



# OUTDOOR LEARNING POLICY



## **Introduction**

*Excellent teaching gives children the life chances they deserve.*

*Enjoyment is the birth right of every child. Children learn better when they are excited and engaged – but what excites and engages them best is truly excellent teaching, which challenges them and shows them what they can do. When there is joy in what they are doing, they learn to love learning.*

### ***Excellence and Enjoyment (DCSF-2003)***

Our outdoor learning policy aims to foster children's love of learning. At Great Binfields Primary, we believe that all children have the right to experience the unique and special nature of being outdoors. We further believe that it is important to enable children to use the outside environment as a context for learning.

## **What do we mean by Outdoor Learning?**

Outdoor Learning is a broad term that includes: outdoor play [learning through play], school grounds projects, environmental education, recreational and adventure activities, personal and social development, Forest School (see Appendix 1 – Forest School Handbook) and more. Outdoor Learning does not have a clearly defined boundary but it does have a common core...

Outdoor learning can provide a dramatic contrast to the indoor classroom. There is strong evidence that good quality learning outside the classroom adds much value to classroom learning. It leads to a deeper understanding of concepts that span traditional subject boundaries and which are frequently difficult to teach effectively using classroom methods alone.

Direct experience outdoors is powerful, motivating and has impact and credibility. The results from outdoor learning can be instantaneous as well as active and therefore impact on behaviour as well as tapping into the learning styles of the more kinaesthetic learner. Through skilled teaching, outdoor experiences readily become a stimulating source of fascination, personal growth and can lead to breakthroughs in learning.

Active learning readily develops the learning skills of enquiry, experimentation, feedback, reflection, review, communication, problem solving, an enterprising attitude and cooperative learning – to name only some of the many benefits. Outdoor Learning can help to bring learning alive. For that reason the outdoors can have an impact on areas of the curriculum as diverse as imaginative writing and personal and social development.

Outdoor learning also provides experiential opportunities allowing pupils to respond positively to opportunities, challenges and responsibilities, to manage risk and to cope with change.

## **Benefits of Outdoor Learning:**

- Outdoor learning helps to ensure that children are successful learners enabling children to develop knowledge and skills in ways that add value to their everyday learning experiences.
- Outdoor learning enables children to be confident individuals and impacts positively upon young children's attitudes beliefs and self-perceptions.
- Outdoor learning contributes towards creating independent learners with high self-esteem and self-sufficiency.
- Outdoor learning can have a positive impact upon children's behaviour.
- Outdoor learning contributes towards the promotion and children's understanding of the importance of developing a healthy lifestyle.
- Outdoor learning has a positive impact upon children's personal and social development. It can also bring about community cohesion and allow children to develop as responsible citizens who make a positive contribution to their wider community. It can create pride in the school and wider community and promote community involvement, renewing children's pride and creating a sense of belonging and responsibility.
- It can raise learners' attainment, promote and strengthen communication skills, team work and sense of community belonging.
- There is clear evidence that boys in particular are more active in their learning in an outdoor environment. There is also evidence to support that outdoor learning benefits children when they are in the classroom environment.

## **Aims and Objectives of this policy:**

- To raise the profile of Outdoor Learning throughout our school.
- To empower children to take ownership of their learning, allowing their minds and bodies to thrive.
- To encourage children to develop the skills to problem solve, developing resilience and to be reflective learners.
- To develop life skills of communication, cooperation and collaborative learning.
- To provide a challenging, safe and secure environment within which children can take and manage risks.
- To encourage close links with parents/carers and the school in celebrating our whole school outdoor space and the rich learning that can take place within it.
- To encourage children to care for their environment – both in school and further afield.

## **Health and Safety:**

We will support our children in taking risks within a safe and secure environment. It is important to ensure that the outdoor environment offers challenges and teaches the children how to be safe and have an awareness of others. Outdoor learning opportunities will be grasped when available and teachers will assess risk – as appropriate.

In the first instance the school's policies relating to Health and Safety and Risk Assessment should be referred to. These will be applied prior to any outdoor learning activity that may require additional support beyond the reasonable activities one would normally apply within the classroom. It is also important that the school applies robust safety measures to effectively manage and minimise risks. It is equally important, however, that all involved, including parents/carers acknowledge that a degree of residual risk remains.

