

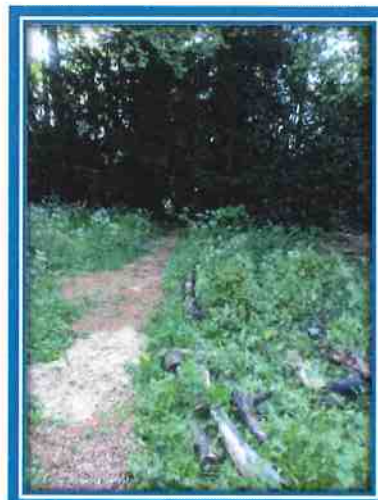
**THE GOOD SHEPHERD
CATHOLIC PRIMARY
SCHOOL**



**FOREST SCHOOL HAND
BOOK**

2020-2021

FOREST SCHOOL LEADER
NICOLLE BONNER FSL₃



Forest School Ethos

Forest School is not a topic or a subject, it is not an area of the curriculum but a way of learning that has no set outcome, no 'I can'. It is led by the child, in the direction that each individual child wishes to take; based on their own experiences, interests, skills, equipment and imagination, it is unlimited. That is not to say forest school is not planned and has no rules. But that the planning is tailored to the specific children involved in any session. Underlying the planning and rules in place is a simple premise;

**"Look after yourself.
Look after each other.
Look after nature."**

Forest School offers an opportunity to learn in a different environment where everyone is equal and free to lead themselves in any direction they wish; through either the natural resources available to them or the tools and their subsequent skills will allow. Their play is open ended and self-evaluated, there is no pass or fail, no right or wrong way to approach their own objectives.

"Forest School is an inspirational process that offers ALL learners regular opportunities to achieve, develop confidence and self-esteem, through hands-on learning experiences in a woodland or natural environment with trees."

Forest School has 6 key Principles.

- 1. Forest School is a long- term process with frequent and regular sessions rather than a one-off visit. Planning, adaption, observations and reviewing are integral elements of Forest School.***
- 2. Forest School takes place in a woodland or natural wooded environment to support the development of a relationship between the learner and the natural world.***
- 3. Forest School aims to promote the holistic development of all those involved, fostering resilient, confident, independent and creative learners***

INTRODUCTION

- 4. Forest School offers learners the opportunity to take supported risks appropriate to the environment and to themselves.**
- 5. Forest School is run by qualified Forest School Practitioners who continuously maintain and develop their professional practice.**
- 6. Forest School uses a range of learner-centred processes to create a community for development and learning.**

<http://www.forestschoollassociation.org/>



Forest School aims to offer an opportunity to learn in a different environment where everyone is equal

Forest School aims to develop and deepen a child's:

- ❖ Confidence and self-esteem;
- ❖ Communication and social skills;
- ❖ Physical skills;
- ❖ Understanding and awareness of the natural environment;
- ❖ Participation and self motivation, creating a positive attitude to learning;
- ❖ The ability to recognise and manage risk;
- ❖ Healthier lifestyles.
- ❖ Knowledge of flora and fauna.

(FSL)Forest School Leader -Nicolle Bonner

Roles and responsibilities:

- ❖ To communicate the aims and objectives of forest school clearly to children, parents, the wider school staff and senior management.
- ❖ To meet with senior management regularly, keeping them informed of the progress of the site, team and children.
- ❖ To develop a forest school team including a FSA1 and FSA2 offering training and support and model best practice
- ❖ To ensure all adults have read and understood the handbook.
- ❖ To ensure that all adults participating understand their role in promoting forest school ethos.
- ❖ To plan and lead all Forest School sessions.
- ❖ To liaise with all stake holders (Class teacher/Senco/ parent) to ensure that planned activities and resources are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum enabling all children to succeed.
- ❖ To scaffold a child's learning.
- ❖ To take responsibility for developing and maintaining a calm, organised and inclusive atmosphere ensuring expectations of behaviour of children and adults are high.
- ❖ To produce a Staff risk assessments Manual considering the site, equipment, activities tools and cooking and constantly update this.
- ❖ To ensure all Forest School policies are regularly reviewed.
- ❖ To carry out daily risk assessments and make alternative plans based on this e.g. weather
- ❖ To have an up to date First Aid qualification.
- ❖ To ensure that medication (e.g. epipens/inhalers) and appropriate First Aid is available at every session.
- ❖ To safeguard children.
- ❖ To safe guard all members of staff.
- ❖ To ensure that all participants children and adults are adequately dressed for the weather.
- ❖ To ensure all children attending forest school for at least 6 sessions.

