



Gorse Hall



Primary School

Enchanted

Forest Handbook





Forest Schools Handbook Contents: What is Forest Schools?

Code of Conduct for Children and adults

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1. What is Forest Schools?



Forest School Programme Ethos Star



6

LEARNER-CENTRED

It uses a range of learner-centred processes to create a community for being, development and learning.



1

LONG TERM

It's a process of regular sessions, rather than one-off visits. The cycle of planning, observation, adaptation and review are integral elements.



2

IN THE WOODLAND

It takes place in the natural environment to support the development of a lifelong relationship between the learner and the natural world.



5

PRACTITIONER-LED

It's run by qualified Forest School Leaders who invest in and maintain their professional practice.



4

RISKY

It offers the opportunity to take supported risks appropriate to the environment and themselves.



3

HOLISTIC

It promotes the holistic development of everyone involved, creating resilient, confident, independent and creative learners.

KmH GHS FS:

Gorse Hall School Code of Conduct for Children and Adults

Bee Rules



Pupils feel safe in school because

Behaviour

In our school, we insist on high standards of behaviour at all times. We have a clear set of "Bee" expectations which we have developed with the children through the school council. We believe very strongly in developing the whole person, encouraging every child to find their strengths, celebrate their achievements and make the right choices about how they behave.

- Be Safe
- Be Kind
- Be Respectful
- Be Proud



Enchanted Forest Expectations will reflect our schools Bee rules.



Entering Our Forest

Forest School leader will complete a pre-session risk assessment. The Children will be reminded by the FSL to respect the forest we are sharing with the flora and fauna. This will enhance our learning through play, investigation and curiosity.



Boundaries

The Forest boundary is separated from Gorse Hall Country park by a high green security fence.

The children will stay within the linear tree setting and within the school grounds

Cold Wet Weather Clothing

1. Warm, waterproof coat
2. Lots of layers including a long sleeved top and a jumper
3. Long trousers or leggings (waterproof if possible!)
4. Trainers, walking boots or wellies
5. Hat, scarf and gloves

Hot Warm Weather Clothing

1. Lightweight waterproof coat
2. Long sleeved top
3. Long trousers or leggings (no shorts, skirts or bare legs please)
4. Trainers or walking boots (no open toed shoes please)

Sun hat and sun cream Please can all children bring a change of clothes and shoes for when we return from the woods



Use of Tools

Tools will only be used under strict supervision on a 1:1 basis.

(See Tool Risk assessment)

Tools are stored in a safe lock-up on the school site and will be signed in and out.

Tool talk will be given at each session
Transportation/PPE/Usage/storing in use/maintenance and repair





	<u>Shelter Building Types</u> Tarpaulin Temporary Shelter Kit/Low and High Shelter Woodland materials: Lean-to and Wigwam
<u>Collecting wood</u> For a variety of purposes • Den Building • Art/Sculpture/Weaving Frame • Fire making There are numerous small piles of logs and sticks : Care must be taken as to not to disturb any animals sheltering there. Eg Hedgehogs (ID notice will be on display)	
	<u>Picking up Sticks</u> Care must be taken when carrying sticks : No running Sticks as long as the arm can be carried: Long sticks must be dragged carefully.
<u>Picking up stones</u> Stone tipping is an exciting experience to identify insects and invertebrates and the results will be used in our "What's Under Our Feet" Survey Adults to guide the lifting of the stone which must be set back into the original position,	





Digging

The Children can harvest clay to use for sculpting and joining purposes from Fletcher's Clay Shop

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

Carrying and transporting materials

We are encouraged to roll, lift, drag and to pull materials, either by using our hands or by using ropes.

We encourage safe lifting by bending our knees and keeping our back straight. Safe lifting should always be modelled by adults.

Heavier objects should be rolled, lifted or carried by more people working together.



Collecting wood

We may collect wood for fire lighting purposes in four thicknesses - matchstick, pencil, thumb and wrist sized.

Sticks may be collected for creating pictures and patterns but should be collected sparingly so as not to disrupt creature habitats. Unused wood should be returned after use.



Fire Lighting

When we have a fire, the Forest School Leader will take full control of the operation and all accompanying adults will be briefed before we start.

A lit fire will not be left unattended by the Forest School Leader at any point.

A fire may not be lit until it has been confirmed to all that our fire safety equipment is in place.

Open fires will be built within a fire square and will be securely dampened after use with the fire site cleared and made safe.

(See Fire risk assessments)



Fire Extinguishing

All fires must be fully extinguished at the end of a session using **water and stirring**.

Whenever possible, all fuels should first be burnt off to ash.

The Forest School Trainer should ensure that any large remains of wood, especially when using a long log fire, are separated from one another.

Fire Experience

At the Fire Circle An open fire will be lit within a fire square.

A fire circle using log sitting stools will be established around the perimeter, 1.5m from the fire square. No one may enter the fire circle perimeter unless invited to do so by an adult.

We will not run past the fire circle.

