



Inspiring All to Excellence



Anker Moor Primary Academy

Forest School Policy

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Purpose of Forest School

Forest School sessions at Ankermoor Primary Academy are intended to provide children with the opportunity to explore and experience the natural world through practical activities in the outdoors. This will in return help promote confidence, independence, team working and improved self-esteem.

Forest School sessions at Ankermoor shall not be limited to children of a certain age, instead all children will have the opportunity to attend a block of sessions before they leave the school. Children will visit the site regularly, throughout the year, to acknowledge different seasons and in all weathers too!

Typically, Forest School encourages children to:

- develop personal and social skills
- work through practical problems and challenges
- use tools to create, build or manage
- discover how they learn best
- pursue knowledge that interests them
- learn how to manage failures
- build confidence in decision making and evaluating risk
- develop practical skills
- understand the benefits of a balanced and healthy lifestyle
- explore connections between humans, wildlife and the earth
- regularly experience achievement and success
- reflect on learning and experiences
- develop their language and communication skills
- improve physical motor skills
- become more motivated
- improve their concentration skills
- improve their communication
- to explore the world through all the senses available to them

Children will be able to lead their own learning within our Forest School sessions. The Forest School lead will maintain the area, resourcing it as necessary. Children can use the sessions as a way to explore their natural curiosity and can participate in planned activities if they would like to do so. It is the intention that children at Ankermoor will leave our school having gained some practical, useful, life skills and knowledge, which has enabled them to be well-rounded citizens, by the time they leave our school.

During sessions, children are encouraged to take risks and to take themselves out of their comfort zone. The Forest School lead will be responsible for weighing the risk vs benefit for each activity, particularly when it is something that the children have decided to complete for themselves. If the activity is deemed too risky, it will be the responsibility of the lead to stop the activity and explain why. If possible, the lead may suggest ways in which to tweak an activity to make it safer, and therefore it may continue.

Ecological Impact

Whilst using the Forest School site we shall try and minimise the harm caused to local plant species and wildlife. The site will be maintained to encourage natural growth, however at times, may need to be cut back and trimmed for safety purposes.

As a school we are aware of our ecological impact and therefore children taking part in Forest School will be encouraged to minimise their impact on the site. This will include:

- Finding out about the different animals and plants that live in and amongst the trees
- Learning to respect animals' homes
- Careful observation of live animals

- Leaving lying deadwood in place
- Taking all materials and litter with them when they leave
- Ensuring that the site is left like they found it

We will continually work to improve the site by adding further bug hotels, hedgehog houses (and a pond in the near future) to encourage further wildlife. New trees have been planted and bird boxes have been put up too.

We shall abide by The Countryside Code as well as The Forest School Rules.

[The Countryside Code](#)

Although at Anker Moor, children do not use the 'countryside' to participate in sessions, it was deemed necessary, that in order to develop well-rounded future citizens, we will expose them to the code, to ensure that this will become good practise within Forest School sessions.

There are five sections of The Countryside Code dedicated to helping us learn how to respect, protect and enjoy the countryside.

- Be safe, plan ahead and follow any signs
- Leave gates and property as you find them
- Protect plants and animals and take your litter home
- Keep dogs under close control
- Consider other people

[Forest School Rules](#)

These rules will be shared before participating in any Forest School sessions. Children will be reminded at the start of each session and encouraged to remind their peers to follow the rules in place.

- Look after your Forest School.
- Do not pick anything growing.
- Do not put your fingers or anything else in your mouth, unless instructed to do so!
- Stay within the boundaries marked.
- Stay outside of the fire circle, unless you are invited in.
- Ask permission to enter the fire circle.
- Look above, below and around for hazards.
- Drag long sticks across the floor.

[Aerial image of the Anker Moor Forest School site](#)

Our site is split in to 2 sections.

