



Forest School Handbook



Lings Primary School Forest School Handbook

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Introduction to Forest School

'Forest School is an inspirational process that offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees' (Forest School Association 2020)

At Forest School everyone is equal, unique, and valued. Children are encouraged to develop a strong, positive relationship with the natural world and develop positive relationships with themselves and others. It is a specialised learning approach that has the child at the centre of the learning, no matter what age they are.

All children have the freedom to explore and discover through appropriate risk taking and challenges. They are encouraged to initiate and drive their own learning and development at a pace which is meaningful to them, in order to achieve early and regular success.

The Forest School leader and adults are there to facilitate, guide and support the children's learning whilst looking out for dangers, as well as promoting creativity, skill development, empathy and kindness.

Forest School is a safe place where all children can be themselves and leave all other worries behind by immersing themselves with the awe and wonder of the natural world which surrounds us.

Where are we situated?

The Forest school activities will take place in the old environmental area of the school, which is located behind the Key Stage 2 building. To access the new Forest School, you will use the stairs which run from the Key stage 2 playground nearest the gate to the new building. Alternatively, for disabled access, the lift in the Key Stage 2 building can be used and access gained via the bridge at the top of the stairs. The Lings Forest School area will now be named 'Skylark Forest', a reference to the bird on our school badge. Most activities will be carried out within this area, however from time to time we may use 'Lings Wood' situated a short walk from the school on Lings Way.



Staff Declaration

Please can all staff working in the Forest School read through this handbook and ensure that you understand all its content. Any questions please direct them to either Anne Davies or Thomas Davies FSL who will be more than happy to clarify any queries you may have.

When you have read and understood the handbook please sign below.

I declare that I have read Lings Primary School's Forest School Handbook and have understood the content.

Name	Position	Signature	Date
Anne Davies	FSL	<i>AM Davies</i>	08.01.23
Thomas Davies	FSL	<i>TJ Davies</i>	08.01.23

Review Declaration

The Forest School Manual content will be reviewed at least annually and updated as required.

Next review due January 2024.

Aims and Objectives

Lings Primary's Forest School aims to encompass the six key principles of a Forest School, whilst promoting a strong positive relationship between children, others, and the natural world.

Our main aim is to create an environment which is child centred and play based, focused on holistic development, and has a positive impact on their wellbeing.

Every child will feel safe and valued, be treated as an individual, and develop and maintain a sense of community and belonging.

We seek to create an environment where children are encouraged to try new experiences and challenge their own limitations in a controlled manner whilst developing greater independence.

Our Forest School programme will allow children the freedom to explore and discover through appropriate risk taking and challenges, and drive their own learning and development at a pace which is meaningful to them, in order to achieve early and regular success.

Forest School Rules



Kind to Self

- ✓ Listen to the adults and other children
- ✓ Use tools only under supervision
- ✓ Always wear appropriate clothing for the weather
- ✓ Follow the no pick, no lick policy
- ✓ Be honest
- ✓ Look after property

Kind to Others

- ✓ Kind and respectful to all
- ✓ Take turns with equipment and activities
- ✓ Always speak to an adult if feeling unsafe.

Kind to Nature

- ✓ Respect the world around us
- ✓ Look at animal and insect homes but always put back as you find them
- ✓ Always leave animals and insects in the Forest School
- ✓ Ask FSL before picking flowers and leaves

Roles and Responsibilities

Forest School Leader

- ✓ The Forest School Leader (FSL) will work within the framework of Lings Primary School policies and procedures and report to the Senior Leadership Team (SLT) and Governors.
- ✓ They will communicate with the Schools Business Manager to source funding for the development of the Forest School Site, resources and ensure insurance and liability is up to date for activities planned in the programme.
- ✓ The FSL will deliver a presentation to the governors, teachers, and support staff on the key principles of Forest School, to ensure all stakeholders understand how the FS works and which children will be involved in the programme and when.
- ✓ The FSL will also liaise with parents and careers to keep them updated on their child's progress and advocate the learner's needs.
- ✓ The FSL will organise working parties to create an inclusive and accessible space for the FS, working closely with the landowner (Amey), and the site supervisor.
- ✓ The FSL will produce risk assessments for all planned activities and will be responsible for reviewing these annually. Risk assessments should be under continuous informal review by all members of the Forest School (FS) team and the FSL will be responsible for ensuring any necessary adjustments or updates are completed. All Forest school risk assessments will be approved by the Head Teacher Mark Wilson, the Deputy Head Matthew Bushell and ratified by the governors prior to activity taking place.
- ✓ The FSL is responsible for creating the FS policies and operating procedures in line with the school policies and procedures, and will continually monitor them so that they are up to date and appropriate. All these policies and procedures will be ratified by Head Teacher Mark Wilson, Deputy Head Matthew Bushell, and the Governors. They will be reviewed annually.
- ✓ The FSL is responsible for managing and maintaining the FS site. They will produce an ecological impact assessment and plan which will be reviewed termly. The FSL will ensure guidance for use of the site and the ecological impact plan is communicated to all staff and governors. This includes looking at the biodiversity of the site and environmental care.
- ✓ The FSL is responsible for Health and Safety (COSHH) whilst using the area for FS sessions including First Aid and reporting of any incidents. They are also responsible for creating a daily operating procedure whilst using the site.
- ✓ The FSL will be responsible for ensuring all equipment is maintained and stored correctly and any replacements liaised with the schools Business Manager.
- ✓ The role of the Forest School Leader is to plan a programme of activities that meets the needs of the children and are appropriate for the season and environment. The programme will focus on promoting holistic growth and skill development.