Our children are taught to manage risks in regards to outdoor learning. All pupils are regularly reminded about the importance of staying safe. Children are reminded of the importance of keeping themselves and members of the school community safe.

The following expectations are understood by all pupils. There is a shared understanding of how pupils safeguard themselves and others when undertaking outdoor learning.

### **Outdoor Learning is an important part of our Learning Journey.**

- We must uphold our school expectation to be safe at all times when we participate in outdoor learning.
- We must never walk across the car park area.
- We must stay with our group our teachers when outside.
- We must always ensure that we close all doors behind us.
- We must never open the padlocked gates to visitors.
- We must be sensible and ensure that we achieve our learning outcomes when in outdoor learning activities.
- If we follow the expectations above, we will enjoy our learning and we will be safe.

### **Monitoring and Evaluation:**

Assessment of the children's learning will be valued equally indoors and outdoors and is part of the same process.

### **Policy Review:**

This policy should be considered alongside other relevant policies, particularly the Outdoor Provision in the EYFS Policy and the schools Forest School Handbook. It will be reviewed by the governing body as part of its schedule of policy review.

### **Managing the Delivery of Outdoor Learning:**

Through the monitoring of teaching and learning e.g. forward planning meetings, classroom observation, teachers' self-evaluations, summative assessment records and other school procedures we monitor the use of outdoor learning as a key element of the learning experience at Great Binfields Primary School. We provide support and professional development to enable staff to feel confident developing their expertise or knowledge base to adapt their practice to include opportunities for learning beyond the confines of the classroom.

We also encourage our children to be more resilient about our varying weather conditions.

### **Our Commitment to Outdoor Learning:**

We have recently invested in the development of the outdoor learning area for Forest School, which is our school woodland.

We advocate that the pace of learning can be enhanced by using the outdoors and those children who may find the classroom too constraining will perform and behave better outdoors, reducing the time spent on explanation and behaviour management.

The school will communicate the benefits to parents/carers and the wider community of outdoor learning so that there is a greater understanding of its value and importance and we will also provide a greater awareness of the safety standards the school adopts.

### **Where should Outdoor Learning take place?**

#### **The School Grounds**

We are exceptionally lucky to have large grounds, including an extensive woodland, which offer excellent opportunities for both formal and informal learning and play. School buildings can also provide a useful resource for learning about energy use and waste for example – tying in well with the school's Eco School programme and our efforts to have ecology and sustainability as an integrated theme throughout our curriculum. We aim to make it evident in all aspects of the life and work of the school, in exactly the same way health promotion permeates throughout our school.

#### **The Local Environment:**

The locality around school harbours a wealth of opportunities within an accessible distance. Learners, at Great Binfields, develop their skills to explore their local environment.

Learning further afield is actively encouraged. Teacher's plan regular termly opportunities for children to engage in learning beyond the school grounds. Each year group has a planned programme of educational visits which complement and extend learning through their topics.

These take learners beyond their familiar environment, stimulate their curiosity and imagination and motivate children in a powerful way.

#### **Residential Experiences:**

Staying away from home is a powerful way of developing key life skills, learning new facts, building confidence, self-esteem, communication and team working, for example: At Great Binfields our children experience:

- A one night/two day experience in year 3 which comprises of 2 museum visits, a cathedral visit and a harbour boat trip.
- A three night/four day experience in year 4 which comprises of staying at a working farm, where the children carry out farm duties twice daily. Trips to the Eden Project, Plymouth Aquarium, Buckfast Abbey and Lydford Gorge.
- A four night/5 day outward bound course in year 6 which includes activities such as canoeing, abseiling, high ropes, zip wire and craft building.

Each residential provides our children with an opportunity to widen their range of experiences and find new skills and interests in which they may excel, all linked to the year group curriculum.

**Life Skills Teaching:**

Outdoor learning links well with the teaching of life skills. At Great Binfields Primary we support our children by using life skills training as a motivational tool. We encourage our children to use a range of interdisciplinary skills to meet certain targets and outcomes.