No items must be carried and placed within the fire circle unless by an adult.

If we wish to move around the fire to a new stool we must step out of the circle and walk carefully around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit. **(see Fire risk assessments)**



Ecological Impact Living Things

Following play with sticks, stones and natural resources, we will return these items to where they were collected from to limit disruption to small animal and invertebrate breeding and nesting.

We will be encouraged to develop ideas of caring for the natural environment and limiting our ecological footprint to ensure the Forest School site remains a haven for fauna and flora.



Ecological Impact: Returning non animate items

We will return these items to where they were collected from to limit disruption

Ecological Impact: resources

We will use Eco friendly biodegradable items that can also be recycled and reused wherever possible.



Ecological Impact: litter

We will be encouraged to think about the dangers for wildlife, flora and fauna of littering the natural environment;

We will be encouraged to help to carefully remove any items of litter found and we will not add litter to this site.



Tree Climbing

We are able to climb trees in the Forest School site.

An adult will check the woodland floor for 'sharp objects' and check for loose or rotten branches and remain nearby or provide support as needed.

Children are permitted to explore to their own limits or to a maximum height of 1.5m.

Adults should be near enough but far enough away to not be invasive to the children's exploration.



Eating and Drinking

We will not eat anything found on the Forest site, unless this activity has been specifically planned for during the session (e.g. blackberry picking / apple cooking).

Children must be reminded not to put their fingers or hands in their mouths or noses. When we have drinks and snacks we will use a designated wash station with water and environmentally safe soap provided to clean hands before consumption.

Forest Leader to have Food Hygiene Certificate



Rope and String Use

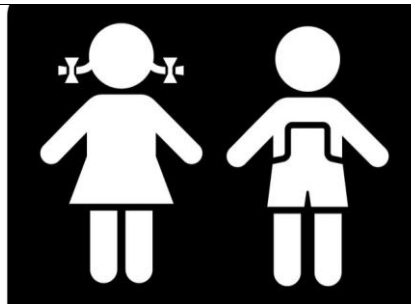
We encourage careful rope, string and knot use and do not allow children to tie up each other.

If a child has a good idea and wants to tie up a tarp or a swing, an adult will help them as needed, modelling appropriate knot tying and will talk through ideas and decisions while encouraging children to problem solve for themselves.



Toileting

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



2. Daily Procedure:

Before the session

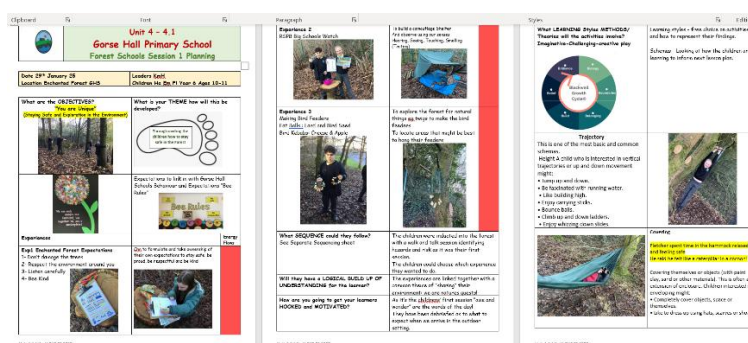
1. The site will be checked for any hazards and these will be removed.
2. A session plan form will be completed, taking into account observations, interest areas and learning points from the previous sessions. All adults will read the session plan form prior to the session.
3. Activity risk assessment forms will be completed/updated for each planned activity. All adults will read the forms relevant to a particular session before it starts.
4. All staff will have read the latest Site Risk Assessment, which will be relevant to the current season.
5. 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.
6. A daily risk assessment will be completed.
7. The equipment required for the session will be assembled, checked and prepared ready for taking to the site.
8. All children will be registered by their class teacher. They will then get changed for Forest School and go to the toilet.
9. The pre-session checklist will be undertaken.

During the session

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

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

Typical Session Example



3. Forest School Recommended Clothing List

As part of our Forest School experience, we will be visiting the woods in all weathers.

It is important that children are dressed in suitable clothes to ensure that they are comfortable, dry, warm and ready for adventure!

Please see a list of recommended clothing for the children below.

Cold/Wet Weather	Hot Weather
6. Warm, waterproof coat 7. Lots of layers including a long sleeved top and a jumper 8. Long trousers or leggings (waterproof if possible!) 9. Trainers, walking boots or wellies 10. Hat, scarf and gloves	5. Lightweight waterproof coat 6. Long sleeved top 7. Long trousers or leggings (no shorts, skirts or bare legs please) 8. Trainers or walking boots (no open toed shoes please) 9. Sun hat and sun cream Please can all children bring a change of clothes and shoes for when we return from the woods

4. Poor Weather



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

1. **Strong winds** that make our forest area hazardous due to falling debris.
2. **Very wet freezing conditions** where hypothermia could be a real possibility.
3. **Thunder and lightning.**
4. If **snