



Tredington Primary School

Forest School Handbook

**Forest School Leader:
Charlotte Walsh**





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Rules of Forest School

- Look after your Forest School
- Do not pick anything growing
- Do not put your fingers or anything else in your mouth
- Stay within the boundary fence, we don't go over it or under it.

The Countryside Code

There are five sections of The Countryside Code dedicated to helping us learn how to respect, protect and enjoy the countryside:

- Be safe, plan ahead and follow any signs
- Leave gates and property as you found them
- Protect plants and animals and take your litter home
- Keep dogs under close control
- Consider other people



Forest School Routines

Procedures to be carried out before each session:

- A thorough sweep of the site will be done before each session to check for any litter, glass, animal faeces etc. Any such items should be collected using plastic bags and disposable gloves.
- A written record will be kept of each sweep using the Tredington sweep forms from the handbook. This will list any hazards that were found and how they were dealt with.
- At the same time the fence will be checked around the Forest School area to check that it is safe and secure.
- Trees should be checked for any broken or dead branches that may fall.
- Check that there are no dead twigs etc. protruding at eye level from bushes etc.
- Check the weather conditions. If it is unduly windy or a thunder storm is imminent or has commenced then it is not safe to carry out a Forest School Session.

Session Plan:

- Put on clothes and wellies in the classroom.
- Count children and take Fire Registers and behaviour charts with you.
- Walk the children out to the Forest School behind the Sparkle Space in a line with adults situated at the start and end of line discussing things found on the way.
- Count children
- Discuss any safety issues for the day at the gate.
- Walk to Base Camp
- Sit down, discuss rules and any safety issues again
- Listening activity
- Introduce new activity and remind children of any previous activities on offer
- Children choose an activity
- Discuss session and ask the children to feedback

- Go to gate of Forest School site and count children.
- Return to classroom in a line and get changed back into uniform.

Procedures for end of session:

- Clear everything away
- Ensure that the fire (if using one) is completely extinguished
- Count all tools back into the storage bags and boxes and put in shed.
- Count children and adults and ensure that they are accounted for.
- Collect any assessment sheets or observations for adults. (Observations to be put on Forest School observation sheet)



Legislation Related Policies and Procedures

All the following related policies and procedures linked to Forest School can be found in the School office:

- Health and Safety at Work act 1974
- Children's Act 1989
- Liability Insurance

Normal Laws

- Disability Discrimination Act
- Race Relations Act
- Sex Discrimination Act
- 'DBS' Checks
- Every Child Matters



Essential Equipment

- Register with emergency numbers/contact numbers
- Medical information
- Mobile phone
- Newspaper
- Matches
- Wet wipes
- Protective gloves
- Sun-cream
- Plasters
- Bandages
- Scissors
- Water bottles- 1 for drinking and 1 sterile one for first aid
- Sleeping bag/Survival bag
- Blanket/ extra layers of clothing
- Map of Forest School area
- Name, Address, Post Code and Grid References of where we are
- Pamphlet on Hypothermia and First aid
- Container for Inhalers
- Carry bag for dirty/wet clothing



Clothing List (For Everyone)

- Woolly hat/ Sun hat
- Gloves
- Jacket/Waterproof coat
- Fleece/Sweatshirt
- Long trousers
- Spare socks
- Stout shoes/ wellies / boots
- An emergency change of clothes and a carrier bag for dirt/wet clothing

Travel Policy

The children will be met by the Forest School Leader in their classrooms. They will be lined up and led by the Forest School Leader out of the nearest main exit onto the main playground. They will then continue in a line and be walked up to the Forest School area at the top of the field.

Medical Information

A copy of all the contact and medical information is stored in the Main office. Inhalers will be taken up to the Forest School from each classroom. In the event of needing contact details the Forest School lead will ring Helen/Val in the school office on 01684 293617.

Safety Sweep evidence



Before each Forest School session there will be a safety sweep of the Forest School site to look and assess immediate risks. All safety sweeps will be recorded and filed by the Forest School leader. Safety sweeps will be filed in the Forest School File in Mrs Walsh's Classroom.

Date:	Time:	Weather:
Name of Forest School Leader:		

Checklist	Yes/No	Comments
Fallen Branches		
Low Branches		
Protruding thorns		
Brambles/nettles		
Slippery areas		
Broken glass/needles		
Vandalism/ intruders		
Weather effects		
Standing water		
Boundary fence		
Base camp		
Tool area roped off		
Emergency rucksack		
Equipment ready		
Spare clothes		

Other Hazards identified:
Action Taken:



Risk Management for Tools and Equipment at Forest School

General Rules for Tool Use:

- All tools must have a Risk assessment in the Forest School Handbook
- Ensure they are stored safely in the shed in the Forest School area
- Charlotte is the member of staff responsible for the safety of the tools in the Forest School site
- Never walk around with the tools
- Always make sure they are clean and sharp before using them
- Tools should only be used in the designated tools area where you and the children are able to sit down.

