

BEING Outdoors CIC Forest School

&

Outdoor Learning Handbook 2023



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BEING Outdoors CIC Forest School

Forest School Ethos



Forest School is a **long-term aspirational** programme for learners, young people and adults of all backgrounds and abilities delivered ideally in a woodland setting or any outdoor natural space. We facilitate experiences to promote physical, social and emotional wellbeing in a holistic way. Sessions build on learner-led achievable experiences which nurture a sense of community where the learner can connect with others, developing personal and social skills, nurturing collaboration, team building and the ability to undertake conflict resolution.

By observing changes in seasons, being present in nature and discovering its wonders, learners also develop a **connection with nature**, awareness of their role within the living world and of environmental issues.

We believe in the **power of hands-on and physical experiences** to support the personal development of learners and these will carefully be scaffolded and integrated into our programmes. Offering achievable challenges and taking positive risks such as shelter building, nature art, using tools safely, climbing, woodland crafts and campfire cooking can lead to:

- the development of practical skills – supporting gross and fine motor skills, improved physical health and improved motor abilities
- a better understanding of self – your own feelings and how to manage them, your strengths and challenges and improved self-discipline.
- more acceptance of others, kindness, care, forgiveness and respect.
- the development of a growth mindset – where learners can become more comfortable having a go at a new challenge or being brave.
- the opportunity to problem-solve during hands-on experiences, utilising skills taught within the classroom
- the development of more independent and self-confident learners who can guide their own learning
- the opportunity for all learning styles to be supported and developed
- the opportunity for all learners to succeed and develop their knowledge and skills
- the opportunity to enrich and further extend schools' cross-curricular topic-based approaches

Fundamentally we are passionate about nurturing happy, independent and self-confident learners as they make their way along their personal development journeys. Our moto is simple:



look after ourselves



look after the wood



look after each other



History of Forest School

Outdoor learning has long been part of Scandinavian education since the 1950s, with outdoor living a cultural way of life there. Here in the UK it was not until 1993 that Bridgewater College Nursery Nurses visited Denmark and on their return established their own first UK Forest School at the Nursery. In 1995 the college provided training in the form of a BTech in Forest School with particular support to early years practitioners.

Over the years Forest School provision has spread across the UK with more courses available to practitioners. In 2002 the 1st National Conference for FS practitioners was held which defined Forest School as: 'An inspirational process that offers children, young people and adults regular opportunities to achieve, develop confidence and self-esteem through hands-on learning experiences in a local woodland environment'.

Today FS continues to expand and is gaining an every increasing profile in the national media as the proven benefits of outdoor learning and FS become more widely accepted and reported. It is delivered in a range of ways in school, groups, at centres or independently in school grounds, woodland, parks or other green spaces with opportunities for families and adults to access FS in holidays as well as children within the school term.

History of Shield Tee Wood (BASECAMP)

Shield Tree Wood is located on the Aspenshaw side of Thornsett Fields Farm and named so because the wood of Aspen was traditionally used to make shields. Our wood has naturally formed itself into a perfect environment for learning and we would love to share it.

As well as all the benefits that come from Forest School and Outdoor learning, Shield Tree Wood offers a fun way of teaching Viking and local history to children and adults. The district of Derby was know as Northworthy until the Vikings renamed it Derby (Field of the Deer) in 874. A lot of our language, customs, culture and history derives from the Vikings.

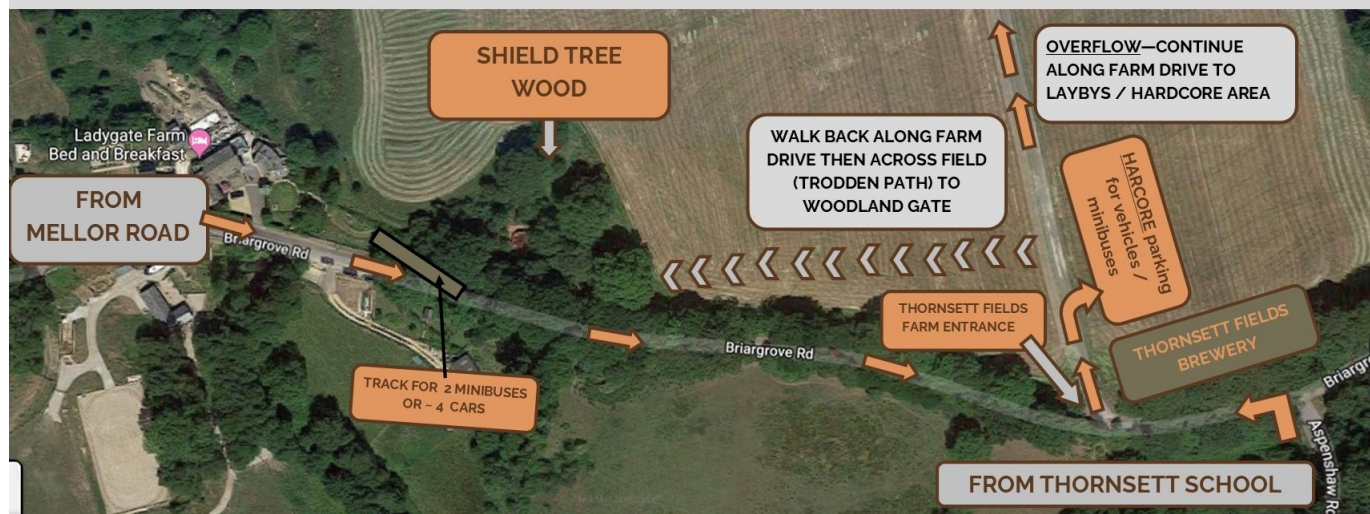
Viking folklore and crafts go hand in hand with the ethos of Forest School. We aim to tie in Viking crafts, mythology and history into some of our sessions. With so much Viking mythology coming from nature, we feel the Viking theme of our Forest School can open lots of opportunities for learning.



GPS: SK 00793 87811

Postcode: SK22 1AY

DIRECTIONS TO SHIELD TREE WOOD BEING OUTDOORS BASECAMP FOREST SCHOOL



Shield Tree Wood is a mature Woodland with mature trees, saplings and undergrowth. Steep mainly tree lined slopes run down from the perimeter into the main woodland. The woodland is situated on private farm land and is positioned on the farmland edge with grazing cattle and sheep in neighbouring fields surrounding most of the area. A lane runs alongside one edge of the wood.

The wood has 4 distinct areas at differing levels, all links by naturally trodden pathways. There are also some steep slopes between the areas in parts. During heavy rainfall or snow, a small stream runs off from the top fields down the left hand side of the woodland approximately 1/3 way down the gully. The water then flows into underground drains.

The main walk-in entrance is via a gated track from the main from the main road. There is also pedestrian access via the farm entrance and this is used for families who need to park at the farm entrance (see map for details).