Forest School Assistant 1 -FSA1- Jo Clarke HLTA (First aid trained)

Forest School Assistant 2-FSA2-Katy Miller Teacher (First Aid trained)

Roles and responsibilities

- To read and understand the Handbook (Signature required)
- To familiarize themselves with the planning for the session and the outcomes intended
- To ensure the health and safety of all participants at all times
- To take an active role in the sessions and to model appropriate skills and behaviour at all times
- To safeguard the children and members of staff adhering to the safe guarding policy and communicate clearly with FSL or DSL
- To know the location of the First Aid kit and be familiar with their role in both minor and major accidents
- To be an active listener and communicator
- To let the children lead and scaffold where needed
- To understand the importance of giving children the time and space they need to become confident in a new environment.
- To observe
- To join in with children's play
- To bring and wear suitable clothing

Volunteers

- To read and understand the Handbook (Signature required)
- To ensure the health and safety of all participants at all times
- To take an active role in the sessions and to model appropriate skills and behaviour at all times
- To be positive and enthusiastic
- To give children the time and space they need to become confident in a new environment, listen and observe
- To observe and join in if invited
- To bring and wear suitable clothing

In addition to specific resources needed to run each activity the forest school leader will have a ruck sack with essential equipment as well as a first aid kit.

Leaders Rucksack

- ✓ Spare clothes.
- ✓ Children's spare clothes (These will be carried in small rucksacks by the children) Weather appropriate.
- ✓ Hand warmers
- ✓ Waste bags
- ✓ Wet wipes
- ✓ Whistle
- ✓ Water bottle
- ✓ PPE gloves
- ✓ Waterproofs
- ✓ Warm gloves
- ✓ Hat woolly/sun dependent on weather
- ✓ First aid kit including antihistamine.
- ✓ Handbook
- ✓ Medical forms for staff and children
- ✓ School mobile phone and Grid references
- ✓ Inhalers/epi pens for specific children

First Aid Kit

- ✓ Cleansing wipes
- ✓ Disposable gloves
- ✓ Plasters
- ✓ Non- medicated dressings (Sterile)
- ✓ Sterile bandages
- ✓ Instant ice packs
- ✓ Burn kit (If lighting fires)
- ✓ Triangular bandage
- ✓ Sterile Water

Activity Equipment

E.g.

- ✓ Bug pots
- ✓ Sheets/Tarpaulin
- ✓ Pegs
- ✓ Scissors

Tools In a locked box taken to site when in planned use.

- Potato peelers x6
- PPE Gloves for children x 10
- Secateurs x 2
- Loppers x2
- Bow saw x2
- Knives with covers x 2

All participants in forest school are required to wear appropriate clothing that will offer protection from; the weather hot or cold, cuts and scrapes, insect bites or stings. All clothing should fit the wearer properly.

Children and adults are required to wear long sleeved tops and long trousers regardless of the season. This is particularly important in the summer to protect from tick bites, sun burn, stinging nettles and thorns. All footwear must be closed egg, wellington boots or walking boots.

Clothing will get muddy so old home clothes are required.

Any child inappropriately dressed will not be able to attend a forest school session.

Waterproof Layer

All participants are required to have waterproof trousers and jacket. (Not all in ones as these can make toileting difficult)

Winter Clothing

The general rule is to wear lots of layers which keep in the heat and can be removed if needed.

