



FOREST SCHOOL POLICY HANDBOOK

The Friars Primary School

Updated 29th September 2021



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Forest School Ethos

The ethos of Forest School is based on a fundamental respect for children and young people and for their capacity to instigate, test and maintain curiosity in the world around them. It believes in children's right to play; the right to access the outdoors (and in particular a woodland environment); the right to access risk and the vibrant reality of the natural world; and the right to experience a healthy range of emotions, through all the challenges of social interaction, to build a resilience that will enable continued and creative engagement with their peers and their potential. It is an approach to education that makes use of the outdoor environment to create a unique learning tool.

Forest School sessions provide increasingly diverse opportunities for children to benefit from a supportive curriculum that can help children build positive values and attitudes about themselves, about learning, and the environment in which they live. Children are given appropriately challenging and achievable tasks that build their confidence, skills and independence, and are given the time to thoroughly explore their thoughts, feelings and relationships. This time and reflective practice develops inter and intrapersonal skills, which are well documented as being directly linked to learning skills.

The Friars Primary School aims to provide:

- the inspiration to be curious, fascinated, interested and inventive
- the freedom to explore different ways of 'being', feeling, behaving and interacting as participants are given the physical, mental and emotional space to be active and interactive
- opportunities to meet challenges and learn to assess their own risks
- the opportunity to developing imagination, resourcefulness and being inventive.

Forest School Rules and the Countryside Code

Participants are encouraged to be involved in making decisions about their environment and safety; however, there are a few rules that the learners will be made aware of at the start of their involvement in Forest School sessions. Behind each rule, there is a range of learning opportunities that will encourage learners to engage with and understand these rules. They are:

Respect the environment

This will involve learning how our actions may affect the living things around us. This may be achieved by encouraging participants to distinguish living things from dead and agree that nothing alive should be picked or destroyed.

Stay within the Forest School boundary

Boundaries will be identified during the first Forest School session and participants will be guided around the site to ensure they are aware of where they are permitted to play, explore and investigate.

Respect other people

At Forest School, we aim to create a feeling of belonging and unity. We expect all individuals to respect their peers, their belongings and their creations. Many activities delivered at Forest School aims to promote team building, communication and social and emotional development. Verbal or physical abuse is not tolerated at Forest School and individuals who behave in such a way will be asked to leave the session and may be excluded from the programme.

Looking eyes, Listening Ears

As our Forest School sessions are delivered in school grounds, there are numerous natural hazards. Each site and activity is risk assessed but individuals are encouraged to risk assess their surroundings and activities themselves. Using their eyes to watch where they are going and their ears to listen to safety guidelines will ensure they have a fun and safe experience at Forest School.

Snack and Drink provision

Only snacks and drinks provided by Forest School Leaders may be consumed on site. Wild fruits, berries and / or fungi must not be picked or consumed at any time. Participants will be encouraged to successfully identify such items and discuss why they should be avoided.

Session Routine and Procedures

Each session will undoubtedly differ in many ways from each previous session in relation to experiences, learning, journeys, the environment and so on, but generally we follow the same structure for each session. This structure helps ensure that children (and adults) are physically safe and also creates an environment in which children are comfortable and secure to learn with confidence.

Procedures to be carried out by the Forest School Leader before each session:

- A thorough safety sweep of the Forest School site will be conducted to identify and remove or restrict access to any hazards that might cause injury or illness
- A site sweep form will be completed, on which any hazards that were identified will be documented, and how they were dealt with or will be managed
- Existing boundaries will be checked
- Check that trees, bushes and other foliage is safe, including the potential for falling branches or dead wood, thorns, protruding sticks at eye level and hazardous berries or fruits
- Check the weather – If the weather is, or has the potential to become a risk, such as high winds or storms, the session will unfortunately be cancelled

Session Routine:

- The Forest School Leader will meet the children at the allocated collection point. A head count/register will be taken and any absences noted.
- Individuals will be given the opportunity to use the toilet facilities (if available) and change into appropriate clothing (water proofs, wellington boots etc)
- Brief discussion with participants to ensure they are aware of any safety considerations when walking to the Forest School site. Ensure that there is an adult at the back of the group and the remaining adults are distributed evenly amongst the group.
- Arrive at the Forest School site and make our way in to sit around the Fire Circle.
- Re-cap on the previous weeks' activities and discuss the Forest School Rules
- Discuss the day's activities and any new and / or specific safety issues.
- Complete a short directed activity
- Wash hands and gather together around the fire circle to have a snack and a drink and discuss the task just completed.
- Free Play / Individual directed activities: Play group games / re-visit previous activities / sit in the hammock / story-telling etc
- Gather round the fire circle to discuss the session and recommendations for the following sessions.
- Gather and tidy away resources, make sure the area is left safe and as it should be
- Walk back to the collection point, use toilets and change out of outdoor clothing.
- Depart.

Procedures to be carried out at the end of each session:

- Clear everything away
- Ensure the fire is completely extinguished (if applicable) and the fire site is left safe.
- Check all the tools against the tick-list and store them away.
- Check any other resources (books/ identification sheets etc.)
- Knives should be logged back in and stored in a lockable container.

Essential Equipment List

The Forest School leader will provide and be responsible for the 'Essential Equipment' rucksack containing the First Aid bag, wellbeing pack and so on. Other children and adults should not use anything from this bag unless instructed to do so, or if implementing emergency procedures. The rucksack will always include these items:

- First Aid kit with emergency survival blanket
- Emergency File including :
 - A copy of all risk assessments including daily risk assessment
 - Consent forms (including medical details)
 - Register with emergency contact numbers and mobile phone
 - Emergency procedure card
 - Location details, including grid reference
 - Near miss, incident, bump on the head forms & accident report book
- Tissues and hand wipes
- Spare gloves
- Spare clothes/waterproofs
- Anti bacterial hand gel
- Insect repellent (suitable for children) – see consent forms for permissions.
- Sun tan lotion (suitable for children) – see consent forms for permissions.
- High sugar snack item

First Aid Kit

- Contents will be in line with HSE recommendations:
- Will cater for above the number of participants expected on site. Additional items may be supplemented.
- All kit will be regularly checked for expiry dates, and replaced when needed
- Depleted stocks will be replenished from an existing back up kit before next session

Clothing Requirements for Forest School Sessions

During the winter months, children and adults should come prepared to each session with:

- Woolly hat and scarf
- Gloves
- Thick jacket/ Waterproof coat
- Waterproof trousers/ salopettes, if possible
- Fleece
- Long sleeved sweatshirt
- Spare socks
- Wellies/ walking boots/ sturdy shoes

* A complete spare set of clothes and a carrier bag for wet or dirty clothes may be necessary.