The first section has our:

- Fire circle
- Outdoor classroom
- The storage shed
- The mud kitchen / Digging area
- Bug hunting area
- The assault course
- The stage
- Natural exploration
- Veg plot

The second section has our:

- Tree climbing area
- Den building area
- Fairy garden
- Music area
- Natural exploration
- Weaving wall
- Tyre swing



Forest School Routine

Procedures to be carried out before each session:

- A thorough sweep of the site will be done before each session to check for any litter, glass, animal faeces etc. Any such items shall be collected using plastic bags and disposable gloves.
- A written record will be kept of each sweep (See appendix 2). This shall state if any hazards were found and how they were dealt with.
- Trees will be checked for any broken or dead branches which may fall.
- Check of weather conditions. If it is unduly windy or a thunder storm is imminent or has commenced, then it will not be advisable to carry out a Forest School session. Wind speed must be below 34mph for a session to go ahead.

What happens at Forest School?

Typically, small groups of individuals (depending on child/adult ratio) take part in a programme of five, six or session weekly sessions lasting for an afternoon (around 2 hours). The sessions involve practical hands-on activities which aim to build up participants' skills, abilities and confidence week by week.

All sessions are designed and led by the schools Forest School practitioner.

Forest School strongly encourages participant-led learning, so as the sessions progress week by week, learners are given more freedom and responsibility to explore their interests and therefore initiate and direct their own learning.

Forest School uses natural resources to stimulate imagination, creativity and investigation.

Activities can include:

- Shelter building
- Natural art

- Using knots and lashings
- Fire lighting
- Animal tracking
- Bug hunts
- Tree investigations
- Climbing and balancing
- Woodwork using tools, e.g. making musical instruments, jewelry, decorative items
- Creating bug homes and bird feeders
- Collecting, identifying and sorting natural materials such as leaves
- Team games

Most activities are curriculum-linked and span a number of subjects, including Maths, English, Design & Technology, Science, Music and Art.

Session Outline:

- Child to go to the toilet.
- Put on outdoor clothes and wellies/old footwear and sit ready. (See clothing requirements).
- Walk to base camp.
- Sit down to discuss rules.
- Children to walk the boundaries in groups and identify hazards.
- Sit together and discuss safety issues again. N.B. If a child identifies a potential hazard have them place a flag near it and tell an adult.
- Sing the Forest School song!
- Provide instructions for the session, identifying resources and session focus.
- Children to have time exploring.
- If we are handling food/eating during a session, ensure children have cleaned their hands with wipes first.
- Discuss the session outlines, allowing children to feedback and ask questions if they wish too.

Procedures to be carried out at the end of each session:

- Collect resources in bag/trays/containers (check all are returned) and ensure Forest School area is tidy and left how we found it.
- Return resources to the storage shed or classroom.
- Children to walk back to class sensibly.
- Remove outdoor clothing.
- Wash hands.

Toileting Procedure

If a child needs a toilet, they shall have to inform a member of staff who will then give them permission to return to the school and use the school toilet. Younger children (KS1) must return to school in pairs to use the toilet.

Role Specifications

Forest School Leader

- To ensure the safety of children and adults as they travel to and from the Forest School site.
- Ensure the safety of children and adults whilst at the site.
- Provide clear guidance and expectations to adults and children.
- Carry out a safety check of the site prior to using.
- To assess the site on a quarterly basis.
- Carry out a safety sweep before each session.

Teaching / TA / Support Staff

- Ensure the safety of children and adults as they travel to and from the Forest School site.
- Support the Forest School lead.
- Partake in children's activities.
- Ask open ended questions rather than directing them to activities/ telling them what to do.
- Record observations.

Parent Helper / Volunteers (if we have any)

- Partake in children's activities.
- Ask open ended questions rather than directing them to activities/ telling them what to do.
- Record observations.
- Assist with carrying resources to and from the site.

Clothing Requirement (for everyone)

Children must dress appropriately for a Forest School session to ensure that they are safe and appropriately equipped.

