



Northfield Primary School

Forest School  
Policies and Procedures Handbook

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## Anti-Bullying

Bullying will not be tolerated at Northfield Primary Forest School. Clear expectations of the children will be made at the beginning of the programme and the children will be told that they will be expected to support and help one another. For our Forest School to be successful and fun it is important that we all work together as a team and respect each other. Any incidents of bullying will be dealt with immediately and logged in line with school policy. Sanctions for the child who has carried out the bullying may be required. It will be explained why the action of the child was wrong and we endeavour to help the child change their behaviour for the future. If the child is repeatedly involved in bullying other children the head teacher will be informed. A meeting with parents/carers to discuss the behaviour may be arranged.

Northfield Primary Forest School will follow Northfield Primary School's Anti-Bullying Policy which can be found on the school website.

## Behaviour

At Northfield Primary Forest School, positive behaviour will be encouraged primarily through positive reinforcement. The children will also be encouraged to praise and encourage each other in order to develop their team work skills and become positive role models. It may be necessary in some circumstances to use sanctions, e.g. where the behaviour of a child has put others or themselves at risk. The school's usual discipline procedure will be followed. Missing Forest School sessions will not be used as a consequence as it is to be viewed as part of the curriculum rather than a reward for good behaviour. Where appropriate, communication with parents/carers will be made about the child's behaviour.

Northfield Primary Forest School will follow Northfield Primary School's Behaviour and Discipline Policy which can be found on the school website.

## Safeguarding

Northfield Primary Forest School will follow Northfield Primary School's policy for safeguarding children. Any disclosures made at Forest School will be reported to one of the designated leads immediately. A note of the date, time and what has been said will be made. We will follow procedures set out by the Nottinghamshire Safeguarding Children Partnership and take account of the guidance issued by the Department for Education. All staff have been appropriately trained in Safeguarding procedures.

## Photography and Confidentiality

Permission to photograph children is sought at the beginning of each year by the school. Parents/carers can consent to photographs being used on the school website or other external websites. Photographs will only be taken using a school camera or iPad. Publishing photos from Forest School sessions will adhere to the same procedure.

It is important to maintain confidentiality with personal data. All adults at Northfield Primary Forest School will be made aware of this. All staff have received relevant training in GDPR.

## Toileting

The children will all be asked to go to the toilet before the Forest School sessions start. If a child needs to use the toilet at another point during the session they will be instructed to use the KS1 toilets. Children will be reminded to wash their hands and maintain good personal hygiene.

If Forest School activities take place off site (on residential) we will strive to offer toileting facilities that group members are comfortable with.

## Equality

Every effort will be made to ensure equal opportunities for all. When children attending Forest School sessions have additional needs, they will be assisted as necessary to ensure accessibility. Activities will be adapted when necessary and differentiated to ensure that all children can take part and succeed.

## First Aid

A first aid kit is taken up to the Forest School area for every session. The first aid kit contains: gloves, bandages, dressings, plasters, tape, sterile water, scissors and a whistle. A mobile phone is also taken to the site.

Emergency medication, including asthma inhalers, epi-pens etc. will be taken to Forest School and kept in an accessible location, made known to all staff and the child to whom the medication belongs to.

Allocate staff members to stay at the incident site to liaise with the emergency services.

Arrange for non-casualties to return to school (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible.

Inform the headteacher/senior leadership team as soon as possible.

- Date, time, location and nature of incident
- Names of those involved
- Details of any injuries.
- Actions taken.

Keep headteacher/senior management team regularly updated.

Consider whether Forest School should be abandoned.

Do not discuss legal liability.

Refer media to headteacher.

## Permission to Attend Forest School

Parents/carers will be asked to sign a permission slip to agree to their child taking part in Forest School. If children are attending Forest School during the summer months, additional permissions may be sought from parents. For example, permission may be granted by parents for children to use 'Anthisan' cream if bitten/stung.

## Fire, Cooking and Food Hygiene

Campfires and the use of Kelly kettles are an important part of Forest School and are used in many sessions. Northfield Primary Forest School aims to ensure that all children and adults participating in Forest School sessions with fire and Kelly kettles will do so safely and with as little risk to their health as possible.

### **Location:**

- Campfires will be lit in the brick fire pit to stop the spread of fire.
  - The seating logs have emergency escape routes between them and are at least 1.5m away from the fire surround. Shelters should be built at least 4m from the fire surround.
- Kelly kettles are only used on flat ground and any woodchip or leaf litter must be brushed away before use.