- ✓ The FSL will ensure the programme develops a community with empathy and kindness. The FSL will be responsible for communicating the plans to the Forest School Assistant (FSA) and all volunteers. They are also responsible for ensuring all resources are available for each session.
- ✓ The FSL and FSA are responsible for observing the children during the FS sessions and recording their findings. This will inform the following weeks planning to ensure the programme is meeting the learners' individual needs.
- ✓ The FSL is also responsible for the safeguarding of all children and staff whilst in FS sessions, and recording and reporting any issues in line with school procedures, including to the DSL (Mark Wilson - HT) or a deputy DSL for action.

Forest School Assistant

- ✓ The role of the Forest School Assistant (FSA) is to support the FSL in the development and delivery of the Forest School Programme, working within the framework of Lings Primary School policies and procedures and reporting to the FSL.
- ✓ The FSA will also support the FSL in the set up and maintenance of the FS site including the Ecological Impact Plan.
- ✓ The FSA must ensure they have read and understood all the FS risk assessments. Whilst supporting with the delivery of FS sessions, the FSA must carry out dynamic risk assessments and report any concerns to the FSL.
- ✓ The FSA is responsible for ensuring they have read and understood all FS policies, procedures and should report any concerns to the FSL for review or change.
- ✓ The FSA will assist the FSL in ensuring all equipment is maintained and stored appropriately and will identify any faults immediately to the FSL for repair or replacement.
- ✓ They will take part in learner observations in the same way as the FSL and record findings and communicate what they think are the next steps for the learner. A discussion between the FSL and FSA will then be had to inform the following weeks planning.

Forest School Volunteer

- ✓ The role of the Forest School Volunteer (FSV) is to support the FSL and FSA in the delivery of the Forest School Programme, working within the framework of Lings Primary School policies and procedures and report to the FSL.
- ✓ The FSV must ensure they have read and understood all the FS risk assessments. Whilst supporting with the delivery of FS sessions the FSV must carry out dynamic risk assessments and report any concerns to the FSL.
- ✓ The FSV is responsible for ensuring they have read and understood all FS policies, procedures and should report any concerns to the FSL.
- ✓ The FSV will assist the FSL and FSA in ensuring all equipment is in working order and stored appropriately and will identify any faults immediately to the FSL for repair or replacement.

Communication Strategy

Lings Primary School FS communication strategy for all stakeholders is as follows:

- ✓ FS members of staff will hold weekly meetings to discuss planning and elevation of sessions along with any concerns.
- ✓ SLT will initially be given a presentation of FS ethos before programme starts and then updates as requested.
- ✓ Children attending the programme will get a briefing with the FSL before programme starts to answer any questions they may have. This will be followed by weekly discussions at the end of the FS sessions to inform the next session.
- ✓ Parents/Carers of group attending will receive a letter or message via Comms system informing them their child has been accepted on to the FS programme and detailing what is involved. If required, there will be a meeting after school one evening to answer any questions.
- ✓ Landowner (Amey) discussion through Schools Business Manager yearly for any issues raised.
- ✓ Contact with Site Supervisor weekly initially whilst setting up FS site and construction of outdoor learning building, then as required.
- ✓ Funders - Friends of Lings communication initially through Mark Wilson (HT) to raise money for outdoor learning building leading on to yearly contact.
- ✓ Neighbourhood communication of relevant activities through SLT team as required, such as when fires are lit.

Equipment List

General Health and Safety:

- Staff and child medical forms including medicines
- Gate key to playground
- First aid kit - including antihistamine cream for sting relief
- Box of sterile gloves,
- CPR mask
- 2 x fully charged walkie talkies
- Fully charged school mobile phone
- Appropriate clothing for the weather – (Spare clothing for children)
- Whistle
- Daily operating procedure card
- Grid reference card
- Leaders' rucksack
- Survival bag x1
- Hand sanitiser

Fire Equipment:

- Fire pit
- 6 x Fire Steels
- Fire Burns Kit
- Fire Blanket
- Fire Glove
- Red Fire Bucket
- Dried wood/ kindling/cotton wool, paper
- Vaseline

Tree Climbing Equipment:

- Rope Ladder
- Slack lines
- Tree climbing holds

Cooking:

- Trangia + kettle
- A set of small pans
- 3x large open fire pans
- Mentholated Spirit bottle
- Mentholated Spirit

Tools:

- 3 x Large Spades
- 2 x Garden forks
- 2 x Mora Knives
- 1x pickaxe
- 1 x penknife
- 1 x loppers
- 1 x secateurs
- 1 x Bow Saw
- 1 x junior hack saw
- 1 x children's hammer
- 6 x peelers
- 4 x children's scissors
- 8 pairs of children's safety gloves
- 3 x pairs of adult safety gloves

Activity equipment:

