

Policy Statement- Behaviour

At Elham CoE Primary School we are committed to encouraging an ethos of good behaviour in all we do. During forest school sessions, behaviour expectations will be outlined to the children. It is expected that children will treat each other, the adults, the tools and equipment and the environment with care and respect.

In line with the main school policy which can be viewed from the school website, or in the policy file held in the office, sanctions will apply if behaviour is unacceptable.

The forest school is a learning environment and behaviour that is unacceptable in the classroom is unacceptable in the forest school area.

It is recognised however that the forest school environment is a place where social skills and behaviour management skills can be learned and that if a matter can be dealt with appropriately and safely in the woods then that will be the preferred method of dealing with it.

Procedures

- ❖ If undesirable behaviour takes place during the forest school session it will be discussed between the child and an adult so that the child is certain of the *desired* behaviour
- ❖ Should the undesirable behaviour persist, the child will be asked not to do it.
- ❖ Should it still continue, then some time away from the activity/group will take place
- ❖ If it continues or escalates then the child will leave the forest school session and return to the school. An explanation of the persistent poor behaviour will be given to the class teacher and parents
- ❖ If the behaviour is of a serious nature then the child will leave the forest school session and see a member of the senior management team.

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Policy Statement- Environment

At Elham CoE Primary School we are committed to preserving the forest school area and enhancing the diversity of the wildlife by careful and responsible use of the forest school area. It is hoped that the Elham CoE Primary School community will become more environmentally aware in all aspects of their daily lives and that the wider community will benefit from the time spent in forest school.

Procedures

- ❖ Permission from the landowner has been agreed (KCC)
- ❖ Actively promote a message to take care of our environment both in and out of school
- ❖ Manage our FS site so it becomes a sustainable environment to carry out FS learning and activities. A 3 year woodland management plan will be agreed and acted upon
- ❖ An ecological impact Assessment will be conducted
- ❖ Expert advice will be sort on encouraging wildlife and a sustainable planting scheme will be put into place
- ❖ The above documents will be regularly and dynamically reviewed and contained in the forest school handbook

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Policy Statement- Equality

At Elham CoE Primary School we are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action with regard to disability and to developing a culture of inclusion, support and awareness within the school.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

The school curriculum is regularly reviewed by the Head teacher to ensure that it is accessible to pupils of all levels and abilities, and supports the learning and progress of all pupils as individuals. This includes learning outside the classroom.

The school will also make reasonable adjustments for individual students who need extra provision than that which is already in place to make sure that all students are involved in every aspect of school life, and that all barriers to learning are removed.

Procedures

- ❖ Where possible physical barriers to forest school will be removed, clear access to the learning circle, fire circle and tool area will be maintained.
- ❖ Additional learning support for children identified by the SENCO will be provided in line with their Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)
- ❖ Adults will model and encourage fully inclusive behaviour
- ❖ Discrimination towards any individual will not be tolerated

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Policy Statement- Accident and Emergency

At Elham CoE Primary School we are committed to the safety and wellbeing of the children in its care at all times. It is understood that accidents and medical emergencies are sometimes unavoidable and staff have received training to deal with such situations. This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ The FSL is responsible for coordinating the response any incident within the forest school area
- ❖ There will always be a minimum of 2 adults on the forest school site
- ❖ In the event of a minor accident, a first Aid Kit is always available on the forest school site and the Forest School leader is first aid trained. A record will be kept of all such incidents that take place in Forest School in an accident book which is specifically for the forest school area.
- ❖ In the event of a more serious incident, First Aid will be given on site and the office staff notified. If necessary the child's parents will be contacted to remove the child and consult further medical advice. A record of the incident will be made in the forest school accident book
- ❖ In the event that professional medical assistance is required, an ambulance will be called, the school office staff and head teacher advised and first aid administered. If the casualty cannot be moved, then the assisting adult will return the children to their usual classroom in a calm manner. The adult will return to the forest school area to assist.
- ❖ The FSL will put out any fire (if lit) at the first opportunity
- ❖ A full report of the incident will be made in the forest school accident book, and in the main school accident book in the school office
- ❖ The first aid kit will contain a card detailing the location, postcode, telephone number and grid reference of the site
- ❖ A long blast of a whistle will indicate to the children that they need to assemble at the log circle and rehearsals of this procedure will take place.
- ❖ Children are informed about the emergency procedures each time they visit in their welcome briefing

