

Bramley C of E Primary School



Forest School Handbook

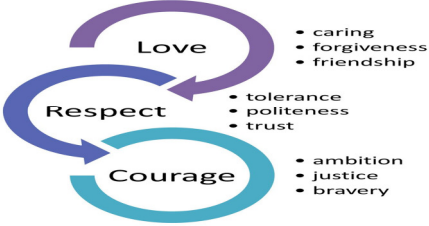
Policies and Procedures



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1 – Code of Conduct

	<p>Clothing</p> <p>Forest School takes place in all weathers apart from very high winds, so we all need to dress warmly in old clothes that are appropriate for the weather conditions as we are likely to get wet and muddy throughout all the seasons.</p>
<p>Entering Bramley Forest School Site</p> <p>We will enter the Forest School site respectfully and know that when at Forest School specific expectations are in place. We will explore, investigate, learn and play in a manner that will not damage our woodland and pond environment. We understand that we share our Forest School with plants and animals and that when we are in our Forest School we are sharing their environment with them.</p>	
	<p>Boundaries</p> <p>We have clear fence and hedge boundaries with a locked gate to guard our Forest School site. Before each session begins we will be made aware of any fixed boundary markers (with red flags or tape) that show sensitive areas that must not be disturbed (for examples bluebells / nesting sites). The Forest School site allows for clear vision, although this may be limited by seasonal growth. If we hear the call '1,2,3, where are you?' We will respond '1,2,3, I'm here' and respond quickly to other games that are practised regularly like 'sticky toes'.</p>
<p>School Values</p> <p>While we are at Forest School we listen, share, work together, care for creation and help each other. We follow our core School values of Love, Respect and Courage inside and outside the classroom.</p>	 <ul style="list-style-type: none"> • caring • forgiveness • friendship <ul style="list-style-type: none"> • tolerance • politeness • trust <ul style="list-style-type: none"> • ambition • justice • bravery

Lighting a fire

When we have a fire, the Forest School Leader will take full control of the operation and all accompanying adults will be briefed before we start. A lit fire will not be left unattended by the Forest School Leader at any point. A fire may not be lit until it has been confirmed to all that our fire safety equipment is in place. Open fires will be built within a fire square and will be securely dampened after use with the fire site cleared and made safe. (see Fire risk assessments)



At the Fire Circle

An open fire will be lit within a fire square. A fire circle using log sitting stools will be established around the perimeter, 1.5m from the fire square. No one may enter the fire circle perimeter unless invited to do so by an adult. We will not run past the fire circle. No items must be carried and placed within the fire circle unless by an adult. If we wish to move around the fire to a new stool we must step out of the circle and walk carefully around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit. (see Fire risk assessments)

Use of Tools

If we use tools, all tools will be introduced and fully supervised by the Forest School Leader. All tools have their own clear code of conduct for correct use which will include consideration of specific personal protective equipment (which will be supplied if needed) correct use of a specific body posture, and consideration of the appropriate types of activity that each tool may be used for. When not being used tools will be kept in a locked tool box under the full supervision of the Forest School Leader. (See tool use risk assessments)





Picking up and playing with sticks

We can pick up, collect and carry sticks shorter than our arm's length but we will be encouraged to think about how close we are to other children. Longer sticks may be dragged or carried with the help of another person when each person is at either end. Sticks must not be thrown. Sticks must not be pulled from living trees. Longer sticks are readily available on the woodland floor for use in shelter and den building.

Picking up and playing with stones

We may pick up, collect and transport stones within the Forest School area to make patterns and pictures. Stones may not be thrown. They may be dropped but thought must be given to whether it is safe to do so, i.e. what is beneath where I am dropping it? All stones should be carefully returned after use to limit ecological impact and endangering of animal habitats.



Pond access

Two ponds and a ditch are within the Forest School site and we are able to enjoy these resources while we are encouraged to think about pond life, flora and fauna living in this environment. Close adult supervision and high adult to child ratio supports our safety here.

Ecological impact: returning items

Following play with sticks, stones and natural resources, we will return these items to where they were collected from to limit disruption to small animal and invertebrate breeding and nesting. We will be encouraged to develop ideas of caring for the natural environment and limiting our ecological footprint to ensure the Forest School site remains a haven for fauna and flora.





Ecological impact: removing litter

We will be encouraged to think about the dangers for wildlife, flora and fauna of littering the natural environment and we will be encouraged to help to carefully remove any items of litter found and we will not add litter to this site.