In the summer months, children and adults will need to come prepared to each session with:

- Sun hat
- Sun block
- A thin, long sleeved top and jumper
- Trousers
- Sturdy shoes/ walking boots or wellingtons
- A waterproof coat

* A complete spare set of clothes and a carrier bag for wet or dirty clothes may be necessary.

This clothing list applies to everybody involved in Forest School sessions, and is important for a number of safety reasons. Please be aware that sandals/ flip flops are never suitable for Forest School sessions, and that not wearing appropriate clothing may be a barrier to participation.

Roles and Responsibilities

All adult participants need to read, sign and date the Forest School Code of Conduct Form (see appendix) and return it to the Forest School Leader prior to taking part in sessions.

Requirements of the Forest School Leader

It is the duty of the Forest School Leader to:

- Provide users and staff with the relevant information relating to Forest School before sessions are implemented
- Ensure that all equipment and resources are safe to use, with the accompanying personal protective equipment
- Undertake a risk assessment and safety sweep before each session
- Brief the adults involved on the health and safety considerations before each session
- Come prepared with a First Aid kit and the other items listed in the 'Essential equipment' section of this handbook

Role and Responsibility of Teachers, Teaching Assistants, School Staff and Helpers

- Adult: child ratios must be adhered to at all times. We recommend a minimum of 1:4 for EYFS and 1:10 for KS1 & KS2 and work within the Friars Primary School ratio policy.
- It is the responsibility of the group leader to see to toileting, ensuring that ratios are maintained if any individuals need to walk back to the setting to use the toilets. Please see our Toileting Policy.
- Ensure that parental consent forms, medical information and emergency contact forms are available on site (either given to the Forest School Leader beforehand or carried on the group leader's person during the session).
- Only use tools if the Forest School Leader has said it is okay to do so and adhere to all safety rules when doing so. If unsure, please ask.

- Stay within the Forest School boundary. If you need to leave the site at all, please inform the Forest School leader first. (Please note that smoking is prohibited in all areas of the site).
- Look after the Forest School Site - Includes not picking things, unless the Forest School Leader has said it is okay to do so, and looking after the environment.
- Alert the Forest School Leader immediately if anyone (adult or child) requires first aid, or has had an accident – no matter how minor.
- Ensure you are familiar with the Forest School rules and assist learners in following them.
- The behaviour of the group is the responsibility of the group leader. Reflection areas will be available for those individuals who need time to think about their actions. Individuals that express behaviour that puts themselves or others at risk will be asked to leave the session. It is the responsibility of the group leader to ensure the individual(s) are escorted off site and either collected or taken back to school.

And lastly:

Forest Schools is intended to be **child led** – During free play please allow them to play and learn as independently as possible, and try to resist the temptation to demonstrate or suggest ideas! Keep your distance (except when using tools, supervising tree climbing and hammock use!), get involved if children invite you, but don't feel too bad if you find yourself standing and watching for much of the session!

Notes for Volunteers/Students/Helpers

Firstly - Thanks for offering your help today – it's really useful to have an extra pair of hands! Hopefully this information will give you some insight into how you can best support the children, and also point out some of the necessary do's and don'ts!

Before the Session

- **Assisting with setting up the site** - Transporting equipment to the Forest School Site, erecting tarps, assisting with putting up the parachute, putting out equipment / resource boxes and any other reasonable tasks requested by the Forest School Leader.
- **Helping to make sure the site is safe** – Checking if existing tree trail is structurally safe, picking litter (*gloves and bags will be provided), checking the site boundary and informing the Forest School Leader of any hazards that may have been missed.

During the Session

- Look after the Forest School site (includes not picking living things and respecting the environment).
- Help to ensure that all participants are safe.
- Do not put your fingers or anything else in your mouth (to prevent disease or poisoning).
- Only use tools if the Forest School Leader has said it is okay to do so, and follow the safety rules for tools.
- Stay within the boundary (if it is necessary to leave the site, please inform the Forest School Leader first)

Please be aware that this is a discovery opportunity for the children, where they can be in control of their learning and experiences as far as possible, so please try not to direct them too much or demonstrate how to do things, but by all means, feel free to get involved and extend their learning if they are happy for you to do so!

Medical and Emergency Contact Details

A Parental/Guardian Consent Form (see appendix) must be completed and given to staff at the start of the Forest School programme. This form provides up to date medical information and emergency contact details for the participant in case of an emergency. Every person involved in Forest School sessions, including staff, children and volunteers, must have a medical form, which will be kept in a folder locked in the school office. This folder within reception will contain confidential information, and as such, must only be accessed by the Forest School Leader or other member of staff from The Friars Primary School. The 'Essential Equipment Rucksack' will contain a register and basic dietary and medical details. It will also contain a first aid box. This information will be stored in a locked cabinet when not in use.

During Forest School sessions all leaders will carry a charged mobile phone with credit in which to contact emergency services. All other emergency numbers will be located at the reception. These will include the client group's setting (i.e. school reception), local emergency services and any other relevant parties.

A copy of the emergency procedures card (see copy below) will always be in the emergency folder in the welfare bag. The bag and folder will be taken on site at every session. Consent forms will then be stored in a locked cabinet when not in use during a session and destroyed when no longer needed.

Emergency Procedures

Site Name: **The Friars Primary School**
 37 Cannon Street
 Salford
 M3 7EU
 Tel: 0161 832 4664
 Headteacher – Michael Earnshaw

Nearest A&E
Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
Tel: 0161 276 1234
GRID REFERENCE SJ829991

The following procedures should be implemented for Forest School sessions:

In case of a medical emergency (i.e., serious injury, poisoning or illness)

The Forest School Leader will co-ordinate the emergency procedure.

Stage One

Any adult who witnesses or is involved in an emergency, such as a serious injury or suspects him/herself or another person to have a serious illness, should immediately alert the Forest School Leader / delegated First Aider.

The Forest School Leader should:

- Raise the alarm to other leaders/adults
- Assess the situation – is it safe for you to approach?
- Appoint someone to take responsibility for the rest of the group.