Parents will be sent a letter prior to the session taking place listing dates and appropriate clothing (**See appendix 3**).

It will be the responsibility of the Forest School lead to decide if children are appropriately dressed for a session. If they are not, and suitable clothing cannot be found, then children will be unable to participate and must remain in school for the duration of the session.

Clothing will be as follows for all seasons (as the British weather is unpredictable!):

- Woolly hat/ Sun hat
- Gloves
- Old Jacket/ waterproof coat
- Old Fleece/Jumper
- Waterproof trousers/ Long trousers
- Spare socks
- Sturdy Footwear- Old Trainers/Wellies/Boots
- An emergency change of clothes and a carrier bag for dirty/wet clothing

N.B. There is a small number of spare coats available if children do not bring appropriate clothing.

Equipment Emergency Bag – (To be taken, particularly if we leave the school Forest School site)

- Mobile phone/ Means of communication
- Newspaper
- Wet wipes
- Protective gloves
- First aid kit including plasters, bandages and scissors.
- Water
- Blanket
- Species List for site
- Container for medical items
- Carrier Bags
- Snack if necessary
- Risk assessments – Site and specific – See appendices.

Ankermoor Forest School Equipment list

At Ankermoor, our children have access to the following equipment within a Forest School session. If a session is child led, children may choose to use from any of the following:

Fire	Tools	Nature	Other
Kelly kettle	Bow saw for dry wood	Magnifying glasses	Aqua roll
3-legged tripod	Bow saw for live wood	Paintbrushes	Locked knife box
Dutch oven	Bit and brace drill	Bug collection pots	Sharpening stone
Flint and Steel	Whittling knives x5		Trowels
	Long loppers		Rakes
	Bill hook		Shovels
	Palm drill		Wheel barrow
	Hand drill		String
	Children's hammer		Saucepans
	Mallet		Wooden spoons
	Secateurs		

*Any further equipment taken to the site must be deemed appropriate by Forest School Leader.

Health and Safety Policy

Ankermoor Primary Academy Health and Safety Policy (See Separate Document) sets out a clear statement of intent regarding the school's approach to the health and safety of its children, staff and visitors to the School.

The following is a 10-point list of additional measures relating directly to Forest School sessions.

1. However many adults accompany Forest School sessions, the person in charge is always the trained Forest School Leader – Sarah Walton.
2. The Forest School Leader has overall duty of care for the children in his/her charge, but all adults are required to take all reasonable steps to ensure children are safe.
3. All adult helpers must sign and date a form to show they have read this handbook (**See Appendix 4**) and appropriate risk assessments (later in this document) and understand and agree to comply with the general operating procedures for Forest School.
4. Whenever sessions are being carried out the Forest School Leader will inform staff of the group's whereabouts and for how long we intend to stay.

5. The Forest School Leader or Assistant will carry the Emergency Bag.
6. The Forest School Leader will ensure that the Emergency Bag contains:
 - Essential survival equipment;
 - (If leaving Forest School site for an activity elsewhere) A contact list for each child undertaking the activities, and the school's telephone number – 01827 213780.
7. The Forest School Leader will always carry a mobile phone.
8. In the event of an emergency, the Forest School Leader will ensure that the school contacts the emergency services.
9. The Forest School Leader will review the risk assessments yearly and read them before every session.
10. When tools are used the adult: child ratio will always be 1:1.