Thermal underwear Vest

Long sleeved t-shirt/shirt Jumper/fleece

Long trousers

Warm hat Gloves NB not mittens

Wellies with warm socks or hard shoes

Summer Clothing

Sun hat

Sun cream applied before session

Lightweight long sleeved top

Lightweight long trousers

Wellies or hard shoes

**Forest School Parental Permission Form**

Childs Name		
Date of Birth		
Contact name and relationship to child		Contact number
Contact name and relationship to child		Contact number
Doctor	Name Address	Phone number

I agree that my child can take part in forest school sessions YES/NO

Medical Information**Has your child had any of the following?**

Illness	Comment	Medication needed, please specify
Asthma/Bronchitis		
Sight/hearing difficulties		
Heart condition		
Diabetes		
Epilepsy		
Allergies: e.g. nuts, pollen, materials		
Other, please specify		

As an additional precaution, we need to ask for more detail about allergies and insect stings:

My child has been stung by a wasp/bee? YES/NO

My child has been stung by a wasp/bee and made a normal recovery? YES/NO

My child has been stung by a wasp/bee and had an allergic reaction? YES/NO (If Yes please elaborate below)

In the event of a minor accident, I agree for first aid to be administered by a qualified First Aider YES/NO

My child has been given an antihistamine before YES/NO

I give permission for an antihistamine to be administered YES/NO

In case of a major accident I understand that my child may be transported to hospital

Signed _____

Date _____

STAFF MEDICAL INFORMATION

Name	Date of Birth
Address	
Telephone number	
Emergency Contact/Next of Kin Name	
Telephone Number	
Relationship to yourself	
Please detail below any known medical conditions	
Medication	
Any other relevant needs	
I understand that in the event of a minor accident I will be treated by a qualified first aider I understand that in the event of a major accident I may be transported to hospital	
Signed _____	Date _____ -

VOLUNTEER MEDICAL INFORMATION

Name	OFFICE USE ONLY
Date of Birth	DBS _____
Address	List 99 _____
	Signed _____
Telephone number	Date _____
Emergency Contact/Next of Kin Name	
Telephone Number	
Relationship to yourself	
Please detail below any known medical conditions	
Medication	
Any other relevant needs	
I understand that in the event of a minor accident I will be treated by a qualified first aider I understand that in the event of a major accident I may be transported to hospital Signed _____ Date _____	

MINOR ACCIDENTS

In case of a minor accident/incident requiring basic first aid.

1. Alert the first aider. FSL-Nicolle Bonner
FSA 1-Jo Clarke
FSA2-
2. First aider to assess the casualty
3. Treat as required
4. Record the incident in the accident book
5. Inform the parent

All accidents are recorded, FSL to review these and ensure risk assessments are current by time of next visit.

In case of a major accident/incident

FSL Nicolle Bonner

FSA1 Jo Clarke

FSA2

1. Alert FSL-Nicolle Bonner First aider.
2. FSL to assess the situation and begin first aid whilst clearly communicating with FSA1 and FSA2
3. FSA2 will ensure that all the other children within the group are gathered together and taken care of.
FSA2 may decide to return to school.
4. FSL will remain with the casualty and administer first aid.
5. FSA1 will phone 999
6. FSA1 will leave the phone with FSL who will take on board the advice given and continue first aid.
7. FSA1 will wait for the ambulance and lead the paramedic to the casualty.
8. FSL will pass on all relevant information and medical forms to the paramedic.
9. FSA1 will accompany casualty to hospital.
10. FSL will inform the school office, where the school policy will be followed in order to inform parents.
11. FSL will then return to the group and decide whether to continue the session (if children are still on site)
12. FSL will record the incident/accident including statements from FSA1 and FSA2
13. FSL will review the risk assessment and make any necessary changes to either the setting or procedure.
14. FSL will inform the Head teacher Mrs. Robinson and a RIDDOR form will be completed.
15. Mrs. Robinson may inform Ofsted.