Stage Two

The assisting adult will gather children away from the casualty but nearby so the group remains together. The assisting adult will ensure the other children are safe and then will be available to support the Forest School Leader if necessary. The assisting adult should call the school/nursery office from a mobile phone carried by the Forest School Leader to request for back up support. Any other adults will remain with the children at all times.

The Forest School leader should:

- Protect the casualty and others from danger – is there anything you need to stop/change to reduce further incident?

- In the event of a serious incident if the fire is lit, it should be extinguished by an assisting adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Three

The Forest School Leader will decide what action is appropriate and put this into effect.

The Forest School leader should:

- Check vital signs
- Delegate person to get folder containing consent & medical information form
- Delegate group supervision and contact **emergency services – 999 or 112**
 - Speak slowly and clearly
 - Describe incident and give patient description/current status
 - Advise of location

Stage Four

The assisting adult will then phone the school/nursery office to keep them updated on the situation, explaining that an ambulance has been called. The school/nursery office/staff will provide extra assistance to organise the movement of the Emergency Services.

The Forest School Leader should:

- Administer First Aid if applicable
- Delegate direction of emergency services
- Remain with the patient from the moment they are made aware of the incident so that any symptoms can be effectively monitored and reported.

Stage Five

Extra assistance will arrive and will organise the movement of the Emergency Services (if appropriate).

The remaining group should make their way back to school/nursery.

The Forest School Leader should:

- Complete hand-over procedure with delegated group supervisor before the group departs from the site.
- Delegate a person to contact the child's parents using the details on the child's consent form.

Stage Six

Incident / accident report will be completed and recorded by the Forest School Leader. This should be photocopied and given to the school/child's parents. If required a RIDDOR form should also be completed. All risk assessments should be reviewed and updated as necessary.

Missing Child Procedure

If anybody suspects a person may be missing, they should immediately alert the Forest School Leader or another member of staff.

Stage One

The activity will be stopped, the group brought together and a head count completed. The Forest School Leader will appoint staff/volunteers to look after the group. If the fire is lit, it should be extinguished and any tools collected and stored in the delegated tool area immediately.

Stage Two

The perimeter of the Forest School Site will be searched and then the inner area of the site. If the missing child has not found after an initial sweep of the site, the group should assemble in a safe place (preferably the fire circle) and establish when and where the missing child was last seen. The Forest School Leader and assisting adult will continue to search the site (known hazardous areas first, e.g. water, drops, mud, barbed wire) whilst this is being confirmed.

Stage Three

If after five minutes, the child has not been found, the Forest School Leader will alert the School/nursery Office. Extra assistance will arrive and volunteers will assist with the search. The group supervisor and any supporting adults should lead the group back to school. The Forest School Leader should keep in regular telephone contact with the school office.

Stage Four

If the child is missing for more than 20 minutes the emergency services will be notified. If needed, the Forest School Leader will make arrangements for the group to be transported back to School/nursery etc. A search party will be organised and the advice of the police will be followed in relation to searching for the missing child.

Stage Five

The incident should be reported in the school diary and an incident report completed.

Fire Procedure

Stage One

If you come across an unexpected fire or if your own fire gets out of control, the Forest School Leader should ensure that the group are moved away to a safe position.

Stage Two

If it is a small fire that you feel that you are able to extinguish yourself safely, use a fire blanket or water from the fire safety kit to put it out.

Stage Three

If the fire is out of control, the Forest School leader should call the Emergency Services on 999 for assistance to extinguish the fire. They should also call the school/nursery to request

for additional back up to assist taking the children back to school/nursery with the assisting adult. The school/nursery office/staff will provide extra assistance to organise the movement of the Emergency Services. The Forest School leader should stay in a safe position close to the fire site to wait for the Emergency Services.

Serious Injury to the Forest School Leader Procedure

Stage One

If the Forest School Leader is involved in an accident then another responsible adult should call the school/nursery office from a mobile phone carried by the Forest School Leader/Assistant to request for back up support and the school first aider. If required they should then call 999.

- Speak slowly and clearly
- Describe the incident and give patients description / current condition
- Advise of location

Stage Two

The back-up member of staff and other remaining adults will gather the group of children and take them back to school to keep them safe. The assisting adult will stay with the casualty, following guidance from Emergency Services and will monitor their wellbeing.

Stage Three

If the fire is lit, it should be extinguished by an adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Four

The school/nursery office/staff will provide extra assistance to organise the movement of the Emergency Services.

Stage Five

Incident / accident report will be completed and recorded. If required a RIDDOR form should also be completed.

Serious Injury to the Forest School Assistant Procedure

Stage One

If the Forest School Assistant is involved in an accident then the Forest School Leader should call the school/nursery office from a mobile phone to request back up support. If required they should then call 999.

- Speak slowly and clearly
- Describe the incident and give patients description / current condition
- Advise of location

Stage Two

The Forest School Leader or remaining adults will direct the group of children to a safe location. Once back up has arrived/there are enough adults the children can be taken back

to school to keep them safe. The Forest School Leader will stay with the casualty to provide First Aid following guidance from Emergency Services and will monitor their wellbeing.

Stage Three

If the fire is lit, it should be extinguished by an adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Four

The school/nursery office will provide extra assistance to organise the movement of the Emergency Services.

Stage Five

Incident / accident report will be completed and recorded. If required a RIDDOR form should also be completed.

Health & Safety - Procedures & Guidance

Forest School Leaders are to adhere to The Friars Primary School Health & Safety Policy with particular responsibility to:

- To ensure the health, safety and welfare of all leaders, children and adults
- Provision and maintenance of safe working systems and equipment
- Ensure policies and guidelines are in place for employees/child group protection, particularly with regards to use, handling, storage and transport of articles and substances
- Ensure site for session is safe for appropriate tasks with facilities suitable for welfare
- Ensure safety and absence of risk to any other persons who are not leaders, children and adults
- Accept a personal obligation for their own and others safety which is reflected in their conduct
- Carry out risk assessments and provided suitable personal protective equipment where deemed necessary
- Complete accident forms, records and monitoring and evaluating of systems

“Duties” of persons children and adults (to be conveyed by leaders at first session and any further sessions as necessary)

- Take responsibility for health and safety of self and others who may be affected by their actions
- To follow procedures that are put in place by the leaders
- Do not intentionally misuse, damage or interfere with any health and safety equipment
- Acknowledge own limitations and follow direction by trained, appointed persons (leaders)

Accident Reporting Procedure

Definitions:

Accident: An unplanned, uncontrolled event, which has led to injury to people, damage to equipment or the environment or some other loss.