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Policy Statement- Cooking

At Elham CoE Primary School we encourage the teaching and learning of outdoor cooking skills as a life skill that is enjoyable and educational. There are however risks involved and the following procedures are designed to minimise the possibility of harm.

Procedures

- ❖ The FSL will be responsible for all cooking on the forest school site
- ❖ The FSL will not use any food beyond its best before date
- ❖ The FSL will ensure that food is kept appropriately. Food items will be kept in sealed containers and refrigerated food will be in a cool box
- ❖ The FSL will give a campfire briefing before any cooking takes place on the fire
- ❖ The FSL will give a briefing before use of the Kelly Kettle
- ❖ The FSL will ensure that hand wipes and anti bacterial gel are used before any handling/eating of food takes place
- ❖ Children will be reminded to only eat what they know is safe
- ❖ A list of children's allergies will be included in the group information pack

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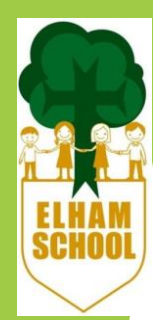
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Policy Statement- Control of Substances Hazardous to Health (COSHH)

At Elham CoE Primary School we will adhere to all regulations with regard to substances that are hazardous to health. Where substances on the forest school site are deemed to be hazardous they will be identified as such, control measures put into place to minimise any potential for harm. This will be documented and reviewed as part of the site risk assessment.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ A risk assessment will be carried out by the FSL and potential hazardous substances identified
- ❖ A log of the potential hazardous substances maintained
- ❖ Control measures will be put in place to reduce the possibility of harm which will recorded and reviewed regularly
- ❖ The records will be kept and available for scrutiny.

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Policy Statement- Extreme Weather

At Elham CoE Primary School we find the safety of the children in its care of paramount importance. At times of extreme weather, national and local weather warnings will be acted upon.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ The FSL will ensure that weather warnings given by the Met Office, BBC App and other local Media will be acted upon.
- ❖ The FSL will cancel any forest school session if the temperature including wind chill is -10 or colder. A Thermometer is on the wall of the school.
- ❖ The FSL will cancel any forest school session if the wind speed is deemed to be at Beaufort scale 8 or greater. This is identified by twigs and small branches breaking off trees.
- ❖ The FSL will abide by whole school closures for snow or other adverse weather conditions.
- ❖ Should weather conditions deteriorate during a session the FSL will cancel the session and children will return to their usual classroom.

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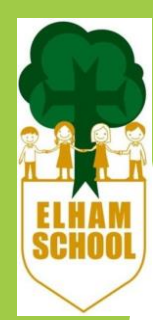
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Policy Statement- Fire

At Elham CoE Primary School we find the threat of fire in the forest school area very seriously. The campfire is in an area designed for the purpose and is the responsibility of the Forest School Leader at all times. Fire fighting equipment will be on site when a fire is lit and a briefing given before each fire, a copy of which is overleaf.

