by stepping outside over the seat. They should be sat with their legs drawn into the bench and not outstretched.
- If the smoke from the fire is blowing in faces they will be instructed to move away from the smoke.
- Children will be able to practice using the fire strikers but will not be permitted to light the camp fire. Use of fire lighting equipment will only be permitted with adult supervision by an adult who has been trained by the FS leader, and in the fire circle area.
- An adult will be present at all times once a fire is lit.
- Children will be shown the importance of extinguishing the fire at the end of the session.
- A bucket of water and fire blanket will be nearby at all times and the first aid kit contains burn sachets.
- Large build ups of ash should be scattered throughout the woodland when completely cooled to enable natural decomposition.
- In the event of the fire becoming out of control children will be instructed to leave the FS site, counted and gather at the main school building. The fire service will be called and the school office, head teacher informed.

Lost child procedure

- In the event of a missing child, the class will be called to the fire circle where one adult will supervise them. The remaining adults will carry out a search of the site.
- If the child is still missing after 10 minutes the school office/ a member of senior leadership will be informed and the school building and the rest of the school site searched.

Sanitation procedure

- If a child needs to go to the toilet they will use the toilets in the main school building.
- Years 1-6 may go alone. Year R will be taken by a helper.
- There will be water and soap for hand washing on site but not drinking water.
- Children can bring their water bottles to FS to be kept in a box by the fire circle.

Tree Climbing procedure

- Adults prior to the FS session must check the suitability of the tree. i.e. slippery, broken/cracked branches, excess of thorns.
- Adults must check children's clothing to ensure appropriate footwear, clothing that will not snag
- Check the tree surrounds to ensure that if a child fell, they would not injure themselves on protruding branches, stumps, thorny plants.
- Children will be taught that they must ask an adult before climbing a tree so that the adult can check it is safe for them to do so.
- They will be taught to check that the tree they wish to climb is strong enough to hold their weight.
- They can only climb as far as an adult can reach them.
- Any trees in the site that are unsafe to climb will be marked.

Tool use procedure

- Tools are inspected at the beginning of each session to ensure they are in working order and not broken.
- Children will only be allowed to use tools with adult supervision, in a designated area and after they have been instructed how to use safely.
- Tools will be kept in a locked container when not in use. A record of the number of tools is kept in the container and they will be counted at the end of each session to ensure none go missing.

Additional Information

What is Forest School?

Forest school is a process where learners visit a woodland or outdoor environment to take part in learner led activities and play on a regular basis. It offers children a range of activities and experiences that cannot be found within the confines of a classroom.

Activities could include den building, fire lighting, whittling, craft activities and tree climbing. Interacting with an outdoor environment enables them to connect with nature and their surroundings. It allows them to be creative, experiment, explore and learn to take risks and challenge themselves which in turn builds self-confidence and self-esteem. Children are free to choose to work alone developing independence or in groups learning valuable team building and social skills

At Forest school there is no formal learning objective to be achieved in a session but this does not mean they are not learning. It enables children to define their own learning and achievements through discovery, encouraging them to explore their own interests instead of having to complete specific tasks with a finite conclusion, objective or time scale.

In our setting their natural curiosity can be nurtured through the choices they make. Socially children are able to interact with a wide range of individuals choosing either team activities such as den building to solo pursuits i.e. cooking on a fire. This freedom of choice allows them to develop their skills over time encouraging self-confidence and reliance.

What input from helpers is required?

Observe what the children are doing and intervene when they need adult help or guidance.

Ensure they use any tools safely and show them how to do so if required. (There are some laminated safety guidance sheets with the whittling, fire lighting and sawing).

Get involved have a play and enjoy being outside!!

Emergency Action Plan

Location of first aid kit - in box in trolley

Emergency services 999 or 112

Information to give to emergency services

School name: Oliver's Battery Primary

Address: Austen Avenue, Oliver's Battery, Winchester, SO22 4HP

Tel: 01962 886915

Leaders mobile: 07733328064

Declaration

I have read the above policies and procedures document

Name	Signed	Date
<u>Carly Redfern</u>		<u>22.10.2020</u>

Oliver's Battery Forest School policies and procedures review date Oct 2021