Near Miss: An unplanned, uncontrolled event that could have led to injury to people, damage to equipment or the environment or some other loss.

Incident: A happening, event or occurrence caused by ignoring or not adhering to set rules, boundaries or laws.

Procedures and Guidance

Leaders will maintain site and working areas to ensure that risk of accidents is as low as possible.

Leaders will have specialist first aid training for the outdoors and appropriate first aid equipment will be taken to every session.

All accidents, near misses and incidents must be reported to the Forest School leader using appropriate forms in emergency folder and all major accidents to the She committee (see below). H&S / Tools talk on site before every task. Leaders will carry an emergency procedures card in the welfare bag/emergency folder.

Reporting Procedure

In the event of an accident/near miss/incident leaders to note own all relevant information and transcribe into official accident book/relevant form as soon as practical. Leader to pass completed form to Michael Earnshaw Safety, Health and Environment (SHE) committee in line with The Friars Primary School health and safety policy. See the school office for the full policy if required.

Blank accident/near miss/incident sheets to be kept in emergency folder/welfare bag. To be taken out to site at all times. Accidents must be transcribed into official Friars Primary School accident system (Medical Tracker).

RIDDOR Reporting Procedure

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Employers/Forest School practitioners must report to RIDDOR:

- Deaths
- Major injuries
- Serious burns
- Over seven day injuries (i.e. person is unable to perform normal duties for more than 7 consecutive days)
- Injuries to members of public or people not working/participating where they are taken from the scene of an accident to hospital
- Some work related diseases
- Some dangerous occurrences (something not resulting in an injury but could have done)

How to Report:

- Call incident contact centre on 0845 300 9923 or complete a form
- Incidents can be reported online via the HSE website:
www.hse.gov.uk/riddor/report.htm
- Once completed a copy of the form will be sent to Michael Earnshaw to keep for The Friars Primary School records.

Who Reports:

Michael Earnshaw is responsible for reporting any of the above to the incident contact centre for RIDDOR.

If working on someone else's site, the site owner is responsible for reporting to RIDDOR if the leader/group members have sustained any major injuries or over 7 day injured.

If a leader/adult/child has been injured during a Forest School session, seen a dangerous occurrence or has a disease certified by a doctor (which may be linked to Forest School

participation) the Forest School leader must be informed. The Forest School leader is then responsible for reporting to RIDDOR.

Risk Management

Risk Assessments are the tool that identify and act upon hazards to people that a leader accepts a level of responsibility for. Risk Assessments are not in themselves a protection from harm but methodologies by which Forest School practitioners monitor and demonstrate their commitment to H&S.

A five step Risk Assessment will be conducted for the Forest School sites. These steps are as follows:

1. Identify the Hazards
2. Decide who might be harmed and how (particularly allergy sufferers)
3. Evaluate the risks and decide on precautions
4. Record findings and implement measures required
5. Review the Risk Assessment and update accordingly.

All of our Forest School sites, activities and tools are risk assessed and copies of these have been included. Our 'General Outdoors' risk assessment outlines some of the more commonly faced risks associated with the outdoor classroom. Those that are more specific to certain activities are included in individual activity risk assessments. School/nursery staff must actively implement the measures outlined and remain vigilant to the potential for risk arising throughout the session.

Any considerations will be pointed out to adults and children beforehand to help manage risk. All adults involved will be given a copy of the completed Risk Assessment for that site, and are obligated to manage or report risks under the Health and Safety at Work Act 1974.

All sites, activities and tools will be risk assessed for the suitability of the children's age range before the sessions take place. The Forest School Leader will assess the school site before each session to ensure there has been no occurrence that would affect the site or the activities about to take place on it. In the case of certain groups, individual or group risk assessments may be necessary, but the decision for this remains with the leader. The Forest School Leader is responsible for implementing precautions and reviewing and updating risk assessment forms as necessary, at a minimum once per year or if an incident/accident/near miss arises necessitating need to review practices. Seasonal changes may also require an update for some sites and activities, e.g. after high winds, storms, nettles etc.

Safety Sweep / Local Amendments

Before each session, the Forest School Leader will conduct a safety sweep to identify any hazards and reduce or remove them if possible. Occasionally, in order to encourage children's awareness of safety, the children will also walk the boundary of the site to identify any hazards or risks that they think may need to be taken into consideration. Templates of both of these forms can be found at the back of this booklet.

Safeguarding Policy

Child Protection

Child Protection Procedures and Guidance (See also The Friars Primary School Safeguarding Policy)

Within this policy a child is considered to be anyone under the age of 18. The same safeguarding procedures are applied to those of all ages who are classed as vulnerable.

This policy recognises the following duties of care to young people or those considered vulnerable:

- Listen to children and respect their wishes, do not impose upon them
- Take all reasonable steps to ensure the health and safety of any child.
- Be mindful of the welfare of all children.
- Act in a manner suitable for a role model at all times, ensuring language and behaviour are appropriate.
- Work with an awareness of Child Protection issues at all times.
- Take appropriate action if it becomes clear that anyone has physically, emotionally or sexually abused a child.
- Report any evidence or reasonable suspicion of a child having been physically, emotionally or sexually abused to Child Protection Officers within the local authority system.
- Ensure that other adults do not put any child at risk through their actions or expectations by placing a child in a position where health and safety is at risk.
- Not to physically, emotionally or sexually harm any child or young or vulnerable person.

Acknowledgement of responsibility

Where a child is accompanied by a parent or primary carer (such as a teacher or guardian) the responsibility for that child's welfare remains with them. This will also include responsibilities for toileting. Leaders will however act upon their judgement and make recommendations should any behaviour cause concern. This policy holds information about what would be acted upon and how.

Activities where children are unaccompanied will work to the following:

- All activities will be planned and risk assessed before commencing. Decisions may be made during the event to change the programme should concerns arise. (For example weather conditions)
- All work will be carried out with children's physical, emotional and sexual welfare protected as recommended in this policy.
- Tasks for other adults or carers will be clearly explained ensuring that procedures are followed.