Stakeholder	Communications Strategy
BEING Outdoors CIC Directors and Forest School Associates	<p>Incidents / accidents logged and discussed with BEING Outdoors CIC directors and Forest School associates to raise awareness of any issues and implications. For example:</p> <ul style="list-style-type: none"> • RA changes • accidents / incidents that we could learn from. • Safeguarding concerns <p>Staff at STW have access to walkie talkies for groups where staff are split to aid communication between staff when needed.</p>
School Business Manager / Classroom teacher	<p>Group lists with allergies / medical and additional needs are completed prior to each half term block booking / session showing a register of pupils / adults taken to the FS setting. School staff have the FS Leader contact number in case of emergencies and the FS session lead has the school office number stored on their phone.</p>
BEING Outdoors CIC associates / school support staff	<p>Prior to sessions starting:</p> <ul style="list-style-type: none"> • email and discuss handbook so staff are aware of policies and / or procedures, EAP and FS rules • familiarise staff with routines e.g. velcro circle, chime bells, speaking stick, animal calls to gather group, 'Ways of the Wood', visual timetables, reflections, food hygiene and handwashing. <p>Talk through each session beforehand discussing each adult's role including how to support the group / any targeted support. Chat at end of each session to feedback and agree how to follow up in next session. Complete the evaluation form together and share photos on our central whatsapp group where permissions are in place.</p>
Class teachers SENCO Headteacher MAT	<p>Conversations with teacher prior to session:</p> <ul style="list-style-type: none"> • raise awareness of any changes in needs of group • issues to be aware of regarding an individual's well-being and how best to support. <p>Feedback orally at end of each session:</p> <ul style="list-style-type: none"> • overview of group achievements / wellbeing development • any individual celebrations / incidents. <p>Email the evaluation to the teacher each week. Email any safeguarding / incident concerns to teacher /SENCO / headteacher / multiagency team where applicable. Longer term assessments of targeted pupils are also possible to provide evidence of learner progress.</p>
Parents / carers—school sessions	<p>All parents / carers receive the BEING Outdoors CIC Forest School leaflet and a letter of consent / online consent form for them to sign / complete prior to FS sessions commencing. The letter / online website also provides guidance on suitable clothing to wear for FS sessions. Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given. FS Leader will try to liaise with parents / carers after FS sessions / or pass on info to class teacher e.g. praising achievements, wow moments, wellbeing, highlighting any issues or areas for future support.</p>
Parents / carers—family / pre-school / woodland clubs	<p>All parents / carers receive the BEING Outdoors CIC leaflet and a letter of consent / online consent form for them to sign prior to the FS session. The letter / website also provides guidance on suitable clothing to wear for FS sessions. Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given. FS Leader will liaise with parents / carers after FS sessions e.g. praising achievements, wellbeing, highlighting any issues or areas for future support.</p>



BEING Outdoors CIC Policies

Bookings Policy

School sessions—bookings are secured following discussions between BEING Outdoors CIC and school staff. Pricings will be based on length and frequency of sessions, group size and staffing needs, and must be agreed prior to the commencement of school sessions.

Public sessions—places to some of our sessions are limited (to ensure appropriate staffing ratios) and are allocated on a first come first served basis. Booking is secured via online booking.

For our Forest School Woodland Camps, families sessions, parties and special events, booking forms and payments must be received before commencing the session.

Arrivals and departures

A signed up-to-date consent form / completed online booking form must be received before children, young people or adults participate in our sessions including allergies, additional support, FA and photo permissions. All session participants are registered on arrival by a member of staff.

Departures:

- Only the person(s) listed on the registration form will be allowed to collect that child or young person unless we are instructed otherwise by a responsible adult.
- Young people will only be allowed to make their own way home if permission is given on their consent form.
- Uncollected children will remain on site with a staff member, and parent/carer contacted.



BEING Outdoors CIC Policies



Normal Operating Procedure (NOP)

All sessions are run by a qualified Forest School Leader. Further trained staff, teachers/teaching assistants, volunteers and parent/carers may also be

present at sessions. These additional assistants may not have a formal Forest School qualification, but they will have received a briefing on the session, how to use basic equipment safely and how to support learners in the fire-circle and within the woodland setting. They will also be made

Kit for all sessions:

- First aid kit & FA records books
- Campfire burns kit / safety blanket / water bucket / fire gloves
- Mobile phone
- Shelter & survival blanket
- Spare clothes / sun cream (as appropriate)
- Water & Snacks
- Hand gel / handwash
- Spare clothes (gloves, hat, socks, top, bottoms, waterproof warm coat)
- BEING Outdoors Folder—RA (electronic), handbook (electronic), safeguarding forms & pen (STW Shed / HAPPY BAG)

Adult:child working ratios for Forest School sessions at STW / Schools:

- 1:2 for children aged under 2.
- 1:4 for children aged 2—3.
- 1:8 for children aged 4 - 8
- 1:8 for children aged 9-12.
- 1:10 for children aged 3—18.

N.B. Some learning opportunities may require lower ratios as agreed by the session leader.

Ratios may be higher when delivering Outdoor Learning sessions.



Confidentiality Policy

BEING Outdoors CIC Policies

All staff and volunteers will be made aware of the need to keep details (personal, medical or additional needs) of individual children or young people confidential and not discussed with people other than the parent/carer of that young person.

Discussion of participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers.

Discussions with participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers— unless the personal safety of a young person is in question. At this point the Safeguarding & Child protection policy will take priority (see Safeguarding & Child Protection Policy for further details).

For each session, all consent forms and medical forms information for individual children and young people for that session are either held in a folder by the Forest School leader on site or accessible online at our secure booking website. Consent forms, medical information and evaluation forms about all other children and learners are kept off site at the BEING Outdoors CIC office or securely by the FS lead for that programme.

When a hardcopy register is used, a photo of the hardcopy register is taken by the FS leader for that session / programme and sent to one of our Directors. The hardcopy is then burnt or shredded and the photo deleted from the FS Leader phone.

All personal details are stored in accordance with our Data Protection Policy.

Equal Opportunities Policy

BEING Outdoors CIC is committed to an inclusive ethos where everyone is equal and where difference and diversity are celebrated.

BEING Outdoors CIC directors, associates and volunteers at BEING Outdoors CIC are pro-active—adopting a reflective approach— to ensure that no person is discriminated against because of their gender, race, skin colour, national origin, religion, age, disability, attainment, background, marital status or sexual orientation.

At BEING Outdoor CIC all children are celebrated—our learner-centred approach supporting all to explore their own interests and achieve –building confidence and raising self-esteem.

Our reflective practise utilises the beginning and end of sessions to reflect on wellbeing and any incidents so that negative stereotypes can be challenged and positive respectful attitudes promoted. We are passionate that all learners feel they have a voice and are valued and respected within the sessions.

Illness and Infection Control Policy

Children must not attend BEING Outdoors CIC sessions if they have vomited or had diarrhoea in the last 24 hours. Children with an infectious disease or contagious illness e.g. chicken pox; measles, mumps, scarlet fever must not attend until the recommended incubation period has passed. Children with head lice must not attend until treated to safeguard the health of other children and staff.



Data Protection Policy

BEING Outdoors CIC Policies



BEING Outdoors CIC is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your involvement with BEING Outdoors. This notice explains how we comply with the law on data protection and what your rights are.

For the purposes of data protection we, Rachel Monteath, Graham Fletcher-Shaw and Marcella Lee-Gallon, Directors of BEING Outdoors CIC will be the controllers of any of your personal information. Contact details are set out in the "Get in touch" section at the end of this privacy notice.

PERSONAL INFORMATION WE MAY COLLECT FROM YOU

You may provide BEING Outdoors CIC with or we may obtain **personal information** about you, such as:

- Information that you provide via the website: at www.beingoutdoorscic.org the facebook page www.facebook.com/beingoutdoorscic or via our email address. This may include personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- Records of your interactions with BEING Outdoors CIC such as verbal and telephone conversations, emails and other correspondence and your instructions to us;
- Details of your use of and movements through our website, including, but not limited to, traffic data, location data, personal identification numbers, IP addresses, weblogs and other communication data, whether this is required for billing purposes or otherwise, and the resources that you access;
- Any other information you voluntarily submit, including quotes, photographs and videos.

We do not collect or process any "Special Categories of Personal Information".