Digging

We will not dig large holes but we may carefully move soil to look for insects and their habitats using lollypop sticks, fingers or small sticks found within the forest but deep holes should not be made as it will disrupt the habitat of the site.



Collecting wood

We may collect wood for fire lighting purposes in four thicknesses - matchstick, pencil, thumb and wrist sized. Sticks may be collected for creating pictures and patterns but should be collected sparingly so as not to disrupt creature habitats. Unused wood should be returned after use.

Rope and String Use

We encourage careful rope, string and knot use and do not allow children to tie up each other. If a child has a good idea and wants to tie up a tarp or a swing, an adult will help them as needed, modelling appropriate knot tying and will talk through ideas and decisions while encouraging children to problem solve for themselves.



Carrying and Transporting Materials

We are encouraged to roll, lift, drag and to pull materials, either by using our hands or by using ropes. We encourage safe lifting by bending our knees and keeping our back straight. Safe lifting should always be modelled by adults. Heavier objects should be rolled, lifted or carried by more people working together.

Eating and Drinking

We will not eat anything found on the Forest site, unless this activity has been specifically planned for during the session (e.g. blackberry picking / apple cooking). Children must be reminded not to put their fingers or hands in their mouths or noses. When we have drinks and snacks we will use a designated wash station with water and environmentally safe soap provided to clean hands before consumption.



Toileting

We are invited to use the toilets before leaving the school buildings before we arrive. As we remain on the secure school site while within the Forest School area, we may return to the main school to use the toilet facilities there when needed.

Tree Climbing

We are able to climb trees in the Forest School site. An adult will check the woodland floor for 'sharp objects' and check for loose or rotten branches and remain nearby or provide support as needed. Children are permitted to explore to their own limits or to a maximum height of 1.5m. Adults should be near enough but far enough away to not be invasive to the children's exploration.



Leaving Bramley Forest School Site

We aim to 'leave no trace' that we were in the forest as much as is reasonably possible. Shelters should be taken down and imported materials need to be removed. Very occasionally large items may be left between sessions. All rubbish and litter will always be removed. The fire pit will be dampened and returned to natural state. If artefacts have been found or made these may be taken off the site with the consent of an adult.

2 – Daily Procedures

Before the session

- The site will be checked for any hazards and these will be removed.
- A session plan form will be completed, taking into account observations, interest areas and learning points from the previous sessions. All adults will read the session plan form prior to the session.
- Activity risk assessment forms will be completed/updated for each planned activity. All adults will read the forms relevant to a particular session before it starts.
- All staff will have read the latest Site Risk Assessment, which will be relevant to the current season.
- The Forest School Leader will check that enough adults are present for the session to go ahead and that the weather conditions allow it to take place.
- A daily risk assessment will be completed.
- The equipment required for the session will be assembled, checked and prepared ready for taking to the site.
- All children will be registered by their class teacher. They will then get changed for Forest School and go to the toilet.
- The pre-session checklist will be undertaken.

During the session

- A headcount will be undertaken on arrival at Forest School and whenever the group is brought back together.
- Risks will be continually assessed, and appropriate action taken to reduce or remove and risks found.

After the session

- A headcount will be undertaken at the end of the session.
- If the tool box has been taken to the site, the contents will be checked by the Forest School leader to ensure that no items are missing.
- After the children have left Forest School, the Forest School leader will clean, check and maintain tools, as required. The Tool Box will then be locked.
- A session evaluation will be completed by the Forest School Leader, along with any observational records that will be useful to the class teacher.

3 - Fire Procedures

Campfires are a highlight of Forest School and will only be used once the children have been introduced to the safety procedures and the Forest School Leader is confident they can participate with as little risk as possible to their health.

Location of fire

- The campfire will take place in the fire circle and will be enclosed by a square of logs to prevent the spread of the fire.

Fire Safety Rules

1. Ratio of 1 adult : 1 fire
2. Fire area is surrounded by a boundary of at least 1.5m from the fire pit or Kelly Kettle.
3. Children will sit on logs outside this boundary.
4. Children must walk around the outside of the seating logs, and step over them to sit down. A fire will not be lit with a group until all children have demonstrated that they do this at all times.
5. When the fire is in use children are not permitted within the fire circle unless they are invited by the adult.
6. Children are not permitted to throw anything onto the fire.
7. Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
8. Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
9. If there is a clear wind direction, seating in the line of smoke is to be avoided.
10. Ensure water is available for extinguishing.
11. Long sleeves and trousers must always be worn with no loose clothing or hair.