- Tool use will be only be supervised by leaders, ensuring correct use and minimising risk of injury or harm.
- Ratios of the numbers of adults to children will be maintained as required by the local authority and national 'good practice'. (see below)

Incidents and allegations

Forest Schools take place in the school groups and therefore risks of children becoming lost or injured are a consideration. All activities have a thorough risk assessment, ensuring any possible health and safety issues are acknowledged and managed in a way that minimises risk. Activities which are deemed unsuitable or too high in risk will not be carried out. Health and safety is of high importance, however activities that hold low possible risk will still be undertaken as long as the benefits outweigh the risk.

Whilst working on school grounds, the procedure of The Friars will be followed, as led by the staff. Outdoor and natural settings away from institution settings will be risk assessed in the planning stages of an event, and the original assessment confirmed again on the day, prior to the children entering the site.

All leaders have received suitable First Aid Training for outdoor paediatric situations and a First Aid Kit will always be available on site.

Actions and behaviour will be kept in a manner appropriate to the children working with to avoid misinterpretation leading to any allegations.

Accusations made against other adults

Should a child disclose abuse happening at Forest Schools or elsewhere the incident would be handled sensitively and within the remit of the local authority concerned.

Leaders must:

- Ensure safety and welfare of child. Make them feel comfortable and safe so they can talk openly.
- Do not probe or "feed" their story.
- Keep questions open (e.g. 'Who did that?' 'What happened next?')
- Avoid leading questions (e.g. 'Was it your father who did this?')
- Try to be emotionally calm around them and show no signs of shock or upset.
- Ensure child is aware of the seriousness of an accusation without overwhelming them and making them withdraw.
- Affirm what they have told you. 'I'm glad you told me this. It was the right thing to do. Now I'll arrange to talk to our Safeguarding Officer about what to do next'
- Make sure the child understands that in some cases you may need to tell other adults, such as social services.
- If there are urgent medical considerations contact the emergency services in the first instance.
- Make a written record of the incident and what has been disclosed to you as soon as possible. Sign and date records of any discussions between staff.

- Inform the Education Co-ordinator or deputy – if the situation is urgent/critical they can be contacted at any time.
- If accused is on-site, ensure that the child is in no danger. This may mean ending the session.
- NB: you cannot prevent a child/vulnerable adult from being collected by their parent or guardian unless instructed to do so by child services.

Follow the procedure for reporting disclosures for that setting through their representative. If it is the representative who is accused then approach senior management without giving details and ask where to go next. The next step may be social services.

If there is suspected negligence or other welfare issues it is best to discuss these with the staff from the setting (as long as they are not inflicting the abuse). Repeated bruising, high injury rate, or a permanently hungry child may already be under observation. If they are not, then staff can be made aware of concerns and are there on a daily basis to track developments.

Accusations made against Forest School Leader

Forest School Leaders will ensure they are not left alone with a child on a one to one basis without other adults or children present or in close proximity. With this in mind leaders may decline situations where actions or circumstances may endanger their integrity.

If a situation arises which could be misinterpreted then this should then be discussed this with adults and leaders immediately away from the children giving all details and reasoning.

If an accusation is made towards/about the leaders or another adult, the session may need to be stopped. The school would then need to take responsibility about how the issue is handled in keeping with their policies.

Disclosure and Barring Service (DBS)

All leaders will be required to hold a Disclosure and Barring Service (DBS) check. The reference numbers of these certificates will be kept on record by the school.

References for work with external parties around children

External parties are considered to be contractors, franchisees, or partnerships with other practitioners. Any work involving others. Leaders will request information about previous work, request a copy of a current enhanced DBS check and will request and follow up at least two references before joining with external parties. Parties may begin working with the group whilst The Friars begins a DBS check, but only after references have been obtained. This information will be handed to the school for their consent before any final dealings.

Before joining the group, external parties must read and sign the Code of Practice for staff and volunteers working with children and vulnerable adults. Leaders are also responsible for ensuring external parties are aware of any policies, procedures and risk assessments which relate to their involvement.

Confidentiality

Children's identity will remain confidential. The school office will hold consent forms, keeping them safely stored for as long as is required. Forms or details will be disposed of in a manner which protects identity. No photographs showing a child's identity will be used on any promotional material without a signed consent form from the child's parent or guardian.

Ratios

At least one qualified leader and a second recognised responsible adult should be present at all sessions. Ideally, a second leader should also be present.

The adult to child ratio will vary according to the activity you are doing, the site you are using and the type of group you have. We recommend an adult to child ratio of 1:4, however we understand that this is not always possible so it should be at least a minimum of 1:8.

Certain situation will require higher ratios, including:

- Under 5's – a minimum ratio of 1:4 is required.
- Any group risk assessment which identifies high risk behaviour which may cause harm to self or others will require a higher ratio of staffing and will impact upon activities offered

Consent Medical Forms

All participants will have provided a signed consent form that will include any medical conditions the leader may need to know. The consent forms will be stored confidentially in the emergency file, which the leader will take to each session. Teachers or guardians may keep the forms on their person during sessions but they must be available to the Forest School leader if needed.

E-safety Policy

- All children taking part in Forest School sessions must have had the photographic consent form completed as part of the parental consent form.
- A list of children without photo consent should be clearly displayed towards the front of the emergency file.
- The Forest School officer will ensure that the school are made aware of all children in the group who have not got photographic consent.
- Photos must only be taken of children whose parents have given permission for photos.
- Children and Adults must not take photos on their own personal camera devices, only those belonging to The Friars Primary School.
- Only The Friars Primary School staff can upload and use the photos accordingly for publicity.
- Children can only take photos as part of an activity if all children in the group have permission for photos to be taken.

Daily Operating Procedures

Weather

It is our policy that Forest School sessions will take place in all weathers, with the exception of electrical storms and high winds. In the event of extreme weather developing during a session, it may be necessary to end the session early. This decision is at the leader's discretion.

Where to get the Weather Forecast

- Met office– 09014 722 061 or www.metoffice.gov.uk
- BBC weather – www.bbc.co.uk/weather

In high winds the Forest School Leader will consult the Beaufort Scale for advise. This can be found on the Met Office website.

If the session needs to be cancelled because of weather conditions, the Forest School Leader should inform the participants at the earliest opportunity.