WHEN WE COLLECT PERSONAL INFORMATION AND HOW WE USE IT

BEING Outdoors CIC collect personal information from you when you:

Visit the website - In common with most websites, BEING Outdoors CIC logs various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / timestamp. We may use this information to analyse trends, administer the site, track your movement around the site and gather broad demographic information. This is a legitimate interest, to allow us to develop a website that our clients will find useful.

Interact with our site and social platforms - you may voluntarily share information about yourself on our posts and blogs, and other services to which you are able to post information and materials (including the BEING Outdoors CIC social media platforms). Please note that any information you post or disclose through these services will become public information, and may be available to other site visitors, social media platform users and to the general public. We urge you to be very careful when deciding to disclose any information about yourself or your family via the social sharing features of our platform.



Data Protection Policy cont'd

BEING Outdoors CIC Policies



WHO WE SHARE DATA WITH

We may share your personal data with the following parties:

- Any party approved by you
- Our social media followers: where you have voluntarily submitted your information to us, our social media platform or our site;
Our grant / funding providers: for example HAF programme funders to monitor who attends and eligibility for our holiday clubs, local, regional and national grant provider
- **Our service providers:** for example, forest school assessment website providers, email marketing specialists, payment processors, data analysis, and IT services;
- **Our supply chain partners and sub-contractors:** such as couriers, import/export agents, shippers;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives;
Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

LINKING WITH THIRD PARTY SITES

If you are linked to this Site from a third-party site, we are not responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third party site and contact its owner operator if you have any concerns or questions.

The inclusion of a link on our services does not imply our endorsement of the linked site or service.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, amongst other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

HOW LONG WE KEEP YOUR DATA FOR

We will retain your Personal Information for as long as **you're happy for us to use it**. You can ask us to remove personal data from our website or social channels at any time by using the contact details below.

HOW WE KEEP YOUR DATA SECURE

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.



Data Protection Policy cont'd

BEING Outdoors CIC Policies



YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Under the General Data Protection Regulation (GDPR) 2018, you have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the [Information Commissioner's website](#).

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Get in touch" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, our social media channels. The date of the latest version will be included on the Policy introduction.

GET IN TOUCH

Questions, comments and requests regarding this privacy policy are welcomed and should be sent to us, at: beingoutdoorscic@gmail.com.



Health & Safety Policy

BEING Outdoors CIC Policies

Parent / carer consent forms

All forest school participants, parents/carers, staff and volunteers will be registered on arrival. Adults are made aware of the system for arrivals and departures.

Parents/carers are asked to provide any medical needs (including allergies to plasters) dietary, specialised treatments or additional needs required for themselves or their children. Permission to store the information (following GDPR policy) and join our mailing list is also given and register / consent forms kept electronically on the BEING Outdoor CIC tablet or via our online booking system (bookwhen.com) or hardcopies if not electronically accessible.

Parents/ careers are asked to give written permission for emergency medical advice or treatment when necessary by First Aid trained staff and for the application of insect repellent spray. (Avon So-soft spray).

BEING Outdoors CIC “Ways of the Woods” safety guidance

At the beginning of each session, we will inform children, parent/carers, school staff and volunteers how to stay safe by going through our BEING Outdoors CIC Forest School “Ways of the Woods” rules. The aim is to minimise the hazards and risks and to enable learners to take appropriate positive risks, stay safe and have fun.

Health, safety and personal hygiene are an integral part of all the learning opportunities at our sessions. Routines we follow including basic hygiene of hand washing with soap and flowing water, use of hand gels where necessary prior to drinks and snacks, covering mouths when sneezing/coughing, using paper towels, disposing of tissues in the bin.

First Aid provision

A first aid kit is kept for the treatment of minor injuries by qualified staff. At least one member of staff present will have current paediatric forest school first aid training. The first aid qualification includes first aid training for infants and young children and is specifically for outdoor First Aid in a nature setting. Our first aid kits: complies with the Health and Safety (First Aid) Regulations 2013; are regularly checked by our Directors and re-stocked as necessary.

A record of all incidents is kept on site in our Incidents Duplicate Book. A mobile telephone will be carried at all times by BEING Outdoors CIC directors and FS associates. A copy of the incident is given to the parent / carer at the end of the session. Any specific injury or incident requiring hospital treatment to a child, parent/carers, volunteer or visitor will be reported to the local office of the Health and Safety Executive.



BEING Outdoors CIC Policies

Health & Safety Policy cont'd

Disposal of waste

Staff are aware of the first aid procedures for HIV and AIDS, including the disposal of sanitary waste and uphold hygiene regulations accordingly. Protective equipment will be used by staff when dealing with spills of bodily fluids and during the removal of toilet waste.

We have bins for recycling and general waste. We also collect compostable food on site in a designated green box which is emptied at the end of each day.

-

Enhanced DBS checks

Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children. This might include helping them with toileting or recording a disclosure.

Equipment / materials

Large equipment is installed with care and checked regularly. The site and installed equipment is checked daily for hazards (see Daily Site Risk Assessment for further details). Children are taught to handle and store tools safely and follow the Tool Talk rules. All craft materials are non-toxic. e.g. glue / paint. Children do not have unsupervised access to hazardous materials. (See **equipment and tools use policy** for further details).

Fire

Smoking is not permitted on our site. Fire safety equipment is checked regularly and staff know how to use it. A burns first aid kit, fire blanket, fire gloves and bucket of water are kept in the fire circle during all sessions. (See **Fire Policy** for further details)



BEING Outdoors CIC Policies

Fire Policy

Campfires and our fire-circle play an integral part in all our sessions. Children, young people and adults are all made aware of fire safety rules and procedure prior to any fire use.

- Fires will only be lit within the permanent firepit in the fire circle.
- The fire blanket/heat proof gloves, burns kit and large bucket of water are always on hand during fire sessions
- Seating is at 2 metres from the fire pit
- Children are supervised whilst around the fire at all times and BEING Outdoors staff will always remain by the fire.
- When accessing or moving around the fire, children must walk around the outside of the fire-circle, then remain sitting whilst they are around the fire
- Children are only allowed to enter the firepit area when invited by BEING Outdoors staff
- Children/staff are not permitted to throw anything onto the fire
- Fires will not be lit in strong winds
- Only wood and natural kindling are used on the fire—no flammable liquids or plastics
- At the end of the session, the fire is extinguished with water until all smoke and steam has stopped
- Children are permitted to light fires ONLY under the direct supervision of a member of BEING Outdoors CIC team in the designated campfire area.

Equipment and Tool Use Policy

Types of equipment

A variety of craft equipment, resources and tools are used during our sessions, including parties to support our learners on their development journeys. Equipment and resources are selected to match the interests and needs of the learners in the session and we ensure that sufficient equipment is provided to all learners can access them and progress. We build on equipment / resource use based on their skill level and interested so that learners are sufficiently challenged.

Our tools include: potato peelers, loppers, secateurs, palm drills, hand-drills, hammers, rubber mallets, billhooks, hacksaws, bow saws, folding saw and sheath knives. All forest school participants will be introduced to the tools in a structured way with the emphasis on teaching tool safely.

Tool safety

All directors, associates, volunteers and children will be trained in correct and safe use of all tools - following the tool talks cards. All children will be supervised by adults whilst using tools, 1:1 initially then group supervised when competency is established. All tools are counted out and in, must be returned to the tool box or designated tool area after use and safety checked before next use by BEING Outdoors CIC.