Site specific Risk Assessment

Hazard	Risk	Safety measures
Trip hazards: <ul style="list-style-type: none"> - Uneven ground / holes - Wet slippery surface - Muddy ground - Icy ground 	Medium	<ul style="list-style-type: none"> - Verbal/visual instruction to walk carefully and look where they are walking - Wear appropriate footwear - Mark off area if necessary - Remove obvious trip hazards on pre-visit site check if possible
Low branches causing eye injuries	Medium	<ul style="list-style-type: none"> - Point out location of low branches
Brambles, prickly or thorny plants and stinging nettle	Medium	<ul style="list-style-type: none"> - Show location of any brambles and stinging nettles and ask children them to avoid them
Fruit, berries, fungi	Low	<ul style="list-style-type: none"> - Verbal/visual instruction that some fruit/berries and fungi are poisonous, and should not be eaten or touched - Ensure hands are washed before eating and verbal instruction to keep hands away from face
Insect bites and stings	Low	<ul style="list-style-type: none"> - Verbal/visual warning not approach or try to catch bees and wasps - Monitor site for nest activity and avoid nest sites - Keep arms and legs covered - Check anyone with severe allergies has their epi-pen and is able to administer it
Nuts, e.g., horse chestnut, hazel, acorn	Low	<ul style="list-style-type: none"> - Be aware of children with allergies - Check anyone with severe allergies has their epi-pen and is able to administer it
Harmful litter, e.g., metal, glass, needles	Low	<ul style="list-style-type: none"> - Remove harmful litter during pre-visit site sweep - Point out location of any harmful litter as activity progresses and remove
Contact with harmful substances – soil, stagnant water	Low	<ul style="list-style-type: none"> - Ensure hands are washed before eating and verbal instruction to keep hands away from face

		<ul style="list-style-type: none"> - Ensure water is not able to collect in saucepans etc
Exposure to the elements – rain, wind, snow, ice	Low	<ul style="list-style-type: none"> - Make sure that children are wearing appropriate clothing - Use tarpaulins for shelter or the shed (weather dependent) - In extreme cases work indoors and have alternative activities planned
Exposure to the elements - sun	Low	<ul style="list-style-type: none"> - Work in the shade - Wear hats - Check sun cream is being worn - Provide regular drinks
High winds	Low	<ul style="list-style-type: none"> - Avoid areas with trees - Work on the playing field instead - In extreme cases work indoors and have alternative activities planned
Structural damage to trees	Low	<ul style="list-style-type: none"> - Check branches during pre-visit site check - If the area is unsafe, work on the field or work indoors and have alternative activities planned
Animal faeces	Low	<ul style="list-style-type: none"> - Look out for faeces during pre-visit site check and remove using gloves - Point out location of faeces during session so it can be avoided - Wash hands thoroughly if anyone comes into contact with faeces
Fencing perimeter	Low	<ul style="list-style-type: none"> - Pre session sweep to assess any gaps in the school fence

Food safety and cooking procedure

Food and drink preparation and sitting together whilst eating and drinking are important parts of Forest School. We will provide hand washing facilities at each session where food and/or drink is prepared and will ensure that all staff, volunteers and participants follow the Forest School food hygiene rules. If handwashing is not available, cleaning wipes and alcoholic sanitising gel will be, so that children can clean their hands.

Forest School food hygiene rules

Everyone involved in Forest School should be involved in food safety and follow the food hygiene rules below. If you spot a problem, please point it out to the Forest School Leader so that the issue can be dealt with.

When involved in food and drink preparation you should:

- Wash hands before and during cooking.
- Not handle food if they are ill with stomach problems, such as diarrhea or vomiting.
- Cover sores and cuts with a waterproof dressing (blue plaster).
- Avoid handling food when possible, and instead use spoons, tongs or other suitable implements.

- Tie hair back.
- Keep food that is waiting to be cooked separate from food that is ready to be eaten.
- Use separate chopping boards for preparing different foods, especially raw and ready-to-eat food.
- Prepare food on a suitable surface, e.g., chopping board, cup, saucepan and not on the ground.
- Ensure food is cooked thoroughly before serving.
- Food should be cooked right through and piping hot in the middle. Do not reheat food more than once.
- Keep utensils clean and regularly wash tea towels and cloths.
- Store food in clean plastic containers with non-leaking lids.
- Take all rubbish and food scraps away with them at the end of the session to avoid attracting vermin to the site.