**Disability Discrimination, Equality and Fairness:**

The school has guidelines in accordance with the Disability Discrimination Act 2005. Our school takes measures to include the views of parents/carers and children who have a disability. These are used to make any necessary amendments to our school policies, promote positive behaviour/discipline procedures and other aspects of the life and work of our school. At Great Binfields Primary School we work hard to:

- Eliminate unlawful discrimination
- Promote equal opportunities
- Eliminate disability related harassment
- Promote positive attitudes towards people with a disability
- Encourage an active participation by people with a disability

**Signed:**.....(Chair of Govs) **Date**.....

**Signed:** ..... (Headteacher) **Date**.....

**Reviewed:** March 2025

**Next review:** March 2026

# Appendix 1:



# Great Binfields Primary School

## Forest School Policy and Procedures Handbook



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## Introduction

### What is Forest School?

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

Forest School is a holistic learning process for all age groups and abilities of children through initiating and giving opportunities for different elements of child led learning and play. The approach to learning maximises the emotional and social development of aspects of education through its ethos and values.

Forest School comprises of regular woodland sessions which enables the children to revisit their outdoor learning and build upon their own discoveries, experiences and resilience; therefore increasing their learning. The environment enhances the experience of learning through first hand experiences to all those involved. Here opportunities, interests and creativity are developed through future learning. The group size of children and the child:adult ratios are so that individuals get the support and nurture they require at their learning level/need through responsible risk-taking experiences in a safe, nurturing environment.

### Our Vision for Forest School

**At Great Binfields Primary School, through our Forest School sessions, we aim to encourage independent, enthusiastic and creative life-long learners who develop holistically through well-planned activities that are interesting based around a child-centred approach of learning.**

#### **The Forest School Principles and how they link to our setting:**

1. Forest School is a process of frequent, regular outdoor sessions. Here we aim for the children to have six weeks each year at Forest School.
2. Forest School sessions are planned, reviewed and adapted for the needs of the children through previous session observations. All observations are an integral part of the Forest School process.
3. Forest School takes place on the school’s site, in the woodland area which is situated at the back of the school building.

4. We aim to promote the holistic development of all children involved in Forest School through fostering resilient, confident, independent and creative learners.
5. Forest School sessions offer all learners the opportunity to take supported risks in a safe environment.
6. Forest School will be managed by a qualified Forest School Practitioner; Nicola Lyddon, a trained Level 3 Forest School Leader, completed in October 2017.

The Forest School Principles and other information can be located at:

<http://www.forestschoollassociation.org/full-principles-and-criteria-for-good-practice/>

**2. Signature Page:**



**Forest School Leaders:** Miss Nicki Lyddon &  
L3 Forest School Leader  
BEd (Hons) Cert Ed  
First Aid at Work

Mrs Ellie Browne (Training)  
L3 Forest School Leader  
Forest School First Aid/ Paediatric First Aid

Great Binfields Primary Forest School follows the Hampshire County Council guidelines for adult to child ratios when sessions are held outside the school grounds.

The ratios are:  
under 5 - 1:6  
under 8 - 1:8

All staff and helpers have an Enhanced DBS Disclosure check, which the School Office maintains a register.

#### **4. Health and Safety at Forest School**

##### **Health and Safety at Work Act (HASWA)**

The HASWA outlines the responsibilities of employers (in this case, the Forest School Leader) and the employees (being adults working with the group).

##### **Employers must:**

##### **How this will be done:**

Tell you about risks to your health and safety.

Adults will be asked to read the risk assessment(s) at the beginning of the session.

Tell you how to do your job safely.

The Forest School Leader will introduce the adults involved to the activities and inform them of safety considerations.

Ensure that safe working practices and appropriate policies are in place to safeguard its staff and users.

Adults will record accidents and incidents, and review whether they could have been avoided. The Forest School Leader will make appropriate changes to

procedures and policies, as necessary.

Inform you how to get First Aid.

The Forest School Leader will have a First Aid kit and will administer First Aid. There is also a First Aid station in the Forest School Room

Tell you what to do in an Emergency.

Staff will be given a copy of the Emergency Procedures at the start of their involvement in Forest School.

Provide you with any protection you may need to fulfil your role

Relevant safety equipment (e.g. gloves, hard hats) will be given to anybody who needs it.