Safety and Responsibility

1. Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School Leader.
2. Fires are lit using cotton wool and a fire striker.
3. No flammable liquids are to be used to light or accelerate fires.
4. No plastics are to be burnt.
5. If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
6. Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

7. A Fire Blanket, bucket of water and Burns kit must be sited close to the camp. Cling film is carried in the emergency rucksack

Extinguishing

1. All fires must be extinguished at the end of a session.
2. Water should always be to hand during campfire sessions.
3. Whenever possible, all fuels should be burnt off to ash.
4. At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
5. Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered through the woodland to enable natural decomposition.

Kelly Kettles

1. Only adults are to light the fire in the fire pan unless children are under the direct supervision of the Forest School Leader.
2. The kelly kettle must be placed on flat, clear ground or paving slab.
3. Children must be seated at least 1.5 metres away from the kelly kettle.
4. Children can feed the fire with one to one supervision but they must have been shown how to do so safely. (stick held at the end and dropped in from the side; hand should never be placed over the top of the kettle).
5. Fuel should burn itself out, but if it doesn't it must be extinguished with water .
6. Kelly kettles should never be boiled with the cork in.
7. Kettles should only be removed from fire by an adult wearing fire safety gloves (hold each side of handle and lift off. Take care not to put hand above chimney of kettle or over spout).
8. Only adults will put the kettle on and take it off the fire bowl.

See the risk benefit assessment on Fire for more information.

4 – Tools and PPE

Children will not be using tools until they are ready, this will be assessed by the Forest School leader.

The following tools could be used during Forest School sessions.

- Bow saw
- Palm drill
- Mora Clippers (Whittling knives)
- Whittling peelers
- Scissors
- Secateurs
- Loppers
- Mallets

Tools are used with adult 1:1 supervision only.

The Forest School Leader is responsible for overseeing safe use and maintenance of all tools. A list of the items stored in the tool box is attached to the box and used as a checklist to ensure that all items are returned safely at the end of each session.

A designated area will be marked out for when tools are in use and children will be taught rules including: never walking with tools, a correct stance to follow and to ensure a blood bubble is around them. The children will also be taught to check their tools before use and will be shown how to fit guard to the tools if required. Gloves are available as personal protection equipment when needed and will only be worn on the non-tool hand.

The tool box is kept locked when not in use. The Forest School leader is responsible for the safe keeping of the key. The tool box is kept locked and taken off site when not being used at sessions.

Activity risk assessments are completed for all activities involving the use of tools. Tool use risk benefit assessments are available to read, and all staff will follow the procedures outlines in them.

5 – Emergency Procedure

At Forest School the schools Emergency Procedure will be followed. In addition to this all staff, volunteers and participants will be briefed on what to do in the case of an emergency. A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The Forest School Leader will assess the situation, the nature and extent of the injury/accident. They will ensure the rest of the group are safe from danger and adequately supervised. An accident form will be completed later. A RIDDOR record will be created, along with an Accident report for any death, serious injury or 7-day injury.

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the Forest School Leader. Then the school will be notified. The school office will be responsible for contacting the injured party's emergency contact.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- One member of staff from school will meet the ambulance at the school entrance and direct the crew to the incident site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
- In minor cases, the Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to hospital, doctor or home - as appropriate.

Emergency Contact Numbers:

- Ambulance/Fire Brigade = 999
- School Office = 01256 881339

If Requesting attendance by Emergency Services:

- Dial 999 and ask for ambulance or fire brigade. Be ready with the following information:
- School number - 01256 881339
- School post code - RG25 5AH
- Ambulance access - Bramley Lane for vehicle or school field for air ambulance.

6- Complaints Procedure

At Forest School our standard school Complaints Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

If a parents/carer/volunteer wishes to make a complaint about any occurrences concerning Forest School, they can talk to the Forest School Leader or class teacher initially.