- 5 x Tarps
- Ropes
- Tent pegs
- 2 x Hammocks
- Bug set- dishes, magnifying glasses, pots
- Blind folds
- Wool/ String
- Acrylic paint set
- Large tarp pegs
- Stuffed woodland animals
- Storm shelter
- 2 x flasks
- 12 x plastic cups
- 1x pyro pen
- 2 packs of modelling clay
- 12 x waterproof trousers
- 12 x waterproof tops
- 1 x potion set- various water containers, pipettes, ladles, spoons, cauldron
- 2 x yellow buckets

Clothing Requirements

- ✓ Staff and children to always wear appropriate clothing for the weather and sturdy footwear in Forest School. Wellington boots are acceptable.
- ✓ Ideally staff and children should wear long trousers and long sleeve tops to protect arms and legs.
- ✓ Sun hats are advisable to be worn, along with sun cream, on hot days.
- ✓ On cold and wet days, we advise layers of clothing, including woolly hats and gloves to keep warm.
- ✓ Children to bring a spare set of clothing with them to change into after Forest School if required. School will have some spare clothing if required.
- ✓ School will provide a set of waterproof trousers and jackets for children to wear at FS.

Forest School Activities

Listed below is some of the activities children at Forest School will participate in, depending on the season and weather.

- ✓ Shelter building with natural resources & tarps
- ✓ Carving and whittling
- ✓ Tree Climbing
- ✓ Using slack lines
- ✓ Blind fold trails
- ✓ Forest art
- ✓ Natural weaving
- ✓ Mini beast hunting
- ✓ Bark rubbing
- ✓ Water Activities
- ✓ Potion making
- ✓ Loose parts activities
- ✓ Digging
- ✓ Creating magnificent forest mini dens and fairy houses
- ✓ Team Games
- ✓ Planting shrubs trees
- ✓ Sculptures with natural materials
- ✓ Building bird boxes and houses
- ✓ Fire lighting - collecting wood and natural materials
- ✓ Cooking on an open fire – baking, roasting, frying, marshmallows, campfire bread
- ✓ Preparing food to cook on a Trangia
- ✓ Learning knots
- ✓ Building bug homes and dead wood piles
- ✓ Free play
- ✓ Relaxing in hammocks
- ✓ Physical challenges
- ✓ Nature trails
- ✓ Looking closely at Fauna and Flora on our site - identifying species, tracking animals
- ✓ Bird Watching and identification
- ✓ Traditional woodland craft - using tools
- ✓ Storytelling
- ✓ Scavenger hunt
- ✓ Orienteering

Using and Storing Tools

In Forest School, the children will use a range of tools to help develop their physical skills and manage risks safely. Tools will only be used with a qualified FSL or FSA, with ratios appropriate to age and level of skill of the child.

The tools which may be used on our Forest School site include:

- Peelers
- Mora Knives
- Pen knife
- Secateurs
- Palm drill
- Loppers
- Bow Saw
- Junior hack saw
- Junior hammer

The Forest School Leader will ensure that the tools are well maintained and stored correctly in a lockable box and shed. They will also ensure that there is a designated tool area for them to be used and that they are transported safely.

Tool Rules:

- ✓ Before and after every session the FSL will check tools are in good working order and that there is no damage.
- ✓ Tools will be counted in and out and signed for when used on a register in the tool area.
- ✓ Only the tools planned for that activity will be taken out of the locked shed and box and transported safely to the tool area.
- ✓ When tools are being used the FSL will give a safety talk before the children are allowed to use them. **N** name it, **D** Describe it, **U** usage, **S** safety, **T** Transport, **S** Storage
- ✓ All tool use carrying and collecting will be under supervision.
- ✓ A glove will be used on the non-tool hand.
- ✓ All children must walk when carrying tools and carry as instructed by the FSL.
- ✓ A safety zone will be established around each user, two arm's length plus the tool.
- ✓ All tools 1:2 ratio except for knives which is 1:1 ratio.

Parental Consent and Pupil Medication Forms

Dear Parent and Career

Your child has been selected to take part in Lings Primary's Forest School programme which takes place on a Friday afternoon from 1:00pm to 3:00pm on the school site, in the Forest School area situated at the top of the steps by the Key Stage 2 building. However, there may be occasions when we travel to Lings Woods Local Nature Reserve for a session.

The programme starts on Friday 20th January 2023 and finishes on Friday 14th July 2023. The children are supervised by two qualified Forest School Leaders Mrs and Mr Davies, supported at times by a Forest School Assistant in groups of 12. The high ratios allow for the children to participate in a wide range of activities, some of which are listed below:

- Shelter building
- Tree Climbing
- Forest art - natural weaving
- Fire lighting- collecting wood and natural materials
- Cooking on an open fire – baking, roasting, frying, marshmallows
- Preparing food to cook on a Trangia
- Learning knots
- Team Games
- Sculptures with natural materials
- Looking closely at Fauna and Flora on our site - identifying species, tracking animals
- Traditional woodland craft- using tools carving and whittling

The FS program promotes a strong positive relationship with themselves, others, and the natural world around them. Our Forest School is focused on play, whilst allowing the children the freedom to explore and discover through appropriate risk taking and challenges. Research has shown that a strong connection with nature is good for health and wellbeing, provides a sense of awe and wonder, and aids physical development and enquiry.