## **5. Risk Management Policy**

Great Binfields Primary Forest School aims to develop children's self-esteem, independence and motivation towards learning in a safe environment. In order that these aims can be met, the Forest School Leader will - consistently apply the five-step approach to risk assessment for all Forest School activities:

- Look for hazards.
  - Decide who may be harmed and how.
  - Evaluate the risks.
  - Record findings, including daily amendments to standing risk assessments based on site visits or observations.
  - Review assessments on a regular basis.
- ❖ Carry out Site Risk Assessments on each site where Forest School activities will take place on a seasonal basis (i.e. four Site Risk Assessments will be completed each year).
- Daily pre-visit checks will be carried out by the Forest School Leader on sites to be used prior to a Forest School session starting.
  - Complete an Activity Risk/Benefit Assessment for every activity to be undertaken at Forest School.
  - Ensure all staff and volunteer helpers have read the relevant Site and Activity Risk Assessments prior to each FS session.
  - Inform staff, volunteers and children of potential hazards and how these are to be handled in a FS session.

- Ensure that all staff, volunteers and children are aware of the emergency procedures for the Forest School site.
- Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.
- Ensure children and adults will have access to drinking water during sessions.
- Ensure a nil-by-mouth policy is adopted in all Forest School sessions, except for food cooked as part of a fully risk-assessed Forest School activity.

## **6. First Aid**

The Forest School Leader is responsible for First Aid and is qualified in Outdoor First Aid at Work. An Emergency Ruck Sack is carried to all Forest School sessions. This contains the First Aid Kit.

### **Emergency (Red) Rucksack Checklist**

First Aid Kit  
 Burns Kit/Clingfilm  
 Bite and Sting Relief Spray  
 Accident Book

### **First Aid Kit Checklist**

4 x Medium Sterile Dressing  
 2 x Large Sterile Dressing  
 2 x Triangular Bandage  
 6 x Safety Pin  
 2 x Eye Pad Sterile Dressing  
 20 x Saline Cleansing Wipes  
 1 x Adhesive Tape  
 1 x Hypafix Tape  
 6 x Disposable Gloves  
 2 x Finger Sterile Dressing  
 1 x Resuscitation Face Shield  
 1 x Hydrogel Burn Dressing  
 1 x Tough Cut Shears  
 1 x Conforming Bandage  
 1 x Tweezers  
 1 x Tick Remover  
 1 x Tourniquet

Ticks are common in the woodland at Great Binfields. Therefore, all adults and children need to be checked for ticks as soon as possible following any activity on site. Where a tick is found on a participant, a trained First Aider will remove

the tick, should this not be possible, a plaster should be placed over it and parents/carers informed at the end of the session so that they can remove it safely and medical intervention can be obtained. Information on safe removal of ticks can be found at

<http://www.greatbinfields.co.uk/forest-schools/>

### **Burns Kit Checklist**

- 1 x St John Ambulance conforming bandage, 7.5cm x 4.5m - single
- 1 X St John Ambulance nitrile powder-free gloves - pair
- 2 X Burnshield® burn blott sachet 3.5g - single
- 1 X Burnshield® dressing - 10x10cm
- 1 X Burnshield® Finger/digit dressings
- 1 X Burnshield® hydrogel burn treatment - 50ml
- 1 X Tuff Kut scissors
- 1 X Disposable heat retaining adult foil blanket
- 1 X Nitrile powder free gloves - large
- 2 X St John Ambulance conforming bandage, 7.5cm x 4.5m - single
- 6 X Burnshield® burn blott sachet 3.5g - single
- 2 X Burnshield® Finger/digit dressings
- 2 X Burnshield® dressing - 10x10cm
- 1 X Burnshield® dressing - 20x20cm
- 1 X Burnshield® limb dressing
- 1 X Burnshield hydrogel burn treatment spray - 125ml
- 1 X Plastipore tape waterproof tape 2.5cm X 5m
- 1 X Cohesive foam bandage

## **7. Accident and Emergency Procedure**

All staff, volunteers and children will be instructed on what to do in case of an emergency.

Firstly, a whistle will be blown as a signal to stop what you are doing, and to return to the fire circle to find a member of staff and wait for further instructions. A head count will be carried out.

The Forest School Leader will assess the emergency/accident situation (the extent of the injury/accident). The Forest School Leader will ensure that the rest of the group are safe from danger and are adequately supervised.

The Forest School Leader will attend to any casualties, giving First Aid as required.

If the Forest School Leader is injured or becomes ill, the Forest School Assistant will take charge of the situation as above and will call for one of the First Aiders

from school to attend (Mrs Daly or Mrs S Agozzino). They will then follow the procedure below.