Emergency contact numbers

Ambulance/Fire 999

School Office 01604 714 399

DFE number 9283355

URN 142 742

School post code NN2 7BH

Ambulance access Kingsland Gardens.

The perimeter fencing is secure, the entrance gate to The Good Shepherd is locked at 9.10 and has coded access only.

The forest school site is within the school ground and separately fenced.

Child to adult Ratio's will always be adhered to, any child requiring 1:1 support will be provided with a suitable adult.

Children are made aware of the boundaries every session.

Children are taught that a whistle being blown means they are to stop what they are doing and return immediately to base camp. (This has been practiced regularly)

IF a child is noticed not to be with the group.

Missing Child procedure

- A whistle will be blown and all children will be gathered at Base Camp.
- The Missing child will be identified.
- FSA 1 will remain with the group and run a suitable activity.
- FSL will search Forest School Site 1 (lake area first) using the child's name.
- FSA2 Will search Forest School 2 Site using the child's name.
- Once all areas are searched the time will be logged by FSL
- FSL will dial 999, using mobile phone and alert police.
- FSA2 inform school, using mobile phone, of missing child.
- School Office and then contact the parents to alert them of the situation.
- 2 members of the wider school staff will walk to forest school and support FSA1 to return to school.
- FSL will give all the information about the child to Police, What they were wearing and medical information.
- FSL will continue to search.

IF THE CHILD IS FOUND FSL WILL CALL OFF THE POLICE

- FSA2 will wait at the main school gate for the arrival of the police.
- FSA2 will bring the police to FSL
- FSL Will record details of the situation including last sighting and area and time.

WHEN CHILD FOUND

- FSL remains with police and completes witness statements and any forms.
- FSL will complete the school 'major incident record' and adhere to school policy.
- FSL will inform head teacher who may inform Ofsted.
- FSL will look at the risk assessment and make any changes that are necessary.

The Fire Circle

The camp fire area is clearly designated. The fire pit area has been selected as there are no low lying branches and the soil is clay based. The area is level and free of trip hazards. The pit has been set up correctly using engineering bricks to raise the fire bowl and it is securely in place. The logs are placed using the correct measurement (see diagram) and are pinned to prevent rolling.

The first aid base and wood store have been chosen considering the wind direction and strength.

Safety Zone

This area is a no go area for children it is designated by smaller logs (A). This area must be 1 metre from the fire pit.

Outer ring

This zone is an area for children's feet or an area for kneeling when cooking. (B) This area must be 1.5 metres from the safety zone. Children may only enter this area when invited by an adult, only 1 child at a time.

Seating.

This area is designated by larger logs (care has been taken to ensure children can safely step over them) and are pinned to prevent rolling

Safety Equipment (Ensure this equipment is placed outside the circle and not in the path of a prevailing wind #)

- Bucket
- 5L container of clean water.
- A burns kit
- Cooking sticks must be at least 1 metre long and have been cut green and stored in water.

In case of Emergency

1. **A child is burnt** Using the burn kit the child will receive immediate first aid by FSA1. FSL will extinguish the fire. FSA1 will decide whether the child needs hospital treatment FSA2 will phone the school and procedures followed. Office will inform parents if necessary. FSL will decide whether to end the session.
2. **The fire is out of control** Children will be evacuated sensibly and calmly. FSL will phone 999 and follow instructions. FSA1 will inform the school office and with FSA2 return the children to school or the fire safety areas. (School car park facing away from the fire) FSL will meet fire services.

Any accidents or incidents will be recorded and headteacher informed. Risk assessments will be checked and changed if necessary.