7- Lone Working Procedure

At Forest School our standard school Lone Working Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

8- Missing Child Procedure

At Forest School our standard school Missing Child Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

9 – Behaviour Policy

Bramley Behaviour Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

In addition to the above whole school Policy, within Forest School sessions we encourage positive behaviour and learning through:

- Building relationships and trust; It is vital for children to trust adults if the experience is to be a positive one. Through building relationships in Forest Schools, adults can gain an understanding of children's emotional difficulties and the triggers which may cause behavioural changes of fight or flight. As trust is built, we can teach children coping strategies and use reflection opportunities to talk about feelings and emotions enabling children to become emotionally literate and aware of feelings and aware of who we are.
- Adult's modelling positive behaviour and creating a positive site atmosphere where everybody is treated as equals.
- Adults process praising the children.
- Having consistent boundaries will give children security and enable them to know what to expect. An effective way is to involve and engage the children in setting the rules and boundaries. Rules and boundaries are reinforced at the beginning of each session.
- Setting up opportunities for children to learn to work together; developing social skills, sharing resources, trying new activities.
- Being in the natural environment, Forest School naturally creates a calming environment, green is thought to be a calming colour.
- Setting up activities enabling children to achieve.

Rewards

At Forest Schools we aim to build children's self-esteem and confidence through self-appraisal and own sense of achievement, through the completion of activities. Adults at Forest Schools facilitate learning to ensure that children achieve. When giving praise it should be for the process. We will share items made (with permission of the children) with the rest of the group to celebrate individual success.

Sanctions

If a child's behaviour becomes unsafe to himself or others then that behaviour needs to be stopped, and every measure taken to prevent a situation escalating. If needed the

child will be removed from the forest school area. The child will be given recovery time and the incident will be discussed once all calm with possible resolutions. This may need to take place during the start of the next session. Incidents will be recorded in the and the class teacher informed (for information only). The behaviour is dealt with in the Forest School setting and no further sanctions carried out. If repeated unsafe behaviour then further discussions to involve the head teacher to establish the next course of action.

Forest School should not be used as either a reward or sanction, as it should be seen as a core part of the child's school learning.

10 – Child Protection and Safeguarding Policy

At Forest School our standard school Child Protection Policy and Safeguarding Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

In addition to the above whole school Policy, within Forest School sessions we will ensure a high adult / child ratio and low numbers of children engaged in activities at all times. At all times, a minimum of two staff will work supporting children within the designated Forest School site, one of whom will be a trained a qualified Forest School Leader. All staff, whether on the Teaching Team or Forest School Volunteers (including the Forest School Leader) will have up to date DBS clearance specifically for working within Bramley C of E Primary School with children aged from 4 to 11 years.

All staff (which includes Volunteers working with children within the Forest School) will have read the above School Child Protection and be fully aware of the disclosure statement, member of staff to approach and procedures to follow should a child make a specific disclosure to any adult while Forest school activities take place, namely:

Designated Safeguarding Lead (DSL): Mr Glen Golding, Head Teacher and Deputy DSL: Mr Moore (Deputy Head Teacher), Mrs Biffen (Assistant Head Teacher), Mrs Liddell (SENCo).

11 – Data Protection and Confidentiality Policy

At Forest School our standard school Data Protection Policy and Confidentiality Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

As well as the policy above, the Forest School Leader will maintain all paperwork and registers relevant to Forest School. All confidential paperwork will be stored in the office area. Any paperwork relevant to a child will be shared with the child's class teacher. Any Pastoral or Safeguarding matters will also be reported to the Headteacher and Deputy Headteacher.

All computer files containing information will be stored securely on the school network.

Any discussion within Forest School about a child's learning is to be kept confidential at all times. It is not the place of a staff member or volunteer to talk about children in their care outside of school premises unless in the capacity of a professional nature. If a member of staff is found talking about and naming children, it could lead to a disciplinary matter. In the event of a volunteer doing so, they would be asked to relinquish their role within our school.

12 – Environmental impact assessment and monitoring policy

Ecological Impact Assessment (EclA)

NB: This is a record of the impacts your activities will have prior to putting in any control measures.