Procedures

- ❖ The FSL will decide if a fire will be lit based on factors such as, behaviour of the group, behaviour of individuals, weather, purpose of fire etc.
- ❖ The FSL will give a briefing to all present in the forest school area before any fire is lit.
- ❖ The firefighting equipment will be present and adjacent to the fire circle
- ❖ The firefighting equipment is a fire extinguisher, two buckets of water, a cloth and a fire blanket
- ❖ The fire lighting equipment will be kept in a locked box
- ❖ There will only be one child lighting a fire under the supervision of the FSL
- ❖ No other children will be in the lighting area
- ❖ Children will have appropriate clothing toggles and tassles will be tucked away and long hair will be tied back
- ❖ Children and adults will be in the respect position when lighting the fire
- ❖ The fire will be sized for the task
- ❖ The fire circle seating will be a safe distance away from the fire pit
- ❖ The fire circle seating will have space behind to enable easy evacuation should it be necessary
- ❖ The adults will model the correct fire safe behaviour
- ❖ The FSL will extinguish the fire at the end of every session and ensure that the site is left safe

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Policy Statement- First Aid

At Elham CoE Primary School we are committed to providing a quality first aid provision in any incident.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ Paediatric First Aid training will be given to all support staff and renewed every three years
- ❖ The FSL will have an outdoor first aid qualification
- ❖ A first aid kit and burns kit will be on site during all sessions
- ❖ The FSL will be responsible for maintaining the first aid kit and re stocking as required
- ❖ There will be a first aid/accident book kept in the first aid kit that will be updated whenever an injury or incident occurs.
- ❖ Minor injuries will be dealt with in the forest school area
- ❖ Children who are taken unwell during the session will be escorted to the main office
- ❖ Any accident of a serious nature will be recorded in the main school accident book
- ❖ As the forest school area is on the school site, and the mobile signal at the site is exceptionally poor, If an ambulance is required the second adult will use the main office telephone to call for one.
- ❖ The adult will return and escort the other children back to their classroom
- ❖ The FSL will remain with the casualty until qualified help arrives

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Policy Statement- Insurance

At Elham CoE Primary School we are a responsible employer providing a quality education for primary age children. The insurance company providing the cover for our educational activities will be advised that forest school sessions will be run on our site and include such activities such as craft work using tools and campfires.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ Headteacher/Governors to ensure that correct insurance cover is purchased
- ❖ Public Liability certificate to be included in forest school handbook
- ❖ All health and safety briefings will be given before activities to minimise risk

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Policy Statement- Manual Handling

As part of the forest school experience, there will be times when adults and children will want/need to move heavy and awkward objects. The Forest school leader and other adults will be very mindful about giving good advice to avoid injury by manual handling.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ Adults will help children to move large or heavy objects if required
- ❖ FS leader and other adults, will demonstrate and use appropriate handling techniques at all times and advise participants when lifting to keep their back straight, to bend at the knees and to avoid straining if an object is too large or heavy to move.
- ❖ Children advised to team work to move heavy/awkward objects
- ❖ Children advised to keep a straight back, maintain a strong core and to bend knees when lifting
- ❖ Children/adults asked to leave items that are too heavy
- ❖ Wheel barrows and other useful tools may be used to help with manoeuvring heavy items.
- ❖ Rest breaks are to be encouraged when moving objects

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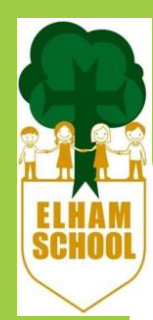
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Policy Statement- Risk Management

At Elham CoE Primary School we operate under a dynamic risk assessing process which is the continuous process of identifying hazards, assessing the risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing environment of the natural world.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ The FSL will look at each activity and complete a risk/benefit analysis form.
- ❖ The form will look at the probability and give it a numeric score of 1 being the least likely chance an event will occur, to 5 being a certain chance that an event will occur. This will then be multiplied by the numeric value of the severity of the harm which may potentially occur. 1 being minor harm, 5 being a major incident or death.
- ❖ Elham Primary will not undertake any activity with a score greater than 12, after control measures have been put in place as it is deemed too high a risk
- ❖ The benefits of the activity will also be looked stated so that an explanation of why an activity is considered appropriate or desirable is clearly identified.
- ❖ All risk benefit forms will be filed in the forest school handbook and available for scrutiny as requested.
- ❖ All adults with a regular forest school role will have read the handbook.