Food allergies and special dietary requirements:

Participants are asked to state any food allergies and special dietary requirements they may have on their Parental Consent and Medical form. This information will be used to plan what food and drink to provide during sessions, ensuring that the food and drink provided is suitable for all.

Legislation Related to Policies and Procedures

When conducting Forest School sessions, the Forest School lead and those adults assisting should be aware of the surrounding legislation. Following policies which are relevant (of which Anker Moor Primary School has in place) are:

- Health & Safety at Work Act 1974
- Children's Act 1989
- Liability Insurance

Similarly, the following laws and guidance should be adhered to:

- Disability Discrimination Act
- Race Relations Act Sex
- Discrimination Act
- DBS Checks for all adults working/volunteering in school
- Every Child Matters

General rules for tool use:

- **All tools must have an individual risk assessment in Health and Safety folder.**
- Ensure safe storage at school with nominated Forest School Leader access and responsibility.
- Ensure safe storage and responsibility by Forest School Leader at the Forest School Site.
- Never walk around with tools.
- Always make sure they are clean and sharp before using them.
- When using tools with children it should only be with the Forest School Leader.
- When using tools there is a designated tool area where the Forest School Leader and child will sit when using the tool.
- First aiders and first aid kit close by.

Below is some quick use guidance for when tools are in use within a session.

Bow Saw/Bill hook-

- Ensure guard is in place when not in use
- Must only be used with a Forest School Leader
- Always use in the designated tool area.

- Use the bow saw / bill hook with a secure base to lean on.
- Talk with the children about the way you hold the bow saw / bill hook.
- Use a glove on the non-tool hand.
- Ensure safe storage and safe handling in Forest School.

Hand drill / Bit and brace-

- Must only be used with a Forest School Leader
- Always use in the designated tool area
- Use the drill with a secure base to lean on.
- Talk with the children about the way you hold the drill.
- Use a glove when holding the object to be drilled.
- A glove does not need to be used when using the drill as this can affect effectiveness.
- Ensure safe storage and safe handling in Forest School.

Loppers –

- Must be used with Forest School Leader
- No glove needed.
- One to one supervision for children.
- Store in tool bag when not in use.
- Remind others in vicinity to stay clear of tools.

Whittling knives –

- Must be used with Forest School Leader
- Glove needed on non-tool hand.
- One to one supervision for children.
- Always cut downwards and not towards you.
- Store in tool bag when not in use.
- Remind others in vicinity to stay clear of tools.

Mallet –

- Must be used with Forest School Leader
- No glove needed.
- One to one supervision for children.
- Store in tool bag when not in use.
- Remind others in vicinity to stay clear of tools.

Brief Risk Assessment for other Forest School Activities:

Tyre swing –

- The rope knots must be checked by the FS lead before use.
- Any sign of damage will stop the tyre swing from being used.
- Hair must be tied back.
- No earrings.
- Children must hold on with 2 hands.
- No pushing directly into the tree trunk.

Tree climbing –

- Children must not climb higher than 2 metres.
- Children must not climb on branches smaller than their wrist.

- Children must not climb below others.
- Hair must be tied back.
- No earrings.
- No lose items of clothing.

Fire Policy

Aim- To use fire safely as part of the Forest School experience.

Method

Fires must only be lit after a risk assessment has been carried out and they must only be within the fire circle area. This includes the use of Kelly Kettles. There must always be a trained adult present within the fire circle when a fire is lit or hot embers remain, never leave a fire unattended.

There must be an adequate supply of fire water close to the fire basket to ensure there is enough water available to extinguish the fire if it gets out of control. A fire blanket must be brought into the woodland to wrap round someone if their clothes become alight. Fire proof gauntlets should be kept at the fire area to allow adults to pick up hot items.