Area of woodland affected	Ground layer: fungi & small plants	Field layer: nettles and bramble height	Shrub layer: coppice species and small trees	Canopy Layer: tall trees	Standing dead wood	Invertebrates: spiders, snails, insects	Animals: mammals, amphibians & reptiles	Nesting birds	Soil	Water
Activities having an impact										
Invertebrate hunting	Trampling, compaction, erosion	Denudation	Minor damage	N/A	N/A	Disturbance	Disturbance	Disturbance	Compaction & erosion	N/A
	Medium	Medium	Low	N/A	N/A	High	Medium	Low	Medium	N/A
Fires	May damage	N/A	N/A	Smoke	N/A	Disturbance	Disturbance	Disturbance	Erosion, Heat, chemical change	N/A
	Medium	N/A	N/A	Low	N/A	Low	Low	Low	High	N/A
Walking/ Playing	Minor damage	N/A	N/A	N/A	N/A	Disturbance	Disturbance	N/A	Trampling	Disturbance
	Low	N/A	N/A	N/A	N/A	Low	Low	N/A	Low	Low
Climbing trees	Disturbance	N/A	Minor Damage	Minor Damage	N/A	Disturbance	Disturbance	Disturbance	N/A	N/A
	Low	N/A	Low	Low	N/A	Low	Low	Low	N/A	N/A
Noise	N/A	N/A	N/A	N/A	N/A	Disturbance	Disturbance	Disturbance	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	Low	Low	Low	N/A	N/A

Mud Play	Disturbance	N/A	Disturbance	N/A	N/A	Disturbance	Disturbance	Disturbance	Disturbance	N/A
	Low	N/A	Low	N/A	N/A	Low	Low	Low	Low	N/A
Shelter Building	Minor Damage	Minor Damage	Minor Damage	N/A	N/A	Disturbance	Disturbance	Disturbance	Disturbance	N/A
	Low	Low	Low	N/A	N/A	Low	Low	Low	Low	N/A
Using plants/natural resources	Minor Damage	N/A	N/A	N/A	N/A	Disturbance	Disturbance	Disturbance	Disturbance	Disturbance
	Low	N/A	N/A	N/A	N/A	Low	Low	Low	Low	Low
Pond Dipping	N/A	N/A	N/A	N/A	N/A	Disturbance	Disturbance	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	High	High	N/A	N/A	N/A

Monitoring

The Forest School Leader and School caretaker will monitor and review the impact Forest School is having on the Forest environment. The Ecological Impact form will be updated by the Forest School Leader if a new activity is added as and when the activity starts. It will be reviewed quarterly.

13 – First Aid Policy

At Forest School our standard school First Aid Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

During Forest School the Forest School Leader is responsible for First Aid and has a qualified Outdoor First Aid Certificate. The Forest School Assistant is also First Aid trained and holds a paediatric First Aid Certificate.

An emergency kit is taken to all Forest sessions. This contains:

- Medical Emergency Procedures (laminated)
- Whistle
- First Aid Kit
- Thermal Blanket/Survival Bag
- Toilet paper in plastic bag
- Baby wipes
- Bottled drinking water
- Clingfilm
- Small ground sheet
- Bite and Sting Relief Spray
- Burn relief spray
- High Vis vest
- Spare clothes including socks, hats and gloves
- Gluten free food
- Anti-bacterial gel
- Spare bags
- Torch
- Emergency contact details for staff and group
- Notebook and pen
- Throw line
- Sharps box
- Thermometer
- Glucose gel
- Syringe
- Tweezers
- Anti-Histamine
- Pain relief
- Diarolyte

First Aid Kit checklist:

- 2x sterowash
- 4 x sterile cleansing wipes
- 3 instant ice packs
- Waterproof plasters
- 1 x triangle bandages
- 1 x large bandages
- 2 x resuscitation face shield
- 2 x medium bandages
- 3 pairs of protective gloves
- 1 roll of micropore tape
- Safety pins
- Savalon
- Scissors
- 1 x tubular bandage
- 4 x burns gels
- 1 x eye bandage
- Recording sheets

14 – Food Safety Policy

Bramley C of E Primary School and Forest School maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food.

A full Activity risk assessment will be completed for any activity involving the preparing and/or consuming of food items. This will include attention to the purchase, storage, preparation and serving of any food items to prevent the growth of bacteria and food contamination.

Cooking on a campfire will be undertaken only by a member of staff in possession of a Level 2 Food Hygiene Certificate

Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in date and not subject to any contamination by pests, mould etc. A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the Forest School site. All such ingredients must be used within 2 hours.

Unrefrigerated food will be served to children within 4 hours of preparation.

All utensils, crockery etc will be checked to ensure they are clean before use.

Waste food will be disposed of promptly.

When food items are to be consumed during a session, warm water with anti-bacterial soap will be provided for hand washing. Children and adults will be required to wash their hands immediately prior to preparing and/or eating food.

All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it.

Cooked food will not be reheated.

Please see the Fire risk benefit assessment for more information.