Checks

Natural and recycled materials are checked prior to use to ensure they are clean and safe to use. All resources and equipment are checked regularly. We repair and clean, or replace any unsafe, worn out, dirty or damaged



Food Hygiene and Cooking Policy

BEING Outdoors CIC Policies



BEING Outdoors CIC maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food. All procedures are adopted with the aims to prevent the growth of bacteria and food contamination. All food / hand washing hygiene materials are kept separate to the toilet area materials.

All food based experiences follow the cooking risk assessment procedures. All staff cooking food hold a Level 2 Food Hygiene Certificate and all food preparation by children, young people and adults will be under the guidance of staff.

All food allergies recorded on the permissions forms will be taken into consideration when preparing food for sessions.

Hand hygiene— When food items are to be consumed during a session, running water with anti-bacterial soap (or antibacterial handwash) is provided for hand washing and paper towels / hand towels for drying. Children and adults will be required to wash their hands immediately prior to preparing and/or eating food.

Food purchase— Food is purchased and used within the Best Before Date and stored prior to use in a refrigerator where necessary or drawer to prevent dust accumulation. It is checked prior to use for contamination (pests, mould etc).

Food storage during sessions—all products requiring refrigeration are stored in unopened packaging or sealed Tupperware containers in a cool-bag during transportation and storage on site during the sessions. These products must be consumed after removal from the cool-bag within 2 hours.

Food Preparation

- Hand washing following the hand hygiene procedure prior to the preparation and cooking of food. Any cuts are covered with a waterproof plaster.
- All food preparation surfaces are wiped with an antibacterial before use and covered with a wipeable table cloth when necessary. Surfaces can also be disinfected by rinsing with hot water above 82°C (just boiled) and left to air dry.
- All utensils, crockery etc are checked to ensure they are clean before use. (can disinfect by rinsing with just boiled water)
- Raw and cooked food is handled separately with different utensils / chopping board / bowls.
- All food /drink is covered either in Tupperware / lid or with a clean tea towel to avoid insects.
- **Precooked food—chilling procedure**—chill cooked food to below 10°C within 2 hours and store in sealed Tupperware in a refrigerator until the session.

Food cooking

Only level 2 Food Hygiene certificate staff will cook food or supervise children involved in the cooking process.

Heated food

heat until steaming and simmer for 5 minutes.

Reheating overcooked/ processed foods (that have been in danger zone 5-63°C)

- do not reheat after 2 hrs
- reheat above 75°C (simmer) for 5 minutes.
- only reheat once

Waste food will be disposed of promptly following our waste disposal procedure.



BEING Outdoors CIC Policies

Associates and Volunteers Policy

BEING Outdoors CIC directors, associates and volunteers have a common passion for outdoor learning, sharing skills and nurturing our learners' development. They are required to have a basic knowledge of the woodland setting and to support our BEING Outdoors CIC Forest School Ethos. Our directors will support all staff and volunteers to ensure that these are met.

All BEING Outdoors CIC directors, FS associates and support staff carry valid and current enhanced DBS checks. Volunteers are supervised at all times and not have unsupervised access to children. Safeguarding and confidentiality procedures are fully shared with associates and volunteers. All associates and volunteers are required to place the needs, welfare and wellbeing of our learners as their priority when attending BEING Outdoors CIC sessions.



Our role as Forest School facilitators is aimed at:

- Providing time and space for the children to lead their own learning
- Join in with their learning particularly the group games and reflection time
- Take time to connect with the children - Try to adopt a PACE approach - PLAYFUL, ACCEPTING, CURIOUS, EMPATHY – this may feel uncomfortable at first but can be great for relationships back home or in in the classroom.
- Be a positive role-model
- Be an emotional coach to support with emotional labelling, understanding their emotions and regulating them
- Ensuring the children are safe and intervene where necessary

Volunteers

We welcome parents/carers/family members and helpers from schools we work with into Forest School as well as other volunteers (particularly those interested in FS / Outdoors Learning) as they have a wealth of experience and strengths that can help with the education and experiences of the children. We encourage volunteers to be actively involved in supporting the children's learning, play and safety (rather than a passive adult in the group), but they have a responsibility under the guidance and direction of the Forest School Leader to ensure that guidelines, risk assessments, procedures and policies are followed at all times. Ultimate responsibility lies with the Forest School Leader, but we ask that they contribute to the safety and well being of the group at all times. **All long term volunteers age 16+ will have DBS checks and where DBS checked staff id cards.**

Guidelines for Volunteers

- Volunteers should take part in pre session briefings from the Forest School Leader
- All volunteers will be signed into the electronic register for the session.
- Volunteers will be told that the disciplining of children is the responsibility of the Forest School Leader
- When escorting children to the toilet, volunteers should not go into the toilet – even if the pupil requests help. The volunteer should find a member of staff to assist.
- Volunteers should become familiar with the Forest School Handbook and Procedures
- Volunteers should promote the ethos of Forest Schools to raise self-esteem and confidence
- Volunteers should assist in monitoring children in their experiences—particularly regarding safety and wellbeing
- Volunteers should assist children with their kit when needed



BEING Outdoors CIC Policies

Behaviour and Anti-Bullying Policy

'Every experience we have with a child builds the lens through which they look at life' - FSE Archimedes

At BEING Outdoors CIC we strive to create a safe and secure environment to help our learners explore and develop strategies and skills—practical and emotional.

Clear expectations on behaviour supported by well set routines are integral to our sessions. Consistent boundaries and routines will be established. An ethos where we are each responsible for the safety and well-being of ourselves and others is nurtured and build on over time. Learning opportunities are provided which support the learners' own interests and are achievable—building confidence and self-esteem. This encourages positive behaviour as the learner becomes self-motivated and can then be challenged with tasks where teamwork, problem solving and sharing are often required.

We support learners to adopt a 'can do' approach to all that our learners do and support a growth mindset —shifting from 'I can't do that' to 'I can't do it yet' to 'I will be able to do it if I stick at it'. This leads to learners developing their understanding of risk taking and dealing with challenges.

Over time our Directors and BEING Outdoors CIC associates will develop trust with learners, nurturing a sense of community where we treat everyone equally. They will start to understand learning and the emotional triggers and difficulties of learners and then be able to offer coping strategies so that they can start to manage their own emotions.

Positive Behaviour

Positive behaviour will be reinforced with praise and encouragement. Our Directors, BEING Outdoors CIC associates and volunteers are expected to behave as positive role models, adopting a friendly, caring and polite manner towards everyone in the sessions.

Behaviour always has a meaning behind it—and reflects a need of that child or young person. It is the role of our Directors, BEING Outdoors CIC associates and volunteers to try to understand the communication behind the behaviour (e.g. presence of a stressor, unmet need, skills deficit) and what we can do to help support them. Our Directors, BEING Outdoors CIC associates and volunteers will observe and support learners with timely positive interventions that are age/development appropriate.

Unacceptable behaviour

Our Directors, BEING Outdoors CIC associates and volunteers have a responsibility to make it clear to our learners that it is their behaviour that is unacceptable, not the person. Staff will challenge unacceptable behaviour in a calm and supportive manner to support positive change. Participants may be withdrawn from their experience / group to a safe space until they are ready to return and engage safely. If behaviour is a concern, parents / carers or teachers will be informed and an agreed strategy implemented to support positive change so the participant is able to continue to access provision. Bullying will not be tolerated at BEING Outdoors CIC sessions or events. Participants who experience bullying should contact their Leader or Rachel Monteath immediately so it can be addressed. Staff and volunteers who experience bullying should contact Rachel Monteath, or visit <https://www.nationalbullyinghelpline.co.uk/employees.html> for immediate advice and support.