### **In the Event of 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 using the school Walkie-Talkie/Mobile Phone which is carried by the Forest School Leader at each session. The School Office will be responsible for contacting the emergency services and, where necessary, 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 main 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 a member of 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 the hospital, doctor or home, as appropriate.

### **Emergency Contact Numbers**

Ambulance/Fire Brigade: 999

School Office: 01256 460532

### **Requesting attendance by Emergency Services (Ambulance)**

Dial 999 and ask for an ambulance. Be ready with the following information:

- School Phone Number **01256 460532**
- School Post Code **RG24 8AJ**
- Ambulance Access – **Binfields Farm Lane, Chineham**

### **Requesting attendance by the Emergency Services (Fire Brigade)**

Dial 999 and ask for the Fire Brigade. Be ready with the following information:

- School Phone Number **01256 460532**
- School Post Code **RG24 8AJ**

- Ambulance Access – **Binfields Farm Lane, Chineham**

An accident form will be completed as soon as possible and given to the School's Admin Team.

## **8. Cancellation Procedure**

Great Binfields Primary Forest School will take place at the usual site in all weathers. On-going Risk Assessments will be taken, with regards the weather and the safety of the children.

Forest School will also be postponed if the Forest School Leader and the Forest School Assistants are both absent.

Parents will be advised of the cancellation via an email/text via School Comms.

Any volunteers that are supporting Forest School will be advised by a telephone call.

## **9. Bad Weather Procedure**

Although we encourage perseverance in going out in all weathers, in some cases it may not be safe to do so. A weather check will be included in the daily site survey. The Forest School Leader will decide if the weather is going to impact on the Forest School Session. Considerations which may affect a session going ahead or stopped include:

- High winds, (Beaufort Scale 6 and above)
- Extreme hot,
- Extreme Cold
- Thunderstorms

If the weather prevents a Forest School session from going ahead outside an inside alternative Forest School provision will be provided in the Forest School Classroom. Should this not be available the session will be rescheduled where possible.

## **10. Hygiene Procedures**

### **Toileting:**

- Children will be encouraged to use the toilet before leaving the school building.

- If a child needs the toilet during a Forest School session, the child will be sent in and an adult will position themselves in the fire circle area for their return.
- If a child has a wetting or soiling accident, they will be changed in accordance with the School's Personal Care Procedures. Assistance would be requested from School Staff via the walkie-talkie.

### **Hand Washing:**

- Soap and water will be used for handwashing at snack time.
- A quick dry towel will be used for drying hands.

### **Snack time or cooking:**

- During snack time or cooking activities, food hygiene regulations will be adhered to.
- Children will wash and dry hands and sit on the base camp benches when consuming any food or drink.
- Drinking water will be supplied at all times.

## **11. Parental Consent**

Parental Consent for Forest School participation will be obtained prior to the first session a child attends. Our letter is attached.

## **12. Use of Photographs**

Photographs will be taken in accordance with Great Binfields Primary Home/School Agreement where parents are able to opt out of photographs being used, of their child/children, for the school's website or any other school publications. Please see the school's website for a copy of this document.

<http://www.greatbinfields.co.uk/policies-and-statements/>

## **13. Forest School Clothing**

- Forest School sessions will take place in all weathers unless the safety of the participants is in question.
- *'There is no such thing as bad weather, just bad clothing'*.
- Suitable clothing is essential for everyone participating; Everyone needs to be adequately dressed in order to gain their full learning potential during the session.

### **Children should have:**

- Long sleeved tee shirt.

- Long trousers, to reduce the risk of bites, stings and scratches.
- Waterproof jacket and waterproof over trousers (in wet weather).
- Wellies with long socks or old trainers (in very hot, dry weather).
- During the summer, a sunhat and sunscreen.
- During the colder months, extra layers such as a fleece, leggings, tights, hats and gloves are required.
- Children should bring their Forest School clothes in a separate named bag.

## **14. Suggested Activities for Forest Schools**

Activities for Forest Schools are diverse and numerous but it should be reminded that we are trying to create independent learners who are inspired to try out their own ideas, explore their own interests and to attempt new ideas.