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Policy Statement- Tools and Equipment

At Elham CoE Primary School we are committed to providing life skills in the forest school environment and having followed a risk benefit analysis are able to provide this as part of the forest school sessions.

Procedures

- ❖ All tools will be kept in the locked toolbox
- ❖ When not in use the toolbox will be kept in the locked shed or in school
- ❖ All tools will be inspected to ensure they are correctly maintained
- ❖ A tool briefing will be given before every tool use
- ❖ A copy of the tool briefing will be in the locked toolbox
- ❖ Most tools will be taught on a 1:1 basis unless otherwise stated in the risk assessment
- ❖ A dedicated tool area will be designated within the forest school area
- ❖ User will be reminded that only one tool is to be selected at one time
- ❖ It will be up to the FSL to decide if tool use will go ahead in a session
- ❖ Tools will be used by the appropriate age and readiness for individual children
- ❖ The FSL will be responsible for maintaining the tools
- ❖ A log book will be kept in the tool box to document use/maintenance of the tools
- ❖ All tools will be visually inspected by the FSL to check they are safe before use and before putting away
- ❖ Any tools found to be unsafe will be withdrawn

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Policy Statement- Transport/Access to Forest School Site

At Elham CoE Primary School we are fortunate enough to have a small wooded copse on site and do not need any form of transport to access the site.

Procedures

- ❖ The children will be collected from their classroom by the forest school leader once the daily sweep has taken place and all safety equipment has been put into place.
- ❖ The children will always be accompanied by the Forest School Leader and one other adult.
- ❖ The children will be counted in and out of the forest school area.
- ❖ Should an individual child need to leave the area, for toileting, reporting to the office etc they will be escorted by the supporting adult.

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Policy Statement- Welfare

At Elham CoE Primary School we take the welfare of the users of the forest school area very seriously and will dynamically review ways of enhancing the experience after each session.

This statement is in addition to the main school policy which can be viewed from the school website or viewed in the policy folder which is held in the school office.

Procedures

- ❖ The FSL will send a letter to parents to advise on the correct clothing to be worn, appropriate to season and activities.
- ❖ The FSL will have a box of 'spare' clothing/boots in order that a child should never miss out on their forest school session for the want of PPE.
- ❖ All children will be offered a toilet trip before their forest school session.
- ❖ Should a child need the toilet during a session, they will use the toilets in the school building.
- ❖ Children may bring water bottles and a healthy snack with them that will be kept in a plastic storage box.
- ❖ The box will be easily accessible in the seating circle. The children will be able to have free access to this.
- ❖ The wipes and antibacterial hand gel will also be kept in the box and children instructed to keep their hands clean before they eat or drink.

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Policy Statement- Visitors or Observers

At Elham CoE Primary School FS we follow the distinct ethos outlined by the FSA. These guidelines will be read by Visitors or Observers and they will be reminded that they need to be mindful that their presence can dramatically alter the dynamics of a FS session and we therefore ask that they follow the procedures:

Procedures

- ❖ You must not be alone with any child.
- ❖ You must not escort a child away from the FS for toileting- please tell a member of staff if a child asks you to take them.
- ❖ You must not get actively involved with an activity a child is doing unless they ask/invite you to do so.
- ❖ The children will be both mentally and physically involved in their activity. They may want to share what they are doing with you but please avoid unnecessary interaction as this will impact on their flow and may reduce the learning and benefits of the activities and time spent at FS.
- ❖ You must dress appropriately for the weather and conditions outside
- ❖ An Adult Consent form must be completed by any adult involved in any FS session

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Policy Statement- Confidentiality

During the course of your time employed by/training or volunteering at Elham Church of England Primary School, you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a member of the Senior Leadership Team. This condition applies during your relationship with Elham Church of England Primary School and after the relationship ceases.