A child or young person will only be restrained to prevent significant injury or harm to the child / young person concerned or another child / young person—and only following other verbal approaches. A warning will be given that restraint will be used, and minimum physical force should be applied. The incident will be recorded on an incident form and the parents / carers of the child (ren) concerned will be informed at the end of the session.





SAFEGUARDING LEAD

The Designated Safeguarding Lead for BEING Outdoors CIC is Rachel Monteath. **Rachel can be contacted via mobile: 07970 644753.**

SAFEGUARDING CHECKS

As part of our professional standards and to ensure the safety and wellbeing of all our participants, staff and partners, **BEING Outdoors CIC** undertake the following required employment checks for all on all BEING staff who are employed by us, associates and volunteers as well as our partners who we work with collaboratively as part of our work.

- Enhanced DBS
 - Public Liabilities Insurance up to 5M
 - Paediatric Outdoors First Aid training – programme leader as a minimum
 - Food Hygiene Level 2 certificate - for those who offer campfire cooking and snacks
 - Experience of working with children in an outdoor setting (Forest School Leader, Teacher, Childcare, Teaching Assistant)
- Employment checks including enhanced DBS checks are undertaken as part of the appointments process and we further require that all of our staff are rechecked every 3 years.

As part of our ongoing professional development to support the safeguarding of children and staff, all staff including freelance staff are required to:

- Read and confirm their understanding of the D of E guidance for schools: 'Keeping Children Safe in Education'.
- Follow our Safeguarding and Child Protection Policy
- Adopt the BO CIC Disclosure procedure and use the accompanying reporting template to record and report all incidents and disclosures to our Safeguarding Lead - Rachel Monteath
- Gather group information incorporating allergies, medical and additional needs at the start of a programme to inform session planning and support.
- Take part in the BO CIC annual safeguarding review
- Take part in an annual Wellness Action Plan to enable a person-centred wellbeing support approach for staff

All DBS checked staff carry ID badges with **green branded lanyard** which confirm to schools and other settings that they are subject to the safeguarding process as outlined above. Any **visitors / volunteers with BO CIC wear red lanyards** and are supervised at all times.

GROUP REGISTERS

The details of all visitors to Shield Tree Wood are recorded in our online booking system and / or session registers. BEING Outdoors CIC directors and associates take steps to ensure that only DBS checked persons has unsupervised access to the children / young people.

SAFEGUARDING CONCERNS

Where a safeguarding concern is raised by staff or a carer regarding a BEING Outdoors CIC director, associate or volunteer this should be referred to the Designated Safeguarding Lead. If the concern relates to the Designated Safeguarding Lead this should be referred to the Local Authority Designated Officer.

If a member of staff or volunteer is dismissed from BEING Outdoors CIC or internally disciplined because of misconduct relating to a child, we will notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Where we feel that a child / young person may be suffering from neglect, physical, sexual or emotional abuse, their wellbeing and safety is of paramount importance.





DISCLOSURES

Where a child makes a disclosure to a BEING Outdoors member of staff / volunteer they will:

- 1 offers reassurance to the child;
- 2 listens to the child without comment; and
- 3 give reassurance that she or he will take action.

Our disclosure procedure is as follows:

- **listen** to the child / young person (do not interrupt) and allow them to talk freely – accept what is said without judgement
- Ask only **open ended questions following our safeguarding incident reporting form template** in order not to lead the child in any way e.g. Is there anything else you want to tell me?
- Stay **calm and reassuring**—let them know they have done the right thing.
- Let them know it is not their fault, they have done nothing wrong and that you **believe them**.
- Explain that you CANNOT promise to keep what you are told a secret – **you will need to tell some people but only those who are there to protect children**. Ask if that is ok? (you can and will need to share if consent is not given though)
- Explain **what action you will take now:**
 - ◇ who you will speak to
 - ◇ that you will share what they have shared with you
 - ◇ and that only staff who need to know will be told
- **Report** orally to our Designated Child Protection lead - Rachel Monteath or Graham / Marcella if not available immediately
- **If you need to leave the child** to get advice, make sure they are left with a suitable adult not associated with the disclosure
- **Record** the incident using the BOCIC safeguarding incident report form template which:
 - ◇ Includes the date, time and place
 - ◇ State clearly the facts and the words spoken by the child / young person
 - ◇ State how the child appeared to you (not your interpretations or assumptions).
 - ◇ State action taken to date and who it involved
 - ◇ Records who was present and signature of the record.

When on a school setting, we will record any disclosure and pass onto the school Safeguarding Lead immediately.

If our designated Child Protection Lead – Rachel Monteath, BEING Outdoors CIC, directors or associates then feel that further action is need—e.g. contacting partnership organisations or contacting Social Services - then we have an obligation to protect the child and will do so. Any further action will be recorded and dated for future use and filed according to GDPR.



BEING Outdoors CIC Policies

Special Educational Needs Policy

Our sessions will all take place with child-led learning is at its heart. Children, young people and adults will be able to lead their own learning at their chosen pace with resources, tools and equipment provided that are tailored to individual needs to support their physical, behavioural, social and / or emotional growth. We adopt a therapeutic approach to our Forest School provision with practical skills integrated into sessions to help all learners access provision.

We welcome children with special needs. Our staff have experience in managing additional learning and social needs and will consult with all carers, the school and other agencies to make any changes or adaptations to our sessions to meet the individual's specific needs.

Children who require a one-to-one worker within the educational establishment would be expected to have their carer accompany them on school sessions both at Shield Tree Wood or at their school setting. They would not be counted within staffing ratios.

We aim to have regard to the DFES Code of Practice for Special Educational Needs and also the provisions of the Disability Discrimination Act 2005 (as amended by the Special Educational



Complaints Policy

BEING Outdoors is committed to providing a professional and memorable learning experience for all participants and we encourage any participants to report any cause for concerns and aim to:

- be fair, open and honest when dealing with a complaint.
- give careful consideration to all complaints and deal with them as swiftly as possible.
- resolve any complain through dialogue and mutual understanding.
- the interests of the children, young people and adult participants will be put above all other issues in all cases.

Procedure

1. Raise complaints as soon as possible (during or at the end of a session) with the BEING Outdoors CIC director or FS associate leading the session —volunteers should direct complainants to the practitioner and not deal directly with the complaint. All complaints should be shared with the FS Leader as soon as possible.
2. If this is not possible the complainant will be asked to communicate directly with the practitioner involved by phone, email (beingoutdoorscic@gmail.com) or via an arranged meeting including the nature of the complain, who was involved, date and what remains unresolved. We hope most complaints are resolved informally at this stage.
3. If the complaint is not resolved the complainant and Rachel will meet and record a written statement agreed with the complainant (including what the complainant feels would put things right, how they can be contacted)
4. The associate / volunteer involved with meet with Rachel (accompanied if they wish) to discuss the complaint and any proportionate changes to address the complaint agreed. Any proposed changes to practise will be then reported back to the complainant. Follow up meeting(s) will be used to check that the complainant is happy with the resolution and the procedure concluded.
5. When a complainant feels that the complaint is still unresolved then they can make representations to Forest School Association: Tel: 01228564407 email: enquiries@forestschoollassociation.org
6. Within school settings— our complaints policy will follow those of the school.



BEING Outdoors CIC Procedures



General procedures for welfare and weather considerations

First Aid Kit:

The happy bag and appropriate kit bag for the session should always be accessible by the fire-circle at the start of each session. The happy bag should contain FS first aid kit, emergency survival bag, roll mat, hygiene gloves, trowel, hand gel, sealed water (wound washing etc), rubbish bags, spare clothing, snacks, mobile phone, inhalers and essential medication, folder of docs - Emergency Action Plan; casualty assessment sheets; accident and incident forms; safeguarding book; Site RA (electronically accessible on mobile / tablet).