Some activities might include:

- Shelter building
- Fire lighting/Tool use
- Studying wildlife
- Playing team and group games
- Sensory activities
- Tracking games
- Cooking on an open fire
- Using a Kelly Kettle
- Rope and string work
- Art and sculpture work
- Woodland and traditional craft
- Developing stories and drama, and meeting imaginary characters
- Physical movement activities

## **15. Cooking/Food Safety**

All Forest School staff will apply food hygiene controls in line with Food Standards Agency guidance and good practice. This will include:

- Food will be stored at correct temperatures and checked they are in-date and not ruined.
- Food that requires refrigeration will be stored in the fridge in the schools' children's kitchen.
- Raw meat should be stored cold separately from cooked foods.
- All cooking utensils etc. will be checked to ensure they are clean.

- Preparation will be done inside the children's kitchen. If preparation is required outside a designated area will be created.
- Use separate chopping boards & utensils in preparing vegetables, seafood and meat.
- All hair to be tied back and loose clothing secured before cooking on a fire.
- Food to be cooked must be kept chilled until required.
- Before eating participants will wash their hands.
- Food and drink will be served at safe temperatures.
- Ahead of the session all medical records will be checked for allergies.
- Cooked food will not be re-heated.
- Waste food will be disposed of.

## **16. Woodland Conservation Policy**

One of the principles of Forest School is to promote environmental awareness and encourage sustainability. The children are taught about an appreciation, respect and responsibility for the school woodland. Both the children and adults are encouraged to be aware of conservation issues of the woodland and the wider school grounds around them. It is important to bear in mind the ecological impact of running a Forest School and in line with our Woodland Site Survey, Ecological Impact Awareness Survey and our Risk Benefit Awareness consideration will be given to the following: (All these documents are available to view).

- The fire will be contained with the fire circle; fires will not be allowed in other areas of the school woodland. Fires will be lit for the learning of fire lighting skills and as a closing for the last week of a Forest School programme for older age year groups.
- This will limit the amount of dead wood that is taken from the woodland conserving natural habitats.
- Children will be educated not to pick up anything that is still growing.
- Where Forest Schools impacts the woodland; areas may be sectioned off for recovery.
- Green wood will only be coppiced as and when required for an activity and sourced/used responsibly.
- Forest School will promote awareness of British Woodlands, animals and related species and our responsibilities towards them.
- Forest school leaders will ensure that woodland species are conserved and will endeavour to plant new/replacement species if damage has occurred.

## **17. General Rules for Tool Use**

All tools have a separate risk assessment and an activity Risk/Benefit Assessment which is completed for all activities. (This is available to view).

- The Forest School Leader is nominated to ensure safe storage of tools on school premises.
- All staff ensures safe storage, safe usage and safe movement whilst at the Forest School Site.
- Tools should be kept clean with oily rag, sharp and checked before and at the end of every session.
- Tools should only be used with a designated trained adult.
- The Forest School Leader and Forest School Assistant are responsible for overseeing safe use and maintenance of all tools.
- Tool Box checklists are used to ensure that all items are returned safely at the end of each session.

## **18. Fire Safety Procedures**

Campfires are an important part of Forest School and are used in many sessions. Great Binfields Primary School aims to ensure that all children and adults participating in Forest School sessions where fires are lit, do so safely.

### **Location**

- Only the Forest School Fire Circle area will be used for campfires.
- Campfires are lit within a Fire Pit to prevent the spread of fire.

### **Positioning of Children and Adults**

- Fire areas are surrounded by seating logs
- When the campfire is in use, children are not permitted to access the area immediately surrounding the fire without permission.
- 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.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Long sleeves and trousers must always be worn. Hair must be tied back.
- Children are allowed to add sticks onto the fire when invited and supervised.
- Advice on the appropriate way for dealing with smoke will be given to the children.
- If there is a clear wind direction, seating in the line of smoke is to be avoided.

- If wind direction is variable, the Forest School Leader should rearrange the seating if at all possible.

## **Fire Lighting**

Training has been provided to the Forest School Leader and Forest School Assistant regarding the way to construct and light a fire.