For your children to take part in Forest School they will require a set of old clothes which you don't mind them getting muddy, and strong sturdy shoes or wellington boots. We do have a small number of waterproof trousers and jackets that the children can wear whilst in Forest School, but we find children do prefer to wear their own clothes.

If you have any questions or concerns, please do not hesitate to contact Mrs and Mr Davies via the school office. Please can you complete the attached consent form and return to Mrs Davies as soon as possible. We look forward to welcoming your child into Forest School.

Yours Sincerely,

Anne Davies and Thomas Davies

Forest School Leaders

Forest School Consent and Medical Form

Child's Name:

Age: Date of Birth:

Name and address of doctor

.....
Doctor's telephone number:

Medical information about your child:

Are there any medical conditions requiring medical treatment or medication? Yes / No

If yes, please give details below

.....
Are your child's immunisations up to date? Yes / No

Date of last tetanus:

Does your child have any dietary requirements, including allergies, religious or cultural requirements?

.....
Does your child have any known allergies? Yes / No

If yes, please give details below:

.....
Does your child suffer from hay fever? Yes / No

Has your child every had a reaction to bee or wasp sting? Yes / No / Not been stung

If yes, please give details below:

.....
Parental Care Declaration

I agree to my child participating in Forest School activities including tool work and fire lighting. I understand the need for my child to behave in a responsible manner to participate fully in the Forest School activities.

Yes/ No

I agree to my child being given antihistamine if they have a reaction to a bee or wasp sting. **Yes / No**

If I am unable to be contacted, I give my permission for first aid and appropriate medical attention to be given to my child in event of illness, accident, or emergency. **Yes / No**

I agree to my child having appropriate medical care or first aid in event of an accident or emergency.

Yes / No

As an important part of our evaluation, we take photographs of the children during activities. These images may be shared on the school website, twitter, School Facebook, and school display boards. Please state whether you are happy for them for us to do so.

School website **Yes/No**

School Facebook **Yes/ No**

School Twitter **Yes /No**

Display Boards **Yes / No**

Signed Print Name: Date:

Contact name:

Contact number:

Second contact:

Second contact number:

Staff Medical Information Form

Forest School Staff Medical Form

Name:

Date of Birth:

Name and address of doctor:

.....

Doctor's telephone number:

Medical Information:

Do you have any medical conditions requiring medical treatment, including medication?

If yes, please give details below:

.....

.....

Date of last tetanus:

Please outline any dietary requirements:

.....

Do you have any known allergies? **Yes / No**

If yes, please give details below:

.....

Have you had a reaction to bee or wasp sting? **Yes / No**

If yes, please give details below:

.....

I agree to being given antihistamine if I have a reaction to a bee or wasp sting.

Yes/ No

I give permission for first aid and appropriate medical attention to be given in event of an accident or emergency. **Yes / No**

Signed: Print Name: Date:

Next of Kin name:

Next of Kin number:

Operating Procedures

A procedure is an established way of doing things. A series of actions conducted in a certain order. The following points refer specifically to Forest School Sessions.

Minor Accidents:

- At Lings Primary School, FSL's have a Paediatric First Aid Qualification and a Full First Aid at Work Qualification and carry a First Aid kit. Therefore, in an event of a minor accident or injury requiring first aid, the FSL will decide the appropriate action to be taken and who is to administer the first aid treatment.
- The FSL will then review the risk assessment and decide if any further action or amendments need to be made.
- If required, update the risk assessment accordingly and get it ratified by the Head Teacher and Deputy Head teacher.

Order of events for a minor accident:

Staff 1- Lead FSL

- Alert staff 2.
- Assess situation and administer appropriate First Aid.
- Notify school office and SLT via walkie talkie (Channel 4).
- Office notifies class teacher of the incident by internal phone.
- If deemed necessary by SLT, school office will contact parents.
- FSL complete first aid form kept in FS filing cabinet in shed when other children have left FS site.
- FSL stays with child and will then hand over to CT or parents.

Staff 2 – Second FSL or FSA

- Occupy the rest of the group
- Maintain activities if safe to still do so until end of the session
- Take children back to class teachers at end of session.

In addition to, the full procedure can be found on our website by downloading the PDF files for the required policy- Health and Safety Policy – Section 28 First Aid.

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Major Accidents/ Incidents:

- At Lings Primary School, FSL's have a Paediatric First Aid Qualification and a Full First Aid at Work Qualification and carry a First Aid kit. There are always a minimum of 2 staff present on site and 3 staff present offsite.
- It is important that the staff member discovering the issue alerts the FSL and other FS staff immediately.

Order of events for a major accident:

Staff 1- Lead FSL

- Assess the situation - Check for danger (DR ABC)
- Keep Calm and in control
- Notify school office and SLT via walkie talkie (channel 4) or school mobile phone.
- Office notifies class teacher of the incident by internal phone.
- SLT assistance will be immediately sent to FS area to support FSL if on site or to location of site.
- If deemed necessary by SLT, call 999 and follow instructions provided.
- Stay with casualty and deliver emergency first aid as directed.
- Handover to paramedics.
- If required update the risk assessment accordingly and get it ratified by the Head Teacher and Deputy Head teacher.
- FSL complete first aid form kept in FS filing cabinet in shed when other children have left FS site.