### **Positioning of children and adults:**

- When the fire is in use, children are not permitted to access the area without permission.
- When allowed to access the fire, children must walk around the outside of the seating logs and wait for permission to step over.
- When sitting on the logs legs are drawn into the log not outstretched.

- Once seated around the fire the children must remain seated until directed by an adult.
- 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.
- Long sleeves and trousers must be worn.
- Children are not permitted to throw anything in the fire.
- 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, places their hand across the face, or to move safely away if it is unbearable.
- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If the wind direction is variable the leader should rearrange the seating if possible.

### **Safety and Responsibility:**

- The fire will be made fit for purpose.
- Only adults will light the fire, unless children are under direct supervision. This will usually be the Forest School Leader.
- Fires are lit using cotton wool, petroleum jelly and a fire steel, or by using firelighters.
  - No flammable liquids will be used/burnt.

- No plastics will be burnt.
- If sessions involve children adding fuel, this must be done with 1:1 supervision.
- Sticks/wood must be placed not thrown. The hand should never go over the fire.
- Do not light fires in tinder dry or windy conditions.
- Never leave the fire unattended.

#### **Extinguishing:**

- All fires must be extinguished at the end of the session.
- Water should always be to hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- Forest School Leaders should ensure that any large remains of wood are separated from one another.
- At the end of the session the fire must be doused down with water and stirred until all smoke and steam has ceased.
- Potash needs to be dispersed, only when cold.

#### **Kelly Kettles:**

- Only adults to light the fire in the fire pan unless children are directly supervised.
- Kelly kettle must be placed on flat, clear ground.
- Children can feed the fire with 1:1 supervision.

- To feed the fire, hold stick at one end and drop in from the side; hand should never be placed over the top of the kettle.
- Fuel should burn itself out, but if it doesn't douse with water.
- Do not boil water with corks in.

#### **Food Hygiene and Campfire Cooking Procedure:**

- Wet wipes and hand hygiene gel will be taken to the site to enable the children to clean their hands before eating.
- Perishable food will be stored in a cool box / bag.
- All food will be wrapped in appropriate packaging to avoid attracting insects/animals, and food will not be left uncovered.
- Waste food stuffs will be taken back to school to be disposed of appropriately.
- All snacks and food will be stored in a dry place.
- Products will be used within the 'use by date'.
- All cuts and grazes should be covered when cooking.
- All food utensils will be clean.
- Food will not be handled by people with colds or other infections.
- Food should be cooked thoroughly and not re-heated.
- All drinking water provided must be fresh.

- When cooking with a stick use green wood and remove bark before cooking using a knife/peeler and scraping action.
- Avoid foods that need a lot of fat to cook in case of pan fire.
- Long hair must be tied back and loose clothing must be secured.
- Medical details about food allergies etc. will be obtained from the school office.
- Children will not eat or handle food that is against parents' wishes (e.g. religious reasons, ethical reasons etc)

## Tools

Using small hand tools is an important part of Forest School as it enables children to develop new, practical skills that help them develop self-confidence. Hand tools are to be maintained in good order by the Forest School Leader and will be inspected before each session to ensure safety. Children and adults will be taught how to handle tools properly and to treat them with respect. Whilst using hand tools the staff ratio is increased.

- Tools will be kept in the Forest School tool box/bag and only removed by the Forest School staff.

- Safety information and rules specific to each tool/activity will be communicated before the start of an activity. Forest School leaders will brief children, staff and volunteers on safe use of tools each time they are used.
- Children and adults must adopt the safe stance when using tools, and must only use tools on a safe working area after carrying out a safety check.
- All tools must be counted back into the tool box at the end of the session.
- Gloves must not be worn on the tool hand when using tools.
- If the children's or the adults' hands are very cold and this has affected their mobility then tools will not be used.

## Rules of Forest School

**DON'T PICK IT** (encourage children to allow plants and flowers to continue to grow, remind them that we are only visitors to the site and help them to learn about potentially dangerous plants e.g. mushrooms).

**DON'T SQUASH IT** (encourage children to respect the wildlife living in the woodland area, this includes both plants and insects).

**DON'T EAT IT** (help children to learn about potential dangers of eating unknown plants).