## **Safety and Responsibility**

- A Fire Blanket, bucket of water and Burns Kit must be sited close to the camp fire. Cling film is carried in the Emergency Ruck Sack.
- Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School Leader or Forest School Assistant.
- Fires are lit using a fire lighter, under the supervision of the Forest School Leader or by the Forest School Leader.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

## **Extinguishing**

- All fires must be fully extinguished at the end of each Forest School session.
- At the end of the session, the fire must be doused down with water using a watering can until all signs of smoke and steam have stopped.
- Remains of the fire are scattered throughout the woodland to enable natural decomposition, when the remains are completely cooled.

## **19. Arriving at the Forest School site**

Great Binfields Primary School aims to keep all children safe and the children will walk to the Forest School site on foot. The following procedures will be followed:

- The group will be given a reminder about safe walking before leaving the school building (outward) and before leaving the Forest School site (return).
- The Forest School Leader will assume a position at the front of the line and all children will be asked to stay behind the Emergency Ruck Sack.

## **20. Missing Person Procedure**

Every group will be taught what to do if:

- a) they get lost – stand still, shout 1,2,3 I'M OVER HERE? Keep still, keep shouting – we will find you.
- b) The group notices an individual has gone missing – the rest of the group gather at the log circle and are supervised by an adult. Calmly the rest of the adults spread out and shout 'child's name' 1,2,3 WHERE ARE YOU? The lost individual should shout back 1,2,3 I'm OVER HERE! back. High risk areas searched first/additional adults called for if required. Search will be methodical walking in from boundary next to school building to far end of woodland. Keeping in mind child may be unresponsive due to injury to visually seek as well. If child is not found after search of woodland area school management team is to be informed. When child is found ensure the welfare needs of the child are met. Incident to be fully recorded.

All searchers can be informed of found individual by mobile phone/walkie talkie.

## **21. Equal Opportunities Policy**

This policy operates in line with the whole school policy, a copy of which can found on the school website or obtained from the school office. Therefore,

- No child or adult will be discriminated against on any grounds including gender, age\*, background, race, religion or ability including SEND.
- Wherever possible, adjustments will be made to accommodate children with allergies, medical conditions or behavioural issues. This may include additional adult helpers, adapting the site if physically possible or adapting activities.
- All participants should feel that their experiences and contributions are worthwhile, so raising self-esteem and confidence.
- Forest School is a child-led experience and wherever possible the children will be allowed to follow their own interests providing they show respect for each other and the woodland environment.

## **22. Safeguarding Children Policy**

Great Binfields Primary School Forest School will follow the school's Safeguarding and Child Protection Policy. A copy of the Safeguarding Policy and Child Protection Policy can be found on the school website.

[www.greatbinfields.co.uk/policies-and-statements/](http://www.greatbinfields.co.uk/policies-and-statements/)

All staff and volunteers are responsible for keeping children safe through the school's Safeguarding and Child Protection Policy.

A summary of the policy is included below:

- Every child has the right to be kept safe from danger and learn in a safe and secure environment
- All staff involved in Forest School hold relevant DBS checks
- All Forest School staff attend regular safeguarding training
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders and necessary agencies, if appropriate.

**Great Binfields Primary School Safeguarding Lead persons are Jules Rogers (Head Teacher, Nicola Lyddon (Deputy Headteacher) and Debbie Robinson (Business Manager).**

## **23. Daily Operating Procedure**

### **Before the Session**

- A session plan form will be completed, taking into account observations, interest areas and learning points from previous sessions. All adults will read the session plan form prior to the session.
- Activity Risk/Benefit 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.
  - The Forest School Site will be visited and checked before the children arrive.
  - A Daily Risk Assessment will be completed.
- The equipment required for the session will be assembled, checked, loaded onto the Forest School trolley and taken to the Forest School site.
- All children will be registered by their Class Teacher. They will then get changed for Forest School in the class shared areas and go to the toilet.
- The Pre-Session Checklist will be undertaken for safety of the site and to make the children and staff aware of any changes to the area.

### **During the Session**

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

### **After the Session**

- A headcount check will be undertaken at the end of the session, before returning to school.
- All equipment is to be returned to the school building and checked before being stored ready for the next session.
- Resources will be checked, restocked and reordered where appropriate.
- Session evaluation will be completed by the Forest School Leader, along with any observational records that will be useful to the Class Teacher.

## **24. Confidentiality Policy**

Great Binfields Primary Forest School will adhere to the school's Confidentiality Policy. This can be found on the School website.

<http://www.greatbinfields.co.uk/policies-and-statements/>

All Forest School staff and volunteers must adhere to the confidentiality policy.