Staff 2- Second FSL or FSA

- Ensure the rest of the group are safe – back in the meeting area.
- Support FSL in notifying the office and SLT via walkie talkie (Channel 4) or school mobile phone.
- Retrieve medical form from the Forest School Handbook in the filing cabinet in the FS shed or leader's rucksack if offsite.
- Meet the ambulance and ensure the site supervisor has opened the gates to allow them in.

School Office

- Immediately send an extra member of staff (usually SLT) to the FS area to collect the children and bring them back into school.
- Begin incident timeline report.
- Contact parents if directed to do so by SLT.

In addition to, the full procedure can be found on our website by downloading the PDF files for the required policy - Health and Safety Policy – Section 18 Accidents

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Fire Circle Use:

In addition to the usual checks and daily operating procedures:

Before the agreed fire session:

- FSL and FSA whilst planning the session agree which children will take part in fire activities that session.
- Risk assessments are carried out on the child's individual needs with consideration as to whether the ratio of 1:2 must change.
- Check the fire circle area for any dangers and whether enough dry wood has been collected and stored in the wood store.
- Ensure any resources are bought in advance such as food to cook on the fire and all utensils - like marshmallow sticks 1m in length cut green – are prepared and safe.
- Check the weather forecast in advance to ensure it is safe

Resources:

- ✓ 2 x fire buckets filled with water
- ✓ 1 x fire pit
- ✓ Burns kit
- ✓ Fire Glove
- ✓ Fire Blanket
- ✓ First Aid kit
- ✓ Marshmallow sticks (Hazel)
- ✓ Fire Steels
- ✓ Kindling, Cotton wool, logs

Day of the fire session:

- Do a daily check of the area looking for overhanging branches and any possible hazards.
- Check the weather for that day and consider the effect of the wind direction on the smoke.
- Inform neighbours there will be a fire lit today
- Have a final check of the fire equipment to ensure it is fit for purpose.
- Prepare the food to be cooked on the fire.
- Retrieve the children's medical forms from the Forest School Leaders Handbook and check for food allergies.
- Have a washing hand station if children are preparing food.
- Store the kindling and dry wood away from the fire and prevailing winds and smoke.

Setting up the fire circle:

- Prepare fire circle area:
 - ✓ 2 buckets of water, burns kit, fire blanket, fire glove in area away from smoke and fire.

- ✓ Place fire pit in SAFETY ZONE (inner circle) 1.5m in diameter from the rim of the fire pit all way round (children no go area - only qualified FSL can enter)
- ✓ Mark out and prepare the OUTER RING, with a circle of logs or carpet tiles.
- ✓ Children to only enter children's area when called into and supervised - kneeling position whilst cooking.
- ✓ Prepare our outer circle which in our school is the circle of coloured benches pushed to very edge of stoned area. A metre away from the logs or carpet tiles.
- ✓ Leave a gap in the outer circle to account for the wind direction changing direction of smoke.
- ✓ This area is where the children sit until asked to come into the net zone.
- ✓ Establish the first aid point away from the fire and smoke direction next to the burns kit and fire safety equipment.

Start of the fire session:

- Complete a game activity prior to lighting the fire to gauge mood and compliance of the children.
- Fire safety talk with the children emphasising the importance of following instructions for their and others safety.

Fire safety preparation:

- Children will sit on the outer ring of the plastic benches.
- They are told to leave their seats until invited to do so by the lead Fire Person.
- FSL or FSA demonstrate the correct way to leave the fire circle and children practise this.
- Stand up from their carpet square or log, walk round the outside of the outer ring. Never crossing the middle.
- FSL or FSA demonstrate the correct way to cook on the fire and children practise this.
- Wait until invited, kneel in a balanced position within the outer ring, being careful not to cross into the inner safety zone.
- Children can now participate in building the fire and staff use this opportunity for dynamic assessment, listening and compliance.

Fire Lighting:

- All children must be seated either on a carpet tile or knelt behind a log with 1 knee down – 2 arms lengths away from the fire.
- FSL must light the fire and maintain it throughout the session. Never leave it unattended.
- FSL will decide when the fire is ready to cook on.
- Children will be advised to hold the Hazel (marshmallow stick) at a point told to them by FSL.
- Marshmallows are extremely hot when cooked on a fire so children will be instructed to count to 10 seconds before eating.

After the fire:

- FSL will pour water over the embers to extinguish the fire. Starting from the outside and spiral inwards.
- The children will be warned about the noise and steam it will produce in advance.
- Once the fire is saturated with water, leave it to cool. Then using protective gloves, dispose of the embers in the metal ember bin by the shed.

Fire Evacuation Procedures:

In event of the fire becoming out of control follow procedures below:

- Always remain calm and breathe.
- All children and adults to evacuate the Forest School Area immediately via the steps to the KS2 playground.
- Lead FSL to walk the children from the FS area and assemble at the end of the playground by the football goal.
- The other FS staff will follow on behind to ensure no one is left behind and do a head count.
- FSL will complete a register
- FSL will contact the office via the walkie talkie (Channel 4) and alert them of the situation.
- SLT will then decide on whole school evacuation and call the fire brigade.
- FSL or FSA follow the guidance from SLT whether they join classmates on playground in normal fire evacuation position or stay with FSL.
- FSL will then have a debrief with Head teacher to fill out any forms required.
- If required, FSL will update the risk assessment accordingly and get it ratified by the Head Teacher and Deputy Head Teacher.