Clothing:

We will go out in all weather (excluding high winds) so wearing the right clothing is key to a happy child at Forest School. The thickness of clothing will depend on the season. We recommend wellies or boots, socks (thick ones in winter), long trousers, long sleeved top, waterproof jacket (warm / thick in winter), waterproof over trousers, woolly hat and thick gloves. An extra layer (old jumper or fleece top) is useful in case the weather changes or the wind has a chill. Lots of thin layers are best for warmth and can always be removed if too warm. Please use old clothes and we ask you support your child before we start in letting them know that at Forest School they CAN GET DIRTY and you don't mind! It is important that the children learn to cope with the elements and appreciate their individual points, and opportunities for learning. If the weather is cold but mainly dry then appropriate clothing will make the experience much more enjoyable and fun.



Group information:

Group registers including children's and adults emergency contact information, permissions, medical and other needs are kept electronically on the BEING Outdoors CIC tablet or as a hardcopy and stored following our GDPR policy.





General procedures for welfare and weather considerations continued

Site visits:

A site-specific risk assessment must be completed for each site being visited with consideration to the weather paramount on a termly basis. All adults are briefed about the session, are aware of the risks and risk assessment relating to the session/activity. Children are encouraged to do visual checks and are made aware of risks before starting the session .

All boundaries and safe working areas are identified and explained to adults and children. Visual clues such as paths, grassy section, bright yellow rope can be used to identify the limits and perimeter. Children know the 'return to leader call and emergency whistle' and both are regularly practised they becomes second nature to the children.

The location of sharp, stinging and or poisonous plants and funghi should be communicated readily to the group and precautions discussed. The group (leaders and children) should be made aware of slopes, slippery ground, trip hazards and uneven ground. Visual checks must be a daily routine and children should be encouraged to partake in the check. 15 pairs of eyes are better than 1!

Children and adults are advised of risks and instructed to not touch any objects that may be a hazard (glass, tins , sharps) as well as fungi (no pick, no lick, no kick). Children are encouraged to tell adults of any hazards found and these are removed by an adult in a bag / box with gloves from the site where the activity is taking place and disposed of safely.



BEING Outdoors CIC Procedures



Procedure for sessions near water / stream play

This should be read in conjunction with the relevant risk assessment.

Prior to a session the leaders must check the area beside the stream for trip hazards. The depth of water and speed of flow should be assessed. Rubbish / glass and any large obstructions should be removed particularly if the children are going to work in the stream. The briefing to the group must include a discussion of the activity, its location and the associated risks of the water course. Children must be made aware of trip hazards and potential dangers of drowning. Awareness of potential risk encourages safe play and the children to take charge of their environment. Children should always be part of the visual check encouraging co-operation, team work and responsibility.

Weather conditions should always be a major consideration and will affect the flow rate and depth of the stream as will severe cold and potential for ice and danger of slipping.

Procedure for climbing trees (see *Activities Risk Assessment* for details)

Children are made aware of suitable climbing trees during sessions and are encouraged to be part of the decision on their suitability. Height, suitably sized branches, health of the tree, number of children on a tree at one time, 3 points of contact, weather and the ground conditions are all taken into consideration collaboratively and agreed.

The ground around the tree should be checked prior to use for roots, fallen debris and branches and cleared.

Children are encouraged to explore their own limits within the agreed tree climbing boundaries. Adult supervision is needed at all times when children climb —making sure you are close enough to observe and support but sufficiently away to not impact on the children's exploration.

Tree climbing is not allowed in wet conditions or high winds.



BEING Outdoors CIC Procedures

Procedure for transporting , using and maintenance of tools

This procedure should be read in conjunction with the risk assessment for the transport, use and maintenance of tools.



Tools will be stored in lockable tool boxes / or designated tool area when not in use and removed from site after each session. Storage, maintenance and supervision will be the responsibility of the Forest school leader. Blade guards and knife sheaths must be used immediately after use. The Forest school leader is responsible for giving tool talks at the beginning of each session ensuring that all learners are familiar with safe carriage, handling , use and storage of tools.

All tools must be kept in the designated tools area which is clearly identified.

All users must wear suitable clothing , footwear and gloves (tool specific) as advised by the forest school leader.



BEING Outdoors CIC Procedures

Procedure for fire safety

This procedure should be read in conjunction with the risk assessment for Fires. Children must be supervised at all times.

The fire pit must be prepared and set up as a fire circle with clearly identified entrance and exit routes. All participants must be aware of the health and safety procedures before entering the fire circle. Failure to adhere to safe practices by a member of group will lead to that person being escorted away from the fire circle area for their own safety.

Only one nominated person will be responsible for preparing, tending and extinguishing the fire unless staff. The fire should be sited away from hanging branches and fire area free of leaves. Wind direction should be considered when designing fire circle, and when lighting in relation to where the group sits.

No objects must be kept within the fire circle that could cause obstruction or hamper the emergency exit from the site of the fire. This includes personal belongings, bags and clothing. They should be stored under the kit tarp. Cooking utensils, pots and pans, kettle, safety gauntlets, a bucket of water, burns kit, fire blanket and first aid kit must be located near the fire.

Children will enter the fire circle and find a seated position. They should not move in that area unless permitted by the responsible adult in charge. No person is allowed to poke the fire or throw anything into it. Persons aiding in stoking the fire will be under direct supervision, use fire gauntlets/ gloves and shown how to place wood safely onto a fire. On leaving the fire area children will be instructed and must follow the designated route to exit the area.

All children and adults must wear appropriate clothing and footwear.

When making the fire pit we referred to the FSE Archimedes guidelines for guidance and support.



BEING Outdoors CIC Procedures

Procedure for using Ropes

This procedure should be read in conjunction with the Risk Assessment for using rope.

The Forest School leader / BEING Outdoors CIC associate is responsible for checking the condition of all rope, paracord, twine and string used in the Forest School sessions. All materials should be checked for integrity, evidence of fraying, general condition and stored correctly. Rope with fraying or other deterioration in condition must be replaced immediately or removed from the site.

Children should always be supervised when using ropes. They should be trained in the safe use of ropes – appropriate heights, knots, how to use the ropes safely. Care should be taken in particular, to reinforce the safe height for rope use in the wooded areas where they may be camouflaged. Where possible, particularly with young children, brightly coloured paracord and climbing ropes should be used.

Where rope are used for 'bridges' and to support children's weight or heavier tarpaulins or weights (branches, etc), a responsible adult must check that knots and bindings are secure, and where appropriate, will take the weight of the adult. Ropes and other materials must not be used to tie children together or tie children to things (or things to children).

Children should be advised to let go of ropes where other children are tugging/pulling strongly to avoid rope burn and they should tell the other child they are letting go to avoid injury to the other party.



BEING Outdoors CIC Procedures

Procedure for disposal of food, litter and waste water

In Shield Tree Wood we actively recycle materials and collect compostable waste to minimise our general waste using clearly labelled bins for all users of the wood (general waste—Recycling waste—compostable waste).

It is important to remove all food and litter waste from the site ground to avoid a long term environmental impact, including contamination of water sources, danger to animals (wire, plastic bags, glass) and to leave the site as you found it. An ethos of ‘ leave no trace ‘ should be employed at all times and encouraged and maintained by leaders and children. We all know natural degradation of waste can take a very long time, from paper— 2 months or more to plastic—30 years and more.