### **Medical and Personal Information**

- All adults will be made aware of any medical details such as allergies affecting the children attending on a need to know basis and kept confidentially.
- Only trained staff will apply First Aid to children and adults attending; volunteers must make staff aware if they are approached by a child needing care.
- Any adults attending, with medical conditions, must disclose to the Forest School Leader; this information will be treated with confidentiality.

### **Photographic and Video Permissions**

- As part of the permission to attend Forest School sessions, parents will be asked to agree to their child being photographed or filmed for observational, training or school promotion purposes; any child without this permission will be recorded in the school's Forest School Handbook.
- Only school cameras and iPads must be used for this purpose

- Volunteers should only use school cameras under the guidance of the Forest School Leader.
- Mobile phones should only be used for emergency purposes.

### **Observations**

- Trained staff will be required to undertake observations and assessments of the children attending, as part of the curriculum and wellbeing scales.
- Observations will be kept in school and remain confidential to that child and family.
- Volunteers may give oral feedback to a staff member regarding an activity; this must be in strict confidence.

## **25. Behaviour Code**

Great Binfields Primary Forest School follows the School Behaviour Code.

### **Adult Role in Promoting Positive Behaviours:**

- All adults at Forest School model appropriate behaviour and safe practices, whilst interacting with the children and each other; boundaries are shared, promoting positive reinforcement and choices and consequences discussed. They will:
  - Promote the safety and well-being of the children at all times.
  - Carry out necessary risk assessments.
  - Carry a first aid kit in the 'emergency rucksack' and administer first aid as required.
  - Create a positive learning environment, based on each child's needs.
  - Encourage good relationships, based on respect of each other.
  - Promote honesty, politeness and kindness through example.
  - Use encouraging words through the use of Growth Mindset language and show appreciation of each child's contributions and effort.
  - Ensure fair treatment and equality for all attending, regardless of age, gender, ability or race, in line with the school's Equality Policy.

Great Binfields Primary School  
***Binfields Farm Lane***  
***Chineham***  
*Basingstoke*  
*RG24 8AJ*  
Tel: **01256 460532**  
Fax: **01256 334157**  
***Email: adminoffice@greatbinfields.hants.sch.uk***

Headteacher: Miss N M Lyddon  
***Email: headteacher@greatbinfields.hants.sch.uk***  
web page: [www.hants.org.uk/greatbinfields/](http://www.hants.org.uk/greatbinfields/)

## **Forest School**

Dear Parents/Carers

We are very excited to be starting Forest School again at Great Binfields Primary School. We have an amazing school woodland area which is the ideal location for us to go out and explore, have fun and learn.

As previously outlined, Forest School is an inspirational concept providing learning opportunities through practical activities in an outdoor environment. Children enjoy the freedom to explore and experience the natural world in all seasons and in all weathers. Forest School embraces an approach of nurturing, supporting and developing the self-esteem of participants. It is an ideal environment in which to develop innovation, problem solving, risk taking, creativity and teamwork.

Forest School sessions will be led by myself as I have the Level 3 Forest School Leader qualification from Hampshire Wildlife Trust.

The safety and welfare of the pupils participating in Forest School is paramount and therefore all tasks are age-appropriate and risk assessments have been carried out for all activities prior to taking place.

### **Clothing**

To allow the pupils to participate fully the correct clothing is essential for Forest School and your child will need to bring this into school every week on a Wednesday. Your children will need:

- Wellingtons/sturdy walking boots
- Long trousers/long sleeved top
- Jumper/Sweatshirt
- Waterproof coat and trousers
- Hat, gloves and thick socks (in cold weather)

These need to be old clothes as we do not intend to stay clean! I am starting with a mixed year 3 group from Hawthorn and Hazel classes. The session for your child will start next Wednesday and continue every Wednesday until February half-term.

If you have any questions about Forest School, please do not hesitate to come and speak to me in person.

Miss Lyddon

Name of Child/Children:.....

I consent for my son/daughter to participate in Forest School Sessions in School.

Signed:

Dated:

<http://www.lymediseaseaction.org.uk/wp-content/uploads/2016/06/LDA002-7-web.pdf>

<http://www.bada-uk.org/wp-content/uploads/HumanLeaflet2.pdf>