Before visiting the area, the children should have had the opportunity to ask questions and be given information about fire safety. When at the fire circle the rules should be demonstrated for the children to see. There should be no more than 2 people, adults and children, within the fire circle next to the fire at any one time. The best position for cooking is on one knee so you can move backwards easily and remain stable. Long hair should be tied back and scarves removed

Medical Procedure

Parents shall be asked to complete a medical form when they give permission for their child to attend Forest School. The form shall be carried at all times in case of an emergency. **(Appendix 1)** The Forest School leader is responsible for carrying any medical needs for children when leaving the school site. Otherwise, medication is stored in the office.

Accident and Emergency Procedure

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. She will, however, delegate responsibility when necessary, so all adults accompanying the visit must read and sign the visit handbook before the trip begins.

The group leader:	Details:
Establish the nature and extent of the emergency as quickly as possible.	See scenarios.
Ensure that the entire group are safe and looked after and kept together.	All other adults will be told as soon as possible and allocated roles; roles may be changed as needed.
Establish the names of any casualties and get immediate medical attention.	Children's names and medical details will be in the emergency bag. First Aid box will be on site.
Phone for an ambulance if appropriate.	Another adult may be asked to do this.
Ensure that a teacher or teaching assistant accompanies casualties to hospital with any relevant medical information.	In extreme circumstances, a DBS checked adult may have to take this role.
Inform the school of the name of the casualty and details of their injuries plus action taken so far.	Head will notify the police if necessary.

Pass on to school details of nature, date and time, location of the incident.	Head will notify parents, providing as full a factual account of the incident as possible.
Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts <u>after</u> the incident.	The group leader will give copies of notes and reports to the headteacher. Keep receipts for any expenses incurred – insurers will require these.
Complete an accident report form as soon as possible – See appendix 5). Contact HSE or LA (R.I.D.D.O.R.)	Report forms are kept in the headteacher’s office.

NB: No-one in the group should speak to the media. Any enquiries from journalists must be referred to the headteacher. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the LA or relevant union.

Scenarios

First aid

1. Ensure the rest of the group is safe – where appropriate delegate responsibility.
2. If appropriate, remove the danger or people from the danger.
3. Qualified First Aider called to check A-B-C, administer First Aid and if necessary, call for further assistance (999).
4. Have medical form details available in emergency bag and call parent/guardian as appropriate.
5. Record full details through school incident procedure back at school.
6. Follow up to parents as usual.

Lost or missing child

The following procedure should be instigated and followed by the Forest School Leader responsible for a group in the event of any person (adult or child) going missing from the Forest School group.

1. Carry out 1, 2, 3 routine. This signals that everyone should move to the Forest School circle.
2. Conduct a head count to check that all other members of the group are present.
3. Have two members of staff or volunteers stay with the group at the Forest School circle and await further instructions.
4. Send the remaining staff and volunteers to search the immediate area for an agreed length of time (e.g. 10 minutes). Arrange for them to return to the agreed meeting place at an agreed time.
5. Ensure that each of the searchers has a mobile phone with sufficient credit and battery life. Searchers should stay within an area they know and be aware of their own safety.
6. If the missing person is not found in the agreed length of time, everyone should walk to the school. Here the rest of the group can wait in safety and comfort.
7. Alert school staff to the fact that there is a missing person.
8. Organise a second search party. Any staff member who knows the site can be recruited to help this second search. Searchers should work in pairs with at least one carrying a mobile phone with sufficient battery life. Arrange for them to search for a specified length of time (e.g. 20 minutes) and return to school at an agreed time.
9. If the missing person is not found by this second search, then with SMT consent, contact the police. The decision may be made to do this while the second search is in progress depending on

circumstances. At this point, a decision will need to be made regarding the rest of the group, in consultation with the SMT.

10. It is likely that once they have changed out of their waterproofs, it will be best for the children to return to normal lessons.

Areas for search:

- All outside fields and areas.
- The school car park
- Toilets within school
- All classrooms and cloakrooms in school
- Bolehall Swifts next door
- Surrounding estates

After the incident is over, complete a full report using the Incident Report Form.