In addition, the full procedure can be found on our website by downloading the PDF files for the required policy- Health and Safety Policy – Section 27 Fire Safety

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Missing Child:

Lings Primary's Forest School area is within the school grounds which have enclosed perimeter fences and gates. The school site is locked and secure between 9:00am and 3:00pm. The following precautions are taken to ensure that no child goes missing:

- ✓ Forest School sessions take place on school site during school hours when site is secure.
- ✓ A register and head count are taken by the FSL at the start of each session when entering the FS area.
- ✓ At the end of a FS session, children are counted out and taken back to class by FSL or FSA.
- ✓ Regular monitoring of children is carried out by FS staff throughout the session especially when playing game activities.

- ✓ There is always a minimum ratio of 2 adults per 12 children. 3 adults when off site.
- ✓ Children are only permitted to leave the FS area with permission to use the lower KS2 toilets and instructed to come straight back.

Procedures to follow if a child is missing or has not returned from the lower KS2 toilets after 2 minutes.

- Ask the other children if they have seen the child, without raising the alarm.
- Where were they at the time?
- All other children are taken to the fire circle to play a game or sing a song.
- One of the FSL make a search of the FS area and lower KS2 toilets area.
- If child cannot be found, then use the walkie talkie (channel 4) to contact the office and SLT asking for assistance to locate the missing child.
- End FS session and all remaining children will return to class by a FS member of staff.
- FSL and FSA will report to SLT and join in the wider school search.
- FSL and FSA will follow guidance and instruction from the Head Teacher and SLT and provide a description of where they were last seen, events leading up to the incident, what they were wearing, medical information and any other information required.
- Head teacher and SLT will make the decision as to when the parents and police will be contacted. They will make this call. SLT will then follow police guidance.
- Do not discuss the incident with the media.
- Once the incident is over, FSL will complete an incident report with the Head Teacher.
- Follow-up review and reflection of the incident and make any changes as necessary on the risk assessment. All to ratified by Head Teacher and Deputy Head Teacher.

Unwanted visitors and dogs:

- Lings Primary's Forest School area is within the school grounds which have enclosed perimeter fences and gates; however, the public can contact the children through the boundary fence.
- Children are instructed not to get too close to the boundary fences and not to talk to people through the fence.
- If a member of the public seeks to make contact through the fence, the FSL will politely ask the member of the public to move on, explaining children are not allowed to engage with the public.
- If the person insists on trying to make contact, the FSL will inform SLT through the walkie talkie (channel 4) and ask for assistance in FS area.
- The children will be asked to sit in the fire circle area with a member of the FS staff.
- The FSL and FSA will then complete a head count and escort the children back into school and complete an adjusted session in the dance studio.
- FSL will then record the incident with the Head Teacher or SLT who will decide what action if any needs to be taken.

Summary Policies Relating to Forest School

- Child Protection /Safeguarding
- Anti-bullying
- Data Protection / Confidentiality - (NPAT Online Safety Policy)
- Use of social media / photographs - (NPAT Communication /social media)
- Behaviour
- Inclusion / Equality - (NPAT Equality and Diversity / Inclusion)
- COSHH
- Food preparation and hygiene
- Insurance
- Welfare/toileting/clothing/PPE – (NPAT Intermit Care)
- Manual Handling
- Transport or walking to site
- Biosecurity
- Lone Working policy

What is a Policy?

A policy is system of principles to guide discussions. A statement of intent implemented by a procedure, therefore understanding the procedure.

Full copies of all Lings Primary School policies can be found on the website under statutory Information and follow the link below to download the PDF files for the required policy.

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

The following are summary policies relating to Forest School.

Child Protection /Safeguarding Policy

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who meets children, and their families and carers have a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach prioritises the **best interests** of the child or children concerned. (Keeping Children Safe in Education, 2022)

- ✓ Lings Primary School is committed to keeping every child safe and promoting the welfare of the children, in line with the schools 'Safeguarding and Child Protection Policy'.
- ✓ All Forest School staff will be DBS checked except parent helpers/ volunteers as they cannot be left unsupervised and wear lanyards and sign in and out.
- ✓ A minimum of two staff to be present whilst the children are on the FS site.
- ✓ All adults to know policy and follow procedure should anything be disclosed.
- ✓ Any concerns are to be documented immediately on 'My Concern' by form which will be kept in the FSL folder kept in the shed during FS sessions.
- ✓ Document as soon as possible after the concern arises and pass the information to the Designated Safeguarding Lead HT Mark Wilson or Deputy safeguarding Leads: Nicola Mann, Helen Fox, Matthew Bushell and Jo Whiting.
- ✓ Details should not be discussed with other members of the FS team and staff should take care to record facts not opinions when reporting concerns.
- ✓ The school policy is that safeguarding concerns are not discussed amongst staff as more than one person may raise the same concern.
- ✓ School mobile phones only to be used.
- ✓ FSL to identify the FS boundaries each session making the children aware for their safety.
- ✓ FSL always to complete a site sweep before session.
- ✓ Always have a trained FA on FS site.
- ✓ Always follow procedure for a missing child (page 23)
- ✓ For further information use link below and download 'Safeguarding & Child Protection Policy'

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

Antibullying Policy

A Definition of Bullying:

Bullying is any deliberate, hurtful, upsetting, frightening, or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time, and it is very difficult for the victims to defend themselves. We use the strapline STOP (Several Times on Purpose) to help our children understand what bullying is and what it isn't. Bullying is mean and results in worry, fear, pain, and distress to the victim.