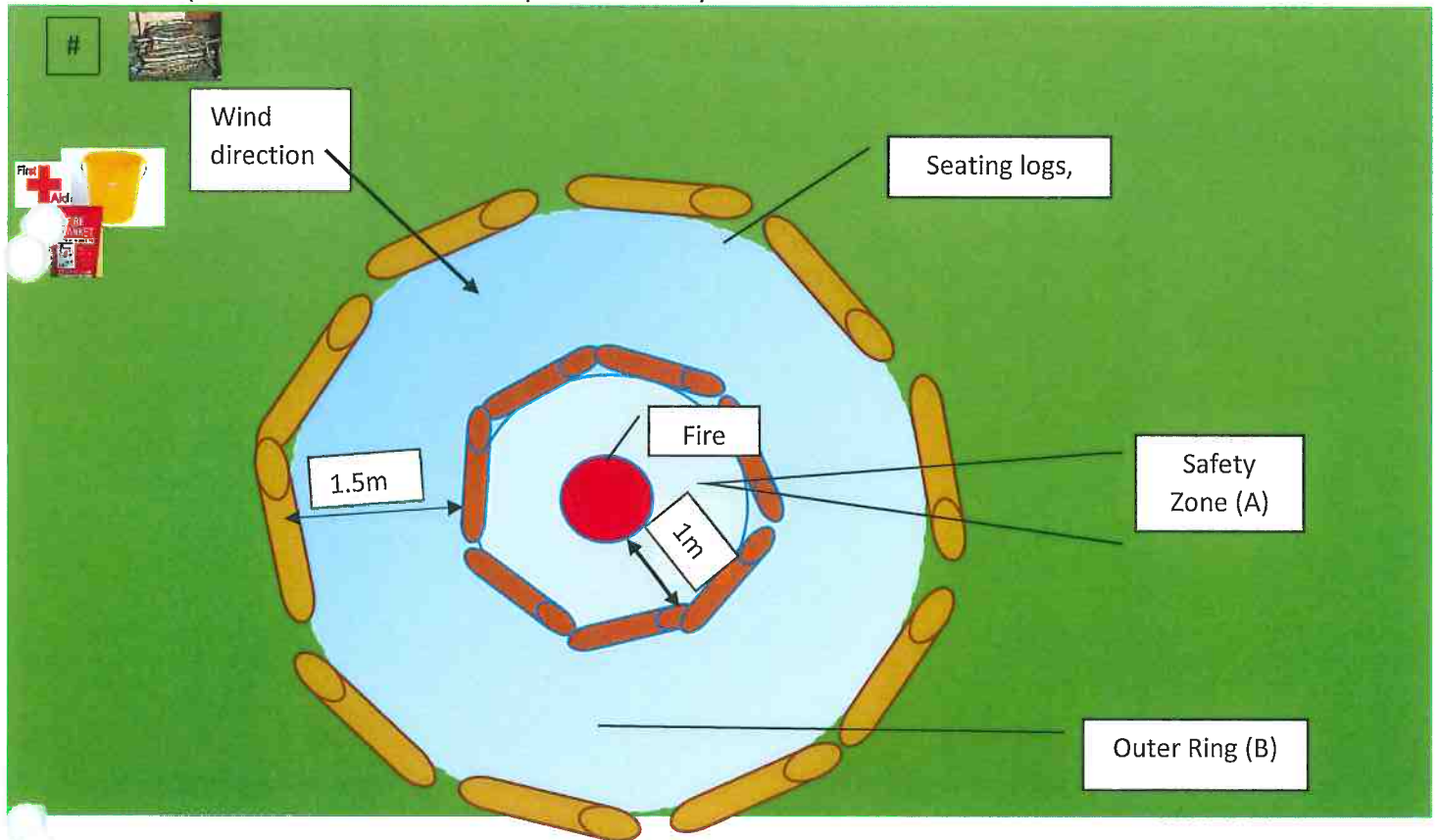
No fire will be lit unless all children are present, gathered and behaving according to the rules.

An adult will remain within the inner circle and watch the fire whilst it is lit.