Death or serious accident

1. Follow First Aid procedures.
2. Stay with casualty, but ensure rest of group is removed from the situation and is safe.
3. School to call parent/guardian/next of kin ASAP.
4. Follow School critical incident procedure.
5. Gain advice on follow up from police

Irregular occurrence, uninvited person/stranger

1. The intruder will be challenged and asked to leave politely.
2. If a child is involved then the police should be called and the child/children involved should be removed from the situation and made to feel safe.
3. Follow School's critical incident procedure
4. Parents/guardian should be briefed by Forest School leader asap.
5. Inform School Child Welfare Officer and gain advice.

Poor weather conditions - Strong winds or a storm

1. If trees blowing more than 20 degrees, or if group leader feels uncomfortable take emergency 'safe' route out ASAP.
2. Use indoor areas or shelter outdoors (away from trees) areas as alternative.

Behaviour problems (See behaviour policy)

1. Trained members of staff to use de-escalation strategies.
2. Remove other children from area of risk (if deemed necessary).
3. If thought necessary, trained members of school staff to use appropriate restraint technique.
4. Debrief child after calm down period.
5. Log incident.
6. Inform parents/guardian.

Safe guarding and confidentiality

Everyone at Ankermoor Primary Academy has a responsibility in relation to child protection.

We are committed to:

- taking all reasonable measures to safeguard and promote the welfare of each child and young person (pupil) in our care
- the practice of safe recruitment in checking the suitability of staff and volunteers to work with children and young people

- protecting each pupil from any form of abuse, whether from an adult or another pupil
- Our aims:
 - to raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
 - to provide a systematic means of monitoring, recording and reporting of concerns and cases
 - to provide guidance on recognising and dealing with suspected child abuse
 - to provide a framework for inter-agency communication and effective liaison
 - to ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay
 - to ensure that safe recruitment procedures are operated
 - to design and operate procedures which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations
 - to contribute to the operation of appropriate health and safety procedures
 - to have regard to and be consistent with relevant statutory and regulatory requirements and guidance.

In addition, adults working within Forest School need to appreciate that when children feel comfortable and content, when their instinct to trust and risk take is encouraged, they may be moved to disclose information which they might have otherwise kept to themselves.

Any volunteer, or member of staff, who finds that a child is telling them something that concerns them should follow the course of action set out below in simple steps:

- Listen to the pupil but ask NO leading questions. Allow the child to lead the discussion but do not press for details
- Keep calm and offer reassurance. Accept what the child says without challenge.
- Make NO promises. You cannot 'keep a secret'. You should make it understood that there are limits to confidentiality at the start of the disclosure.
- Inform the DSL (Simon Russell – Headteacher) or the DDSL (Eve Bryan).
- Keep an accurate, written record of the conversation, including the date, the time, the place the conversation occurred in and the essence of what was said and done by whom and in whose presence. Keep the record secure and log it on to 'My Concern'.

Travel Policy

At present Forest School sessions at Ankermoor are carried out on site however, in the likelihood of carrying out a Forest School session off site, please refer to the school travel policy.

Travel to and from site:

- Children shall walk to the playground.
- All children must stay behind the Forest School Leader.
- Children to cross the playground and enter the Forest School area.
- A second member of staff (if present) shall walk behind all the children.
- When leaving the site, the children will walk in pairs back to the playground and then back to the classroom to get changed.

Appendices:

Forest School site sweep - included

Forest School Medical form - included

Forest school letter example - included

Forest School Handbook read form – included

Accident Report form - included

Anker Moor Forest School Medical Information Form

Child's Full Name	
Date of Birth	
Contact Name and relationship to child	
Home Address	
Phone Numbers	Home Work Mobile
Doctor	Address Phone

Has your child had any of the following?

Illness	Comment	Medication needed Please specify
Asthma/Bronchitis		
Sight/Hearing difficulties		
Heart Condition		
Diabetes		
Epilepsy		
Allergies: e.g. Pollen, nuts, materials, gluten		
Have they been stung by a wasp or bee? If yes, describe the reaction		
OTHER: Do we need to be aware of anything else?		