- ✓ Everyone involved in FS will be made aware that bullying is regarded as unacceptable, will not be tolerated and will be challenged.
- ✓ FS is a safe and secure environment created for all learners to thrive.
- ✓ All FS staff have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy.
- ✓ Any individual who has been a victim of bullying will be supported and helped by FSL and their welfare monitored.
- ✓ Bullying behaviour will be dealt with using the strategies agreed in the school's 'Antibullying Policy' and 'Behaviour Management Policy'
- ✓ Situations will be always handled with care and sensitivity.
- ✓ All incidents will be recorded on 'Arbor' under behaviour.

Data protection / Confidentiality Policy

- ✓ Forest School medical forms and parental consent forms will only be kept for the duration of the child's attendance at Forest School and stored in the locked filing cabinet in the shed.
- ✓ After a child has completed their sessions in FS, all forms will be shredded.
- ✓ Any child referred as part of course work or personal development evidence will have no identifying information included.
- ✓ All registers for attendance at FS will be kept by the FSL in the locked cabinet in the shed whilst FS is on.
- ✓ All observation and assessment data of children in FS will be kept by the FSL in the locked cabinet in the shed whilst FS is on.
- ✓ For further information use link below and download 'Online Safety Policy'
[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

Use of social media/ photographs Policy

- Parental consent will be requested for taking photographs in Forest School which parents can opt in or out of.
- Parental consent will also be requested for sharing FS photographs on social media such as: school Facebook, school Twitter, school website and school display boards, which parents can opt in and out of.
- A list of children who may and may not be photographed will be kept in the FSL folder and referred to prior to taking a photograph.

- A list of the children who can have photographs shared on social media will also be kept in the FSL folder and referred to prior to posting. All Facebook posts are authorised by Deputy Head.
- For further information use link below and download 'Communication / Social Media Policy'
[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

Behaviour Policy

- ✓ The 3 Forest School Rules are clearly explained at the beginning of every session and used to prompt and guide the children to make the right decisions on behaviour.
- ✓ Kind to self, Kind to others and Kind to Nature
- ✓ Clear boundaries, routines, and expectations.
- ✓ Positive language.
- ✓ All children at FS start with a clean slate, no behaviour from morning in school is mentioned or carried into FS.
- ✓ Permission to attend FS should not be used as a punishment or reward and no child should be excluded from their session in less, they hold a threat to safety of themselves or others.
- For further information use link below and download 'Behaviour Policy'
[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

Inclusion / Equality

- FSL and FSA aware of the individual children's needs in the FS sessions and ensure their needs are met from SEN, including EHCP and provision maps at the planning stages.
- All children are included and treated equally when in Forest School.
- FSL and FSA have access to SENCO (Jo Whiting) through walkie talkie if required.
- For further information use link below and download 'Equality +Diversions and Inclusion Policy'
[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](https://lings-primary.co.uk)

COSHH Policy

- ✓ The only substance that will be kept on the FS site will be 'Methylated Spirits' for lighting the Trangia.
- ✓ This will be stored in a metal methylated bottle clearly labelled for its purpose. It is locked in a metal filing cabinet when not in use.
- ✓ It will always be transported in this container when in use.
- ✓ An inventory of all hazardous substances on site is kept and updated regularly by site supervisor.
- ✓ COSHH risk register will be completed by site supervisor in conjunction with FSL for the use hazardous substances used and shared with all FS staff.
- ✓ No other substances harmful to health are kept on the FS site.
- For further information use link below and download 'Health and Safety Policy - section 21'

Food Preparation and Hygiene Policy

- Hand washing and sanitising facilities available on FS site if food is being prepared.
- A clean area for preparing the food.
- Clean equipment and utensils stored safely.
- All perishable food stored in sealed containers to stop contamination with day and date labels recorded.
- Perishable food time out of fridge monitored by FSL or FSA.
- Different chopping coloured chopping boards to stop cross contamination.
- FSL or FSA check allergies on children's medical forms and dietary requirements.

Insurance Policy

- ✓ Business Manager, Angela Manning is responsible for the annual renewal of appropriate insurance.
- ✓ Insurance to cover FS activities, including use of tools and fire lighting.
- ✓ Any significant changes or additions to planned FS programme will be communicated to the Business Manager, Angela Manning to amend policy if required.
- ✓ Zurich Municipal Policy no: KSG-242083-0863
- ✓ Fully qualified Forest School leaders L3 deliver the FS sessions.