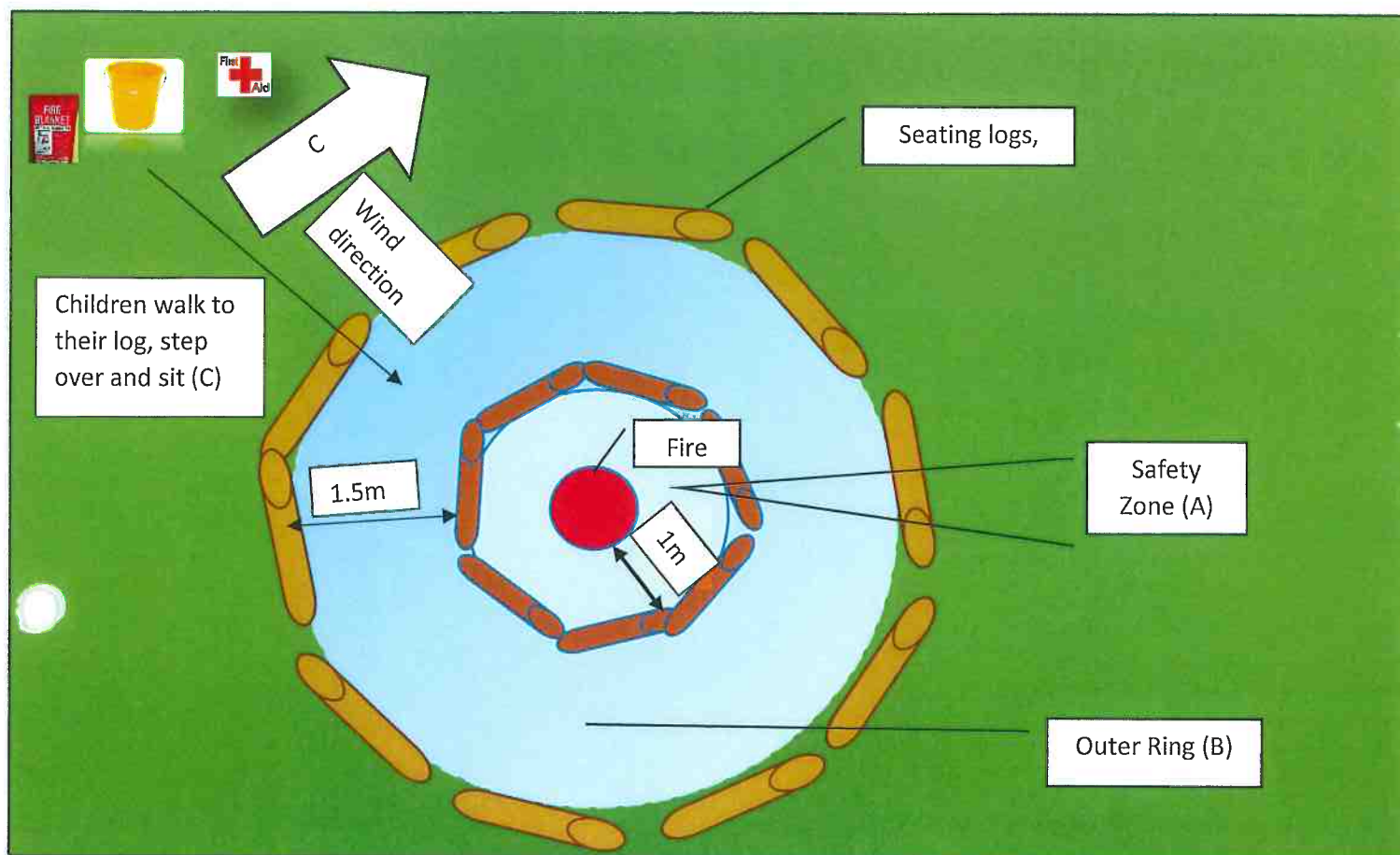
The fire will always be fully extinguished before leaving the site.

Risk Assessment.

Pre-planned use of a fire circle is part of the daily risk assessment.