Travel to Site Procedure

The Friars Primary School/teaching staff are responsible for making travel arrangements and risk assessments in line with their own policies and procedures.

Where groups are responsible for their own access to the Forest School venue, their safe debarkation from their mode of transport remains the responsibility of the visiting staff. From the meeting point onwards the Forest School leader takes responsibility for safe conduct to and from the site.

Where the Forest School leaders collect schools and groups on a minibus/similar vehicle, the leader is responsible for the group and their safe debarkation from the mode of transport. However, adults who are on the bus with the group are expected to support the driver/leader by enforcing seatbelt wearing, appropriate behaviour and safe debarkation. From the meeting point onwards the Forest School leader takes responsibility for safe conduct to and from the site.

Where the leader collects the group and walks to site and once on site, the children and adults will stay together as a group at all times, with the Forest School leader at the front and a responsible adult at the rear. In some cases high visibility vests may be required, this will be stipulated on the site assessment form.

If roads need to be crossed, all members of the party will be fully briefed in a safe area before arriving at the roadside. The generally accepted method for quieter roads, where there are no pedestrian crossings/traffic lights is for leaders to chose a place which has high visibility for drivers (not on a bend or below crest of a hill for example) and two adults/leaders to stand in the centre of the road with children crossing in between the two adults. However, the method will be assessed for individual situations.

When walking with a group an adult will be present at the front and rear with other staff staggered throughout the line. The group will walk in pairs on paths or in single file on roadsides. If roadsides are walked upon or roads crossed the adult leaders must supervise and wear high visibility vests.

Before entering the site/beginning to walk the leader should discuss safety issues with the group (such as staying behind the leader, traffic awareness, terrain etc)

Fires

When firelighting takes place the following equipment must always be taken on site:

- Bucket
- Sufficient water to fill the bucket at least 2/3 full
- Burns Kit
- Fire lighting box
- Fire blanket

Process:

- The Friars has a permanent fire circle. The fire pit is 1m square and the seating logs in the fire circle are at least 1.5m away from the fire. The Forest School Leader explains that the participants must walk around fire circle and never through it to instil the behaviour before a campfire is created for part of a session; this is practiced from week 1 as part of our Forest School rules.
- A bucket of water, burns kit and fire blanket must be in easy reach of person/s lighting the fire.
- The Forest School leader demonstrates how to light a camp fire with cotton wool, hay, kindling and a fire striker. They will also demonstrate how to safely extinguish it by letting the embers die down, spreading the embers, then use water to extinguish the embers. A stick is then used to stir the embers and the Forest School leader will check that it has sufficiently cool (using hand held over fire area) to ensure all embers are out and there is no possibility of it relighting. The Forest School Leader will count all the fire steels back at end of session to ensure that all have been returned.

Impact considerations:

- If possible, additional materials (tinder and kindling) should be taken to session, so naturally sourced materials are not depleted on site.
- Leaf litter to be removed from fire pit area.
- Only deadwood is used where possible, to reduce volume of smoke created
- Ensure deadwood is not collected from habitat piles/fences
- Careful consideration is given to the siting of the permanent fire circle to take into account any tree canopies and nesting birds.
- Check all fires are fully extinguished & remove all remnants from fire pit and either remove from site or hide from obvious view.

Tool Use

At The Friars Primary School our policy on tool use at sessions is:

- Only level 2 or 3 trained leaders will give tool talks.
- A tool talk will be given before every tool is used.
- Gloves to be worn on non-tool hand.
- Safe working distances (and arm's length and a tool away) are to be adopted.
- Tools are returned to the locked tool box after use.
- Tools are counted in and out by leaders.
- Tools provided are to be suitable for task.
- An adult to child ratio of 1:1 is essential when working with tools.

Further clarifications can be found in the Forest School risk assessments.

Leaving site

After reflection upon the session the leaders will distribute kit for children and adults to carry. As with journey to site, one leader at front of group and one at rear. Leader at rear of group to check all children are accounted for and that no tools, equipment or litter have been left on site.

Dogs

If the Forest School site is in a public area the Forest School Leader will place signs up at the entrance and exits to the Forest School site to indicate 'Session in progress, please place dogs on a lead - small children on site'. If applicable the group should be warned about the risk of dogs on site before the session starts. Any dogs on site should not be approached or petted by anyone in the group. It is the responsibility of the Forest Schools Leader to ask the owner to place the dog on a lead (if applicable).

Members of the public

The Forest School Leader will place signs up at the entrance and exits to the Forest School site to indicate 'Session in progress'. The Forest School Leader should speak to any members of the public who enter the site to explain there is a Forest School session on site. All leaders and volunteers are to remain vigilant.

First Aid Procedures and Guidance

Practitioners will have specialist first aid training for the outdoors and appropriate first aid equipment.

First aid kits are stocked sufficiently to cater for the number of participants and the location must be taken to every session. All first aid kits must be checked regularly, clearly labelled and stored in a designated place every session.

In addition to a standard first aid kit, a Burns Kit should be on site for all sessions where a fire will be used. Where practical first aid treatment should only be carried out by trained individuals. Any accident which requires first aid should be recorded in the accident book and parents informed either by leader or by school/group.

First aiders will not administer any drugs or remove embedded objects in keeping with current first aid guidelines. They will also keep their own welfare and that of the group in mind when assessing a casualty in a dangerous location. Plasters to only be applied to adults/leaders if they confirm they are not allergic and only to children whose parents have not objected to their use on consent form.

In the case of a serious incident the emergency services will be contacted in line with the emergency communications procedures. In situations where further medical attention is required, but is not an emergency services issue, arrangements will be made by the school/group/parents for further medical attention.

Any clinical waste will be handled and disposed of by the Forest School leader.

Health & Hygiene - Procedures & Guidance

Food Hygiene

All Forest School leaders should hold a Food Hygiene Level Two/Outdoor Food Hygiene Qualification if preparing food for the participants.

Leaders will practice diligence to ensure consumer health and well-being is protected by safe-guarding food from anything that may cause harm.

- Food to be protected from contamination
- Food will be stored in clean, appropriate containers at Environmental Health recommended temperatures
- Raw and cooked food will be stored separately
- Food preparation will be carried out in most hygienic way possible on surfaces brought to the site
- All those handling food must wash hands with soap/use antibacterial hand gel before begin
- Hot food to be checked to ensure cooked throughout
- Check for food allergies within the group before bringing food onto site (on consent forms)
- Leaders to check best before and use by dates on all food
- Ensure participants allow hot food to cool sufficiently before eating

A qualification is not required if participants are preparing their own food.