Welfare including toileting, clothing, and PPE Policy

- ✓ Children are allowed to return to the lower KS2 building use the toilets.
- ✓ Any children needing changing will be done by DBS checked staff in the disabled toilet main building.
- ✓ FS have some spare clothes if necessary.
- ✓ Appropriate PPE will be provided for Forest School Activities.
- ✓ Children and staff in FS to wear long sleeve trousers and tops, sturdy shoes, or wellington boots.
- ✓ In winter layers of clothes including hats and gloves.
- ✓ In hot summer, a sun hat and suncream should be used.
- ✓ All children bring a change of clothes with them to FS.
- ✓ First Aid kit and Burns kit for the fire, fire blanket, fire gloves.
- For further information use link below and download 'Intimate Care Policy'
[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Manual Handling Policy

- Staff to maintain mandatory manual handling training as per school policy.
- Children are advised of safe manual handling procedures and supported to make their own manual handling risk assessment.
- Children to follow manual handling procedures when lifting. If too heavy, come back for support from peers or staff.

- Tree climbing is permitted. Children to reach their own limits to a maximum of 1.5 metres.
- For further information use link below and download 'Health & Safety Policy- section 31'

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Transport and /or walking to site

- ✓ Children are collected from classrooms by either FSL or FSA, and walked to the FS site area.
- ✓ A head count is performed at this point and a register taken.
- ✓ Children will then meet the outdoor classroom area in FS and change any clothes if required.
- ✓ At the end of the FS session, the children will be counted out and taken back to classrooms by FSL or FS.
- ✓ If off-site at Lings Wood, an of site risk assessment will be completed by FSL using the standard walking RA. All staff will wear Hi-Viz jackets and the ratio will increase to a minimum of three staff rather than the minimum of two on school site.
- ✓ The route to the site will be a known prepared route.
- ✓ If using minibus, the school policy for transport of children on the minibus will be followed.

Biosecurity Policy

- ✓ Forest School staff remain aware of the flora present at the site and warn the children of any potential hazards.
- ✓ "No pick, no lick" rule taught and abided by.
- ✓ FS staff, if moving between different areas on and of site, will kit up and down so as not to transfer species which are not native to the area.
- ✓ Ensure kit is cleaned especially boots.
- ✓ Refer to the Woodland Management Plan for more details.
- ✓ Always consider if you bring things from outside the FS site is it necessary and a native species.

Lone Working Policy

- ✓ Lings Primary School acknowledge that there will times that some staff work alone or in what is considered an isolated environment.
- ✓ To manage the risk to staff of working alone the following arrangements are in place.
- ✓ Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- ✓ Buddy system - tell someone you arrive and leave the FS site.
- ✓ Only tasks considered low risk will be undertaken when working alone.
- For further information use link below and download 'Health and safety Policy Lone worker section 42'

[Key Information - Lings Primary School, Northampton \(lings-primary.co.uk\)](http://lings-primary.co.uk)

Lings Forest School

Daily Operating Procedure

Before the session:

- ✓ FSL check the weather on the Met Office Weather App and make any adjustments that are necessary to activities planned.
- ✓ Complete a Health and Safety check of the FS area in the morning before the afternoon session.
- ✓ Complete a sweep of the area and boundaries.
- ✓ FSL complete a briefing with all FS staff for that day and discuss the cohort of children and any areas of concern that need special attention for that day.
- ✓ FSL and FSA go through the planned activities for the session and sort out resources.
- ✓ FSL set up the site in the morning for all activities for today's session.
- ✓ Organise waterproofs, wellies and any additional clothes needed into the meeting point area.
- ✓ Make the hot chocolate in the 2 flasks and collect biscuits at lunchtime (12:30).
- ✓ FSL ensure there is a first aid kit accessible in the shed.
- ✓ Collect the FS group register and permission slips from the file.
- ✓ FSL or FSA collect the children from their class teachers at 1:00pm and bring to FS area.
- ✓ Children will then be registered on entry to FS before going to sit in meeting area ready to get changed for FS.
- ✓ Staff and children put on appropriate clothing including waterproofs as necessary.

Start of session:

- ✓ Children are reminded of the FS rules and expectations.
- ✓ Emotions check in with 'Blob tree' for all children to record where are at start of session.
- ✓ Session introduced.

During Session:

- ✓ FS boundaries are walked with the children.
- ✓ Activities are introduced along with their location.
- ✓ Children are taught the call back whistle so, if necessary, a children can be recalled safely.
- ✓ Children will then complete a warmup activity as a group led by FSL or FSA, before, going off for free choice of activities.
- ✓ FS staff will complete dynamic Risk assessments throughout the whole session.
- ✓ FS staff will facilitate activities, if necessary, before moving away to complete observations.
- ✓ Positive reinforcement of good behaviour evident from all FS staff.

End of session:

- ✓ All children are recalled to meeting area, children give feedback on the session.
- ✓ Children discuss what activities they want for next session.
- ✓ Children check out on the 'Blob Tree' as to how they feel now after the session.
- ✓ Children change clothes if necessary and line up at top of steps in FS area.
- ✓ FSL or FSA complete a head count.
- ✓ Children are then escorted back to their class by a member of the FS staff and handed over to class teacher between 3:00pm and 3:10pm. For children in KS2, they wait with a FS member of staff by hall to walk back to class with their class from assembly.

End of session:

- ✓ FSL and FSA will clean and store all waterproofs away in shed on the rail.
- ✓ FSL and FSA will store away all equipment used for that session.
- ✓ FSL will then debrief staff from the session and complete the lesson plan evaluation which will inform next week's session.
- ✓ All personal data and information is located away in the filing cabinet in the shed.
- ✓ FSL will then feedback and handover any information to the appropriate staff as required.