FIRE CIRCLE PROCEDURE



- Only FSL is allowed within the Safety Zone (A). When lighting, feeding or extinguishing the fire.
- Children will be taught sit around the circle by, stepping over the log and siting on the log, so that only their feet are within the outer ring.
- Children will be taught how to change seats by walking around the outside of the outer ring logs. (C)
- Once children are seated around the campfire they must remain seated unless directed by an adult to move.
- Children are not permitted to walk within the outer ring (B) unless specifically asked to do so. (when cooking they may be asked to kneel within this area). Children will be invited in 1 at a time.
- If there is a clear wind direction children will not be seated within the path of the smoke.
- Water and burns kit will be placed outside the outer ring after taking note of the wind direction.

Lighting the fire

FSL to construct a fire.

- Flint lighter
- Cotton wool
- Newspaper
- Straw
- Smaller pencil size sticks
- Graduating sized sticks to make a small tepee.

FSL to light the fire using flint and cotton wool, placed at half past and o'clock in the base of the fire.

Watch and wait for embers, FSL to feed the fire if needed.

Children have to be invited with 1:1 supervision to enter the safety zone and follow procedure for march mallow toasting etc.

Extinguishing the fire

- FSL to enter the safety zone and pour water around the edges of the pit. (Usually when pit is half full of water the fire is out)
- Ensure all smoke and steam has ceased.
- FSL to ensure that the fire is completely out.
- When completely cool all large parts of logs must be separate.
- All ash to be placed in the ash pile, this can be done later when completely cooled.

Safeguarding is our priority, if any person involved in forest school has any concerns please contact one of our DSL, Mrs Carmel Dodds (Head Teacher), Mrs Jackie Robinson (Deputy Head teacher) or Mrs Una Auburn (Family Support Worker) on 01604 714399. Alternatively, call the MASH team on 0300 126 1000.

- Forest School is within the Good Shepherd site, general public do not have access to the site. Gates are locked and coded.
- FSL to ensure all staff have received recent and relative Safeguarding training (Sept 18)
- FSL to ensure all staff have read part 1 of *Keeping Children Safe in Education* and signed.
- FSL to ensure that the school Safeguarding Children Policy is followed when engaged in forest school.
- FSL to request relevant checks to be made on staff and volunteers either DBS or list 99
- FSL to ensure all children have a safe environment in which to learn and develop when at Forest School.
- FSL will ensure all relevant data on individual children is stored within the schools network.
- FSL will ensure that Designated Safe guarding Lead (DSL) are informed of all child protection/safe guarding issues that arise on returning to school.
- FS team may take photographs to be used within the school including (If parents have signed to give permission for photograph use) the school website.
- An up to date photo opt out list will be regularly updated by Mrs. Nelson (Office manager) and be adhered to.
- School mobile phones are permitted for safety reasons but all volunteers will not be permitted to bring their own.



Mrs Carmel Dodds
Head Teacher
Designated Safeguarding Lead Officer



Mrs Jackie Robinson
Deputy Head teacher
Safeguarding Officer



Mrs Nicole Bonner
EYFS Lead
Safeguarding Officer



Mrs Una Auburn
Family Support Worker
Safeguarding Officer



Miss Amanda Green
SEND
Safeguarding Officer

Safeguarding is our priority, if you have any concerns please contact one of our Designated Safeguarding Officers.

Alternatively, call the MASH Team on 0300 126 1000 (opt 1 -> opt 3)

- Drinking water will be available during sessions. Children have their own named bottles.
- If Milk shake or Hot chocolate are to be provided they will be made within the school and stored appropriately in thermos flasks then transported to the forest by FS team.
- Any disposable cups will be disposed of in a rubbish sack and placed in bins on our return to school.
- Any snack being offered at forest school will be prepared at school and transported to the forest in an appropriate container. Any rubbish will be placed in rubbish sack and disposed of in school.
- All children will have access to hand wipes and will be asked to wash/wipe their hand before eating or drinking, they will all wash their hands on returning to school.