Food does not burn completely in a fire and animals with their keen sense of food can dig up buried food, bones etc. ALL FOOD SHOULD BE REMOVED FROM THE FIRECIRCLE AREA and placed in the composting waste bin for future removal from the site for disposal elsewhere. When at schools / public green spaces, we remove the food, bag it in a waterproof, leakproof bag/container and dispose of off site.

We only burn wood—no trash, paper, aluminium , cardboard wrappers or any packaging (particularly plastic as this will not burn completely and also may give off toxic fumes). The fire pit on inspection the next day should have no evidence of foil, bottle caps, melted plastic etc. The ash from fires can be placed at the base of fruit trees to provide nutrients when cooled.

Dishes and dishwater

Scrape all food out of dishes and or make sure children have eaten everything they have been given. Place waste in our composting bin. All used plates and utensils are placed in a bucket for removal off site and cleaned in a dishwasher. Any greywater from rinsing plates and cup can be drained through a pair of tights or sieve to catch any food matter and place this in a plastic bag. The grey water should be cast and dispersed by broadcasting it over wide area. (throw out in a wide arc to disperse as much as possible, thus helping in evaporation. This also reduces unwanted attention by animals.

At all day sessions dishes, cups and cutlery may be washed in a large bucket using hot soapy water and rinsed with hot water before air-drying.



BEING Outdoors CIC Procedures

Procedure for Toileting —Disposal of Urine and Faeces

BEING Outdoors CIC operates sessions from between 1.5 hours to full days.

Our main provision at Shield Tree Wood is a permanent composting toilet: We provide 2 enclosed wooden toilet cubicles for private toilet use. This functions as a long term composting toilet. The toilet has a sign showing what can and cannot go into the toilet with visuals to support. Sawdust is added after each use and the toilet cleaned at the end of each day. All other products including sanitary products, nappies, wipes (brought in by parents) are bagged and placed in the bin provided.

In an emergency, weeing on the ground is generally acceptable as long as it isn't in the same place in the site. Males are often advised to write their name while peeing so the urine is dissipated. All learners then use the soap / handgel and water hand washing facility.

Should a child be in dire need of a poo, and the composting toilet is not reachable, digging a small pit is a commonly accepted way of disposal. (where permitted)

Using a hand trowel / spade dig a hole 15-30 centimetres square and 15 centimetres deep, carefully saving the top chunk of soil to replace. (No trace) Do your business then clean it up. Place some dirt in the hole and use a stick to stir in the faeces thus aiding decomposition. Fill in the rest of the hole and replace the initial top chunk of soil.

Where digging is not permitted we provide portable camping toilets in a toilet tent for privacy. Waste is collected in the bucket within the toilet—lined with a biodegradable toilet bag. Saw dust is added and then double bagged when full. The waste is transported at the end of each session in a lidded bucket to our composting toilet at Shield Tree Wood for disposal.



BEING Outdoors CIC Procedures

Procedure for Transport

Rachel is fully minibus MIDAS trained (Minibus Driver Awareness Scheme) and holds a minibus drivers pass for Derbyshire County Council.

A minibus service between school and our basecamp in Shield Tree Wood is available for local schools, community groups and not for profit organisations that require transport provision to access Shield Tree Wood within Derbyshire (subject to availability from Hayfield Primary / Youth Matters New Mills). This provision is provided at cost price.



Guidelines for children

Seatbelts are to be worn at all times when the vehicle is in motion. All luggage will be positioned securely ensuring a clear walkway off the minibus for all passengers.

The driver will ensure the minibus is parked within the farm grounds or with door access on the pavement and an adult will supervise learners entering and exiting the vehicle.

Children will walk in pairs holding hands when walking between the minibus and the woodland setting until within the farm grounds. An adult will lead the group and another will walk at the back.

Walking Groups

Children will wear hi viz jackets and walk in pairs, or single file for narrower roads, paths with a ratio appropriate for the group. An adult will walk at the front, rear and in the middle depending on ratios. Children are made aware of road safety– no overtaking people, no running, listening for the 'stop' call, when to cross the road safely.

Procedure for a missing child

BEING Outdoors CIC puts the safety of its children foremost and to achieve this the boundaries of each session are defined / reviewed at the beginning together during circle time (with physical high viz markers / ropes where necessary (e.g. for younger children).

In the event of a child discovered missing from a group, a whistle will sound 3 times for all children to gather around our base camp (fire pit). An adult will check the site. The other adult will keep the children occupied with an activity.

When in schools, the staff support will contact the main school building in case the child has gone back into school for toilets or any other reason.

If after 5 minutes the child has not been located, if at a school setting, the school office will dial 999 to alert the police then contact parents to inform them of the situation. Alternatively the FS practitioner will dial 999 and then contact parents directly. Staff will record details of the situation, including the last known position of the missing child and any timings. These will be recorded on the incident form.



Emergency Procedures for BEING Outdoors CIC—STW

Rachel Monteath (FS LEADER) Forest School First Aid trained

Graham Fletcher-Shaw (FS Leader) Forest School First Aid trained

FS LEADER: Administer emergency First Aid to casualty.

FS Assistant/2nd FS leader: Make emergency call.

FS Assistant/2nd FS leader: Gather group to agreed safe area. Support **LEADER** with FA if required. If unsafe to move casualty

FS Assistant to take rest of group to agreed safe area. Head count register, keep children calm.



Emergency call

1) dial 999 for ambulance/ police / fire brigade

2) Ask for required service

3) Give as many details as possible, including

- Telephone number

Rachel-07970 644753 Graham-07790 280724 Marcella-07946 733720

FARM: Kerrie—07734 590408 Rick —07793 711685

- Details of location Shield Tree Wood Grid Reference:

◇ Main Forest School Entrance: SK 00793 87811 / Thornsett Field Farm Entrance: SK 00986 87770

- Your name

- Description of problem/injuries

- How crew can locate you or be met by a member of the group.

- Inform the crew of injury and condition of patient , where and when accident happened.

4) Monitor breathing, pulse, awakesness of patient using Casualty Monitoring Form.





In case of Fire

Shield Tree Wood (SK22 1AY)



1. Withdraw to Field by Thornsett Fields Farm



2. Call fire brigade

Grid References:

Forest School Entrance: SK 00793 87811

Thornsett Fields Farm Entrance: SK 00986 87770



3. Arrange for group to be met by Farm owner

Rick— 07793 711685 / Kerrie—07734 590408





If FS Leader is giving emergency First Aid:

1) Administer emergency first aid



2) Ask FS Assistant to Dial 999 for ambulance/ police / fire brigade



3) Ask for the required service



4) Provide the following information to FS Assistant / TA:

⇒ Telephone number Rachel - 07970 644753 Graham—07790 280724 Marcella—07946 733720

Details of location including Grid Reference: Main FS Entrance: [SK 00793 87811](#) Thornsett Field Farm Entrance: [SK 00986 87770](#)

⇒ Your name

⇒ Description of problem/injuries

⇒ How crew can locate you or be met by a member of the group.

⇒ Inform the crew of injury and condition of patient , where and when accident happened.



5) Ask FS Assistant or call Farm for them to meet emergency services / walk them in and meet group to support

Rick Hanford (07793 711685) / Kerrie—(07734 590408)



6) keep children calm , warm and happy (shelter—happy bag)





If FS Leader is giving emergency First Aid:

1) Take the group to agreed safe area



2) Head Count to register



3) Dial 999 for ambulance/ police / fire brigade (if 3rd adult not available)



4) Give the following information under FS Leader guidance:

- ⇒ Telephone number Rachel - 07970 644753 Graham—07790 280724 Marcella—07946 733720
- Details of location including Grid Reference: Main FS Entrance: SK 00793 87811 Thornsett Field Farm Entrance: SK 00986 87770**
- ⇒ Your name
- ⇒ Description of problem/injuries
- ⇒ How crew can locate you or be met by a member of the group.
- ⇒ Inform the crew of injury and condition of patient , where and when accident happened.