Toileting Arrangements

On sites with toilets, participants will be asked to use the facilities before the session to reduce the need to go during the session. If a participant needs to use the facilities during the session there must be an adequate number of adults to supervise group and individuals without breaching child to adult ratios.

Forest school leaders do not take responsibility for toileting.

We do not condone the behaviour of anyone unnecessarily urinating or other in any public environment/nature reserve as this may lead to confused behaviour (lack of understanding, especially amongst younger children on appropriate toileting habits), harm to the environment and littering.

Hand Washing

Practitioners will ensure that hand-washing facilities are provided. Where soap and water are not possible, anti-bacterial hand gel will be available.

Vermin Prevention and disposal of litter

All litter will be removed from site after every session. Food waste will be composted where possible. Cooked foods and non-compostables will be removed and disposed of correctly. Any litter discovered on site during daily risk assessment will be removed by leader using gloves/litter pickers. Any larger or contaminated items will be cordoned off and reported to local Council.

As long as litter disposal policy is adhered to the presence of a Forest School on site should not attract vermin.

Lone Working

During sessions leaders will not work alone.

Out of session leaders may work alone, but will ensure they have a fully-charged mobile phone, with credit and a signal and be aware of the address or OS grid reference for site. They will pass this information onto a designated person, letting them know where they will be and an estimated time of return, phoning in upon leaving the site or should they be delayed.

When lone working on a site that is not part of a setting (i.e. school or visitor centre) leaders should also carry a whistle, an emergency pack including a first aid kit and thermal blanket and should be equipped with any PPE they may require (i.e. life jacket, sun cream, hat etc).

Tool Use Policy

Tools

Maintenance Procedures and Guidance

Tools to be maintained in a safe condition and where necessary inspected to ensure this remains the case.

- Leader to check tools before each session for any damage.
- Leader to be notified of any damage to tools during session.
- Damaged tools to be removed from use until repaired by a trained person in accordance with manufacturers recommendations.

Storage Procedures and Guidance

When not in use, tools to be stored in a lockable container, where the key or combination holder is the Forest School leader/s. Whenever the toolbox is opened or closed, the leader will vocalise the process. Tools only to be stored clean and dry, with any relevant safety guards/covers in place.

Transportation Procedures and Guidance

Tools always to be transported to and from the site within the locked storage container. If in a vehicle, the box must be secured in a safe place away from passengers. All tools movement on site will be conducted in accordance with H&S policy and follow the relevant methods given in the tools talk.

Use- procedures

All tool use will be preceded by a tools talk delivered by the Forest School Leader/s to ensure that participants have received adequate information, instruction and training. Tools will be suitable for the purpose of the activity. Tools will be used maintaining a 1:1 ratio. Tools only to be used when suitable PPE is available.

Tools checks – procedure

Forest School leaders are responsible for checking tools before every session. Wearing gloves the leader will check the handle, blade and cutting edge are firmly attached and free from damage and that any safety guards/covers are in place and suitable for their purpose.

PPE

Maintenance of equipment and storage procedure

All PPE will be correctly looked after and properly stored in dry, clean containers suitable for the size of the PPE. Any PPE that becomes wet or dirty will be cleaned and dried before use.

All PPE will be checked before use for defects or damage that may affect its effectiveness. Known incidences that may sustain damage to PPE should be reported to leader and equipment withdrawn from use if necessary. Basic maintenance may be carried out by leaders and participants, but complex repairs must be carried out by a specialist.

Conservation Procedures and Guidance

Forest Schools are primarily based in open spaces and wild places and a key element of the programme is to use these spaces to help children develop their confidence, increase their self-esteem, build social skills and adopt positive behaviours. The continuous nature and development of practical skills, tasks and activities on a site is part of the programme and we acknowledge that Forest School has an impact on the site that is used.

It is our policy to minimise the impact Forest School has on a site through the following methods:

- An Environmental impact assessment will be carried out and the control measures carried out by leaders.
- The management plan and survey results for the site will be consulted before a programme commences and alternative plans made if necessary.
- The leave no trace approach will be adopted.
 - Any remnants from fire will either be removed from site or hidden from obvious view.
 - At the end of the programme shelters, dens etc will be taken apart and made into habitat piles.
 - No non-natural material will be left on site (including rope and string).
 - Where site sustains heavy use, materials will be imported onto site if necessary to supplement requirements for fire lighting, shelter building.

Adverse Weather Conditions Policy

Our diverse weather!

The wonderful thing about nature is that it is always changing, and the weather is often a very clear example of this! The aim of these sessions is to introduce children to as much of what nature has to offer as possible, including the range of weather that makes nature work so well! This being said, however, sometimes the weather can be pretty powerful, and on some occasions it may not be safe or practical for a planned session to go ahead, but wherever possible, weather will be a feature of the sessions rather than a barrier to them.

Shelter: All of our Forest School Sites have waterproof parachutes above our fire circle and refuge can be sought here during periods of prolonged or heavy rain.

Clothing: Children will need to be adequately protected against the different weather conditions in order to fully participate and enjoy the sessions. Wherever possible, children should arrive with suitable clothing, such as sun hats, waterproofs, or gloves and scarves as appropriate. Please see the clothes list for full clothing recommendations.

Weather dependent activities: Some activities that are due to take place may be dependent on the weather – Climbing trees, for instance, may not be safe in the rain! Similarly, the use of tools may be limited through the winter if it becomes so cold that hands become numb and coordination is affected. A contingency plan will be made for such activities to ensure that the session still goes ahead and children can get involved in a task.

Cancellation decision: We anticipate that in most circumstances, ourselves and school staff and will agree on whether a session has to be cancelled due to adverse weather, but ultimately, the decision lies in the hands of the Forest School leader. Safety, of course, will be the main consideration. Please see the Cancellation Policy for more information.

Extreme weather: It is unlikely that sessions will take place in stormy conditions. As most sessions last around 2 hours, very cold temperatures may mean a session has to be shortened or cancelled to avoid illness and discomfort. Heavy rain or strong winds may also cause cancellation, as will heavy snowfall.

Cancellation Policy

The fantastic thing about Forest School is that it can happen, within reason, anywhere and in pretty much all weathers. There may be however, occasions where the session may have to be cancelled.