- Our forest school is an extensions of our school.
- Correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the school's manual handling policy
- The Forest School Leader is responsible for modelling safe manual handling to the children and assessing their age and ability whether it is safe and appropriate for them to move loads such as logs or rocks, due to the weight, size and shape, taking into consideration factors such as weather conditions.
- The Forest School Staff involved in running the forest school will all be aware of the rules on transporting sticks and both model and remind children of the rules.

Smaller sticks must be carried vertically with the base touching the ground



Heavier and or longer sticks must be dragged.



Children and adults must be aware of others when transplanting equipment or natural resources around the site.

Behaviour

Forest School is an extension of school both rewards systems and sanctions will apply when within the setting.

Any child who may need removal from the setting will have been identified in pre session group outline. Adults with team teach training will accompany forest school sessions where this may be a possibility.

- FSL and FSA1/FSA2 to check all children are wearing appropriate clothing and footwear for the weather. There will be spares within school.
- During FSL's daily site check any reasons for a deviation of route will have been noted and put into action.
- A register will be called to ensure all children are present, this register will be taken to forest school. Children will be counted and that number present logged.
- FSL will gather together all, inhalers or medication needed for the session are stored in the medication box and transported to the forest school site with the children.
- Children will be given a regular partner to walk with.
- FSL will lead and FSA1 will be at the end of the line. FSA2 will support/ hold doors etc.
- Once we have reached the willow classroom children will be seated and the register redone. Including head count.
- Children will be reminded of forest school rules.
- FSL will open and close the gate.

RETURNING FROM SITE

- FSL will gather the children within forest School at base camp.
- The register will to done and head count.
- Children will re-join their regular partner for the walk back to main building.
- FSL will lead FSA1 will be at the end of the line FSA2 will hold open the doors etc.
- On arrival the register will be redone and head count.
- Children's inhalers/medication will be returned to the medication box.
- Children will be asked to wash their hands.

Our forest school is an extensions of our school.

We endeavour to ensure that all opportunities that we provide at our site are available to everyone irrespective of faith, race, gender, ability, sexual orientation and age.

- Every adult and child will play a full role and contribute towards our shared ethos when engaged in forest school, by showing respect for themselves, respect for each other's and respect for nature.
- Discrimination in any form is unacceptable.
- Forest school will contribute towards the development of the whole child and raise self-esteem.
- Promoting a positive, can do attitude.

All School policies will be adhered to in the school building and forest school.

Before

1. Check the weather Forecast
2. Check the site, weather and staffing
3. Check equipment set out any resources play opportunities.
4. Check the medical kit and medical forms of children/staff attending session
5. Check phones are charged and working
6. Ensure staff ratio is appropriate
7. Check clothing of staff and children is appropriate
8. Complete register and head count fill in laminated sheet to be handed in at office.

On arrival

1. Gather in willow classroom
2. FSL head count
3. FSL to talk about rules of forest school. The Lake.
4. FSL to open gate and lead children in partners
5. Gather at base camp FSL to explain what they could choose to do today while FSA1 and FSA2 check site
6. Head count

During

1. Walk the boundaries and re iterate rules return to base camp
2. Play simple games ending with return to base camp (duck whistle)
3. Head count
4. Ask children to choose where they would like to begin pair at a time, children play, all forest school team support facilitate learning.
5. FLS to call emergency return to base camp whistle once during each session(practise)
6. Duck whistle return to base camp
7. Head count
8. Children to use wipes to clean hands. Snack (fruit) and water.
9. All rubbish to be place in black sack
10. Children play asked in pairs where they will start
11. FS team to support/facilitate play.
12. Duck whistle return to base camp.
13. Head count.
14. FSL one at a time Best thing they did, what they would want to do again.
15. FSA1 and FSA2 make sure site is clear of any rubbish.
16. Return to school in pairs
17. Head count

On return

1. Report any incidents
2. Clean equipment and put it away
3. Review the session WWW and EBI

STAFF AND VOLUNTEERS

Please **sign and date** below to confirm that you have read the **Forest School Handbook** including procedures and risk assessments.

[illegible]