Signed: _____

Date: _____

Safety Sweep Sheet

Date:	Time:	Weather:
Staff:	Year group: No of ch exp:	Medication/Needs:

Check list:	Y/N:	Comments:
Fallen Branches		
Low Branches		
Protruding thorns		
Brambles/Nettles		
Slippery Areas		
Broken glass		
Vandalism/Intruders		
Weather effects		
Standing water		
Boundary fence		
Base camp		
Rope swing		
Tree climbing area		
Emergency bag ready		
Equipment ready		
Tool area set up		
Spare clothes		
OTHER:		

Appendix ____: FOREST SCHOOL LETTER EXAMPLE TO BE EDITED FOR EACH BLOCK OF SESSIONS-

Dear Parents / Carers,

DATE

Your YEAR GROUP child will now be taking part in Forest School sessions on a Friday afternoon.

The sessions will be on the following dates:

DATE / DATE / DATE / DATE / DATE / DATE

As you are aware, Forest School sessions are an opportunity for your child to experience nature and the outdoor environment in a safe, secure and hands on way.

Our 'Forest' is a small area within the school grounds which has now been cut back. Within a second area, is a fire circle where we will begin our sessions. In this area, we will have campfires and use a range of tools under 1:1 supervision. In addition to the trees for climbing and the fire circle, there is a rope swing and Bug Hotel to attract insects and small birds! There is also a Mud pit/kitchen where the children can dig and get very muddy!

Research suggests that children learn best from first hand experiences. Exploring, playing and problem solving within the Forest School aims to encourage learning using a range of activities (both designed by the leader and instigated by the children themselves). Building a sense of independence, high self-esteem and teamwork are important parts of Forest School, but health and safety considerations are always of paramount importance.

In order to participate in our sessions, children **must** be appropriately dressed. We encourage them to wear long sleeves and long trousers in both winter and summer to protect them from insect bites, sunburn, stinging nettles and thorns. **Children should come to school in their Forest School clothing but must bring a change of footwear.**

Recommended clothing is as follows:

- **Long sleeved top/jumper**
- **Long trousers**
- **Warm hat and gloves (in Winter)**
- **Wellies or old trainers (with a spare carrier bag to hold footwear after the session)**
- **Waterproofs (coat, an all in one puddle suit) or another old coat.**

For sessions, children must not wear earrings and long hair must be tied back.

If you have any questions or concerns regarding Forest School please do not hesitate to contact Mrs Walton for more information.

Mrs Walton
Forest School Leader

Forest School Handbook Acknowledgment

Name:	
Date:	
Role:	
Have you read the Forest School Handbook:	YES / NO
Have you read the Risk Assessments:	YES / NO
<p>I have read and understood all that is stated in this handbook and have had the opportunity to ask any questions answered about its contents or my role.</p> <p>I understand that the Forest Leader is in charge of the activities within the session, and I have read the relevant risk assessment for the activities to take place during my session.</p> <p>I have provided my medical and emergency details to the Forest leader.</p>	
Signed:	

Appendix ____:

ACCIDENT REPORT FORM – ANKERMOOR PRIMARY ACADEMY

This form should be completed if anyone is harmed as the result of an accident during a Forest School session.

This document will form the basis of a report should a claim be made, so try to be accurate and complete the whole form. If you would like to add any further information to clarify the incident, please use the reverse of the sheet.

Name/s of Forest School Leader/s _____

Name of injured person/s _____

Address of injured person/s _____

DOB of injured person/s _____

Where did the accident take place? _____

Date and time of accident _____

Who else was present? _____

What happened? _____

What action was taken _____

Whom did you notify and when _____

Follow up/further action required _____

Please delete as appropriate: Further information is/is not supplied overleaf

Signed _____

Date _____