15 - Health and Safety Policy

At Forest School our standard school Health and Safety Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

In addition to this over-arching whole school policy, within all Forest School activities held both on site within the designated Forest School Area, we will ensure a high adult / child ratio and low numbers of children engaged in activities at all times. A minimum of two staff will work supporting children within the Forest School site, one of whom will be a trained and qualified Forest School Leader who is also a qualified Outdoor First Aider. At all times a fully charged and working mobile phone and fully equipped specific Forest School First Aid box will be easily accessible to staff and volunteers on the Forest School site. An evacuation strategy and procedure for injured child or adult will be in place, together with clear access directly to the Forest School site for any emergency vehicles. Any accidental injury or accident will be listed, signed and dated within the Forest School Accident book and subject to a safety review with all adults on the site.

16 - Inclusion/Equal Opportunities Policy

At Forest School our standard school Inclusion Policy will be followed and can be accessed via the link below:

<http://www.bramley.hants.sch.uk/Forestschool>

17 -Risk Assessment and Management Policy

A full annual Risk Assessment of Bramley C of E Primary Forest School site will be undertaken every Autumn and updated every term or following high winds, floods, any occurrence that may have resulted in changes to the environment here. This will be undertaken by the Forest School Leader and will comply with Health and Safety Executive's Five Steps to Risk Assessment programme and review the four layers of the forest. All trees will be visually checked on this occasion and there will also be a biennial tree assessment undertaken by a trained and qualified tree surgeon. Any trees identified as suffering damage will be removed / made safe prior to use of the area. In addition, a daily risk assessment will take place prior to Forest School sessions, with a visual check of the area and removal of any rubbish and areas clearly identified or sectioned off from use if necessary until permanently dealt with (for example Hawthorn growth). A Risk Benefit Assessment will be completed prior to every higher risk activity and risk assessments will be with the Forest School Leader and all supporting adults constantly reviewing potential danger with a view to support and enable such activities to take place to foster learning yet working with the children to ensure safety at all times for themselves and others using the site.

Please see Risk Assessments for more information.

18 - Weather Policy

Exposure to the elements is part of the magic of nature and therefor an integral part of the Forest School experience. Therefore, Forest School sessions will go ahead in all weather conditions with only a few exceptions.

- Strong winds that make our forest area hazardous due to falling debris.
- Very wet freezing conditions where hypothermia could be a real possibility.
- Thunder and lightning.
- If snow is falling heavily, freezing and causing ground to become slippy or icy.
- If it is too hot and the children are at risk of sun exhaustion.

18 – Prevent Policy

The threat of a child being subjected to radicalisation is treated as part of the schools wider safeguarding procedures and therefore the same principles of identification, reporting and taking action will apply.

Identification

Cause for concerns would include:

- The child acting differently
- Changes in the child's appearance
- The child sharing extreme views
- The child talking to other children about inappropriate material that they have seen

Reporting

This should be done in line with normal safeguarding practices:

- Did not ask leading questions
- Write down immediately your concerns and what the child has said.
- Pass on to the CPLO or DSL
- Ask the CPLO/DSL what action has been taken

Action

This will be carried out by DSL/CPLO

- If the concerns are serious contact children's services
- If the concerns are not deemed as the child being radicalised, then contact parents share your findings and explain what could happen if this behaviour continued or became more severe.
- Keep record of events in CLPO/Safeguarding folder
- Inform Governor responsible for Safeguarding.

What we aim to do at Forest School to prevent radicalisation

- Encourage staff to access online training:
http://course.ncalt.com/Channel_General_Awareness/01/index.html.
- Build pupils' resilience to radicalisation by providing a safe environment for debating controversial issues.
- Encourage young people to participate in decision-making.
- Continue to promote the spiritual, moral, social and cultural development of pupils and, within this, fundamental British values.

18 - FGM Policy

If Forest School staff have concerns that FGM has taken place, as well as reporting this to the Police, they should also activate local Safeguarding Procedures using existing national and local protocols. Unless the staff have a good reason not to, they should still consider and discuss any case of FGM with the DSL and involve Children's Social Care as appropriate. Information on when and how to make a report can be found at *Mandatory Reporting of Female Genital Mutilation: procedural information*

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

From October 2015, section 5B of the Female Genital Mutilation Act 2003 placed a Statutory Duty on Teachers along with Social Workers and Healthcare professionals to report to the Police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.