All information regarding all aspects of the school including its staff, pupils, governors, financial and management information is to be kept confidential

Procedures

- ❖ Confidential information includes all financial and management information relating to Elham Church of England Primary School and all data held on record for employees; service users; students and their families/carers.
- ❖ Care must be taken when considering all methods of communication to which you may have access - both written and electronic. Due care must also be given to the storage and transferral of all data concerning any individual – but in particular any data which could cause harm or distress.
- ❖ If you are in doubt as to what information may be disclosed, you should check with a member of the senior leadership team.
- ❖ GDPR regulates the use of computerised information and paper records of identifiable individuals and Elham Church of England Primary School is registered in accordance with this legislation. If you are found to have made an unauthorised disclosure you may face legal action.

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Policy Statement- Clothing

At Elham CoE Primary School it is essential that all adults and children who attend Forest School are dressed appropriately for a number of safety reasons.

We follow the principle that- 'There is no such thing as bad weather, only bad clothing'

Procedures

- ❖ We will be collecting a selection of spare clothing but this will need to be checked for suitability and matched to the child prior to the session.
- ❖ No person will be permitted to go to Forest School without appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes, and that fits appropriately for comfort.
- ❖ Parents will be informed of appropriate clothing for Forest School and encouraged to dress their child for appropriate weather conditions.
- ❖ Parents will also be informed that clothing may return wet or muddy after each session. On some occasions clothing may not be suitable to wear again.
- ❖ Please be aware that sandals/flip flops/high heels are never suitable for Forest School sessions. Long sleeved tops and trousers must be worn in all weathers to prevent ticks.
- ❖ A clothing and kit list will be given to parents and carers prior to them doing FS activities.

Winter or wet weather	Warm weather
Waterproof trousers Warm waterproof coat with hood Long sleeved top Full length trousers Warm boots (wellies can be very cold in winter) Wellies Warm sock and a spare pair Gloves Woolly hat Sensible walking shoes that are preferably waterproof Warm thermal undergarments Sweat shirt/jumper Fleece Change of clothes Bottle of water	Sun hat that fits well to ensure good visibility Light weight full length trousers Lightweight jumper or cardigan that covers arms and in case temp drops (always cooler in the woods) Sun cream applied before coming to school Sensible sturdy closed toed shoes Wellies Socks Light weight long sleeved t shirt Change of clothes Bottle of water

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Policy Statement- Safeguarding

Elham Primary School fully recognises its responsibilities for the safe guarding and protection of all children.

Elham Primary School has a safe guarding and child protection policy quoted below:

'We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.'

(Taken from safe guarding policy available on our website)

Designated Safeguarding Lead Teacher is:

Dan File

Our Deputy Safeguarding Lead Teachers are:

Claire Short (Assistant Head) & **Genny Ferguson** (SLT)

Additional measures relating directly to Forest School sessions:

Adults working within Forest School need to recognise and appreciate that when children feel safe, comfortable and content, when their instinct to trust and risk-take is encouraged, they may feel moved to disclose information which they might otherwise keep to themselves.

Any volunteer, adult, member of staff who finds that a child is telling them something which concerns them should follow these steps below:

- Tell the FS leader (they will decide if step two is necessary)
- Speak to DSL
- Fill out a Child Protection disclosure form on return to school (kept in staffroom)

Procedures

What do I do if a child makes a disclosure?

DO:

- Listen carefully
- Record the conversation in the child's words and note the time
- Sign and date the record you make on the school's Green Form
- Take it seriously
- Provide support
- Reassure they are right to tell
- Explain what will happen next
- Speak to the DSL

DON'T:

- Ask leading questions
- Make promises you cannot keep
- Jump to conclusions
- Act shocked or disgusted
- Speculate or accuse anybody

REMEMBER: It is not your responsibility to decide if the allegation is true or not.

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