**5) call Farm for them to meet emergency services / walk them in and meet group to support
Rick Hanford (07793 711685) / Kerrie—(07734 590408)**



6) keep children calm , warm and happy (shelter—happy bag)





If FS Leader needs emergency First Aid:

1) Take the group to agreed safe area



2) Administer emergency first aid



3) Dial 999 for ambulance/ police / fire brigade (if 3rd adult not available)



4) Give the following information:

⇒ Telephone number Rachel - 07970 644753 Graham—07790 280724 Marcella—07946 733720

Details of location including Grid Reference: Main FS Entrance: [SK 00793 87811](#) Thornsett Field Farm Entrance: [SK 00986 87770](#)

⇒ Your name

⇒ Description of problem/injuries

⇒ How crew can locate you or be met by a member of the group.

⇒ Inform the crew of injury and condition of patient , where and when accident happened.



5) call Farm for them to meet emergency services / walk them in and meet group to support

Rick Hanford (07793 711685) / Kerrie—(07734 590408)



6) Monitor breathing, pulse, awakens of patient and fill in monitoring sheet (HAPPY BAG) if possible



Card Holder: Group Helpers x 2 Emergency Action Plan Card



Helper 1:

Helper 2:

**1. Take 'First Aid kit' to
FS Leader**

**1. Take ' _____ ' to
FS Assistant / Group**



2) Listen to and follow any instructions



**3) Help keep group HAPPY
SING A SONG
PLAY 'I SPY'**





Casualty monitoring form

- What happened?
- How are you feeling?
- Do you mind if we have a look?
- Do you mind if I use this monitoring card to remind me of important information?

Casualty name: _____

D.O.B. _____ Home tel no: _____

Home Address: _____

Next of Kin name: _____

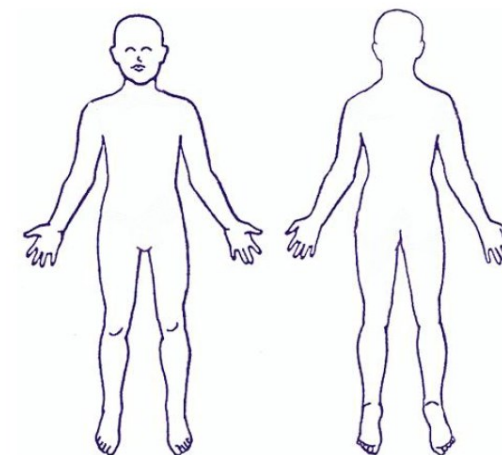
relationship: _____ tel no: _____

Address: _____

Information	questions	reply
signs / symptoms	How are you feeling?	
allergies / age / athleticism	Is this the first time this has happened? Do you	
medication	Have you recently taken any medication?	
past history	When did you last visit your doctor or hospital	
last meal	What have you eaten recently?	
events	What happened?	

Time (24 hour clock)						
Consciousness	A – Alert					
	V – Voice					
	P - Pain					
	U - Unresponsive					
Breathing	Rate (per min)					
	Character (deep, shallow, regular, irregular, quiet, wheezy, bubbly, noisy)					
Pulse	Rate (per min)					
	Character (weak, strong, regular, irregular)					
Colour	Describe					
Temperature	warm / dry					
	hot / dry					
	hot / wet					
	cold / dry					

Comments / drawings of injury site / treatment given to date:



Incident and accident form at Shield Tree Wood

Leader:

Date and Time:

Name of child / learner:

What happened?

What First Aid was given?

Has the parent / carer / school been informed if U18?

What could we have done differently? Any changes to Risk Assessments?

Sent home

Take to hospital

Ambulance called

No further action

Parent / carer signature:



SOCIAL WELLBEING

- ◆ Team games / playing together—problem-solving & decision-making with peers, co-operation, turn-taking, sharing, respect, empathy, leadership
- ◆ Using loose parts for play e.g. sticks, logs, leaves, seeds, guttering, stones, buckets—nurturing creativity and imagination
- ◆ Discovering bugs, leaves, seeds, digging trenches, laying wood-chippings, building bug hotels—exploring the connections between humans, wildlife and the earth—nurture stewards for our planet
- ◆ Our reflection around the fire-circle sharing our successes at the end of sessions:
 - **developing communication & language skills**
 - **recognising & celebrating successes in peers**



EMOTIONAL WELLBEING

- ◆ Child-led play — increased engagement in learning
- ◆ Learning new skills e.g. firefighting, tool use, nature art — learning how to cope with and manage failure to keep trying, build confidence, nurture resilience, increase concentration
- ◆ Discovering how you learn best—identifying what you are good at and celebrating that—raising self-esteem
- ◆ mindfulness exercises (e.g. deep breathing) / being in nature — reducing anxiety and promoting positive mental health strategies
- ◆ Team challenges, songs and games— creating a sense of belonging in your class—raising self-esteem
- ◆ climbing trees, learning a new skill, mud sliding—Taking positive risks, empowering, experiencing challenging yourself, decision-making (can be applied back in the classroom) liberating, discovering own limits, self-care
- ◆ Removing classroom walls / being outside - feeling more able to express yourself
- ◆ Swings, hammocks, taut-line—relaxing, practical ways to self-calm and learn to manage emotions

For more information on any of our services please contact us at:

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BEING
Outdoors CIC
Forest School

Connecting children and young people with nature & each other to build social, emotional and physical wellbeing

experience  connect  grow

BEING Outdoors CIC Mission

Giving children and young people the time and space they need within a nature setting to build the skills needed for their long-term wellbeing using the Ethos of Forest Schools.

Facilitate learner-led experiences & projects - supporting intrinsic motivation for long-term positive growth



Promote growth of the whole child holistically



Support better social, emotional and physical health and well-being



Nurture learners in a calm, welcoming, inclusive & therapeutic community

THERAPEUTIC FOREST SCHOOL

BEING Outdoors CIC is an experienced Forest School and Outdoor learning provider passionate about facilitating learner-led experiences and projects within a nature setting. Bushcraft, woodland crafts, nature art, team games, story telling & songs, exploration and nature connection are incorporated dependent on individual needs and interests to nurture curious minds. We also use specialist therapeutic skills and strategies to support children with additional needs and pride ourselves in facilitating calm, inclusive sessions to support all learners and celebrate them as individuals within our community.



Typical experiences at Forest School

- ◇ Woodland crafts e.g. whittling, pegs, jewellery, mallet or stool making
- ◇ Team games
- ◇ Fire lighting
- ◇ Campfire cooking
- ◇ Shelter building
- ◇ Tying knots
- ◇ Tree climbing, & taut line walking
- ◇ Nature art
- ◇ Storytelling and role play
- ◇ Problem solving team challenges



BEING Outdoors CIC supporting your child's personal development

PHYSICAL WELLBEING

- ◇ **Rope swing—gross motor skills—helping posture, core strength, improving physical ability and fitness**
- ◇ **Taut-line—balancing to improve core strength (its also calming and great fun!)**
- ◇ **Use tools to create, make or manage—improving hand strength, upper body strength, fine motor skills to support writing, developing practical skills**
- ◇ **Preparing and cooking campfire snacks –understand the benefits of a balanced healthy lifestyle**