Penknife

- Always sit down when using the penknife
- Ensure penknife is closed and locked when not in use
- Open penknife away from you sitting down with plenty of room around you
- Always use the penknife away from your body
- Always ensure the children are supported when using the penknife on a 1-1 or 1-2 ratio dependent on age and experience.

Bow- Saw

- Ensure guard is in place when not in use
- Always used in the designated tool area
- Using the bow saw with the saw horse where possible
- Talking with the children about the way you hold the bow saw
- Ensure safe storage in the Forest School Shed.



Emergency Incident Procedures

In the event of a Fire Alarm

- Call all the children to Base camp
- Line them up, count them and lead them out of the Forest School area in a calm and quiet line.
- Take them to the main playground
- Line them up in their fire line place.
- Complete the Fire Register
- If every child is there, wait for Mrs Dunwell to sound the all clear.

In the event of a Missing Child

- Call all the children to Base camp
- Teacher supporting session will do a head count and lead the rest of the class back inside.
- Forest School leader will search the school grounds and alert Mrs Dunwell.

In the event of a minor First Aid Incident

- The supporting teacher will take the child to the classroom
- They will then administer the correct First Aid.
- A slip will then be filled in explaining the incident and then given to the class teacher.
- If it's a member of staff contact Donna/ Charlotte to deal with the incident and administer first aid.

In the event of a major First Aid Incident

- Forest School lead to remain with the child and access next course of action.
- Forest School support member of staff will take care of the rest of the children calling them to base camp and taking them back to class.
- The Forest School Lead will remain with that child until parents arrive and in case of an ambulance will go in the ambulance with that child.

Designated Person Responsibility/ Toilet Considerations

- Forest School TA and Parent Helper will need to get the role card of the Forest Leader at the start of the session.
- If a child needs the toilet they are to be taken to toilets outside Mrs Walsh's classroom.



Insurance Requirements

- Please see email below for confirmation.

Role Cards: (to be laminated)



TA/ Teacher supporting the session

- Follow instructions from Forest School Leader.
- Take observations/ photos of children during the session and give to Forest School Leader at the end.
- Take children to the toilet- Children to take peg off register when they go out of the area to the toilet.
- Carry and monitor Fire Register and Behaviour Chart.



Parent Helper

- Take instruction from the Forest School Leader.
- Stand back and observe children
- Do not guide children on activity ask them to tell you what they are doing.
- Take observations/ photos of children during the session and give to Forest School Leader at the end.



Forest School Leader

- Plan and lead the forest school session
- Conduct safety sweep before the session
- Use tools with the children safely
- Direct other adults accordingly.
- Deal with first aid incidents.

Tredington Primary School Forest School Risk Assessment

Site: on school Grounds: November 2017

Review date: November 2018



Safety sweep to be carried out and recorded in book by designated Forest Leader –Leanne Allen/ Charlotte Walsh.
Major issues should be reported to Charlotte Walsh (Forest School Subject Lead.)

Risk	High/Med/ Low	MANAGEMENT
TRAVELLING TO SITE Walking the children to the site up to top of the field.	L	Met by FS leader by the gate, sticky elbows. Walk in a line up to the site. Count children into the site.
Brambles on site and around the boundary, not many at this time of year, some by fence behind seating.	L	Cut back regularly – all warned of tripping hazard
Seating area/Base camp It is muddy at the moment due to foot fall.	L	Children to sit on logs during FS rules and plenary, no to be climbed on. No running.
Uneven surfaces/logs etc – tripping hazard	L	Children warned not to run in Forest School and to look where they are putting their feet.
Climbing Tree	H	Children to only climb up to the yellow rope.
Fungi on logs and growing by fence	M	No picking rule and no fingers in mouth – children reminded each session.
Nettles, not many at this time of year..	L	Show children where they are, make them aware No pick ,no lick rules
Animal Excrement	L	Picked up and disposed of during safety sweep
Animal remains.	L	Identified during sweep and either disposed of or roped off as an out of bounds area.
Litter	L	Safety sweep - remove
Sticks being carried	L	Children made aware and told the rule – small sticks carried pointing at the ground and sticks longer than your arm pulled/dragged behind you
Weather Extreme hot, cold ,rain or thunderstorm	M	Check forecast for the session Appropriate FS clothing worn Emergency clothes in rucksack

		Activities to be planned on school play ground or field if necessary. Hot/cold drinks provided
Rotting logs	L	Toads/frogs and mini beasts' homes remind children to replace logs if moved and to wash hands on return to school.
Insect bites/stings	M	Long sleeved tops and long trousers worn, warm children about fallen apples
Lost child	L	Adults to spread out over the site during session. See lost child policy.

Agreed by Charlotte Walsh 14.11.17

Appendix:
-Medical Posters