Booking Confirmation: Dates and times of your Forest School sessions should be arranged and confirmed with the Forest School Leader before your programme of sessions starts.

Weather conditions: We aim to implement outdoor sessions throughout the seasons and the sometimes unpredictable weather conditions that accompany them! However, there are some occasions where it may not be safe or practical to go ahead with a planned session due to extreme weather. We will notify all parties concerned if the weather is due to be so severe that the session will have to be cancelled. Unfortunately, this may occasionally be on the morning of the session, but we will endeavour to give as much warning as possible.

Illness/ Extenuating circumstances: Should your Forest School Leader be unwell or unable to deliver the session, your session may be delivered by another qualified Forest School Leader. Should we have to cancel a session due to illness or extenuating circumstances, we will endeavour to give as much notice as possible.

If, for whatever reason, we have to cancel the session, we will endeavour to give as much notice as possible and will do our best to re-arrange the session.

Equal Opportunities

Volunteer Procedures and Guidance

Volunteers will not be left unsupervised at any time with the client group prior to securing references and DBS check. In line with school policy, leaders will request information about previous work and will request and follow up at least two references before volunteer can work independently with the group. This information will be handed to the client for their consent before any final dealings.

Before joining the group, volunteers must read and sign the Code of Practice for staff and volunteers working with children and vulnerable adults. Leaders are also responsible for ensuring volunteers are aware of any policies, procedures and risk assessments which relate to their involvement.

Harassment/Bullying Procedures and Guidance (See also LWT Policies)

For children and young people participating

It is the Forest School policy to create an environment, which is free from discrimination and is welcoming and values and affirms the positive contribution of all. Leaders will not condone or tolerate any incident of harassment or bullying. Within the groups of participants, leaders operate a “three-strike” system where unacceptable behaviour could ultimately lead to exclusion or dismissal if two warnings are given but not heeded.

Leaders to address the “three-strike” system at the initial sessions and discuss with group how the system works and designate a “time out” area, where those who receive a warning go to calm down and equip themselves to return to the group. All other children are not to go near anyone who is taking time out, though, if appropriate, the leader or adults may go and talk to them about their behaviour. Where time out takes place is dependent on the site and is at the leader’s discretion, but it must be an area within the boundaries that is visible to the leader, but away from direct group activity.

Leaders view bullying and harassment as extremely serious and will resolve matters through formal procedures if informal mechanisms fail. If bullying and harassment is taking place within the group, by group members or other adults and the leader is not able to diffuse the situation informally, the situation must be passed on to the head of the setting/parents for follow up.

If the bullying and harassment complaint is made about the Forest School Leaders, the complaint must be passed on to Michael Earnshaw, for review and leader evaluation.

For adults and leaders

With regards to adults, leaders and volunteers, the following discipline and grievance policy applies. Appropriate behaviours are detailed in the code of practise for staff and volunteers working with children and vulnerable adults.

If concerns or complaints arise from any source, the leader will deal with them promptly and fairly. In the event that the Forest School leader deems a disciplinary action necessary the following actions will be taken. In the first instance the leader will speak to involved parties informally and agree a course of action to improve the situation. Should the action plan not be followed, a formal meeting will take place where the action plan is discussed further and agreements formally recorded in writing with an agreed timescale for application. In the event this involves a staff member from a participants setting, a suitable representative from the setting will be asked to attend, in addition to any representative the individual requests accompany them for formal discussions. If the offence is sufficiently serious or if there is a further misconduct or failure to apply actions agreed, a reduction in responsibilities (such as working with a group without direct supervision of a leader) or a termination of volunteering opportunity may be decided. In the event that an accusation of gross misconduct is made, the accused may be asked by the leaders to remove themselves from the group immediately whilst the alleged offence is investigated.

If the a disciplinary measure is required for or the grievance is about a Forest School Leader/s, the complaint must be passed in writing on to Michael Earnshaw for review and leader evaluation.

All parties are expected to act “fairly and reasonably” throughout a disciplinary or grievance procedure. In this context, “fair and reasonable” is defined as swiftly and promptly dealt with; the procedure will be applied with consistency; thorough investigations are to be made; all individuals concerned will be made aware of the situation; individuals will be given the opportunity to put forward their case; individuals have the right to be accompanied to any formal meeting.

Examples of reasons to apply the procedure might include misconduct such as behaviours or use of language the leaders deem inappropriate in front of or directed towards the children. That which is deemed appropriate behaviour is laid out in the code of practise for staff and volunteers working with children and vulnerable adults.

Should the leader not be able to reach a satisfactory conclusion, the complaint will be passed to Michael Earnshaw.

Inclusion Statement

Learning occurs naturally and is most effective when children have the freedom to 'be', without some of the limiting social expectations that children encounter, such as stereotypical views. Children can get a fresh start from outdoor lessons, and learn to learn without restriction. In order for this potential to be realized however, it is important that the adults that support these sessions reinforce this ethos.

The Lancashire Wildlife Trust actively promotes the inclusion of all children and adults into Forest School sessions, and will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of race, gender, ability, religion, sexual orientation or age. Forest School sessions are underpinned by a set of Equal Opportunities Values, which are intended to ensure that children can fulfil their learning needs and reach their potential.

Equal opportunities values:

- Every child will be valued, enjoyed and celebrated
- Inclusion will be a thread that runs through all Forest School activities
- Forest School sessions will create a secure, accepting and inclusive environment, in which children can flourish
- Stereotyping will be actively discouraged to ensure that children feel free to explore and play as they choose, without being restricted by the boundaries that stereotyping creates
- Discrimination and exclusion will always be challenged

A vast majority of the activities and experiences on offer can be adapted to suit the different needs of children, and in order to do this effectively, it is sometimes necessary to work in partnership with the school and families to decide on how best to meet individual children's needs. To ensure the full involvement of your child in the session, we will seek to employ extra staff to fully support your child, and will also limit the group size.

Confidentiality

- Information about participants and staff will be handled and stored in line with the Data Protection Act 2018
- This information will not be shared or discussed with anybody who does not have the right or the need to access it
- Confidential information will be kept in a file marked 'Confidential' in the essential equipment rucksack, which only the forest School Leader or other Lancashire Wildlife staff should access
- Confidential information will be kept for 3 years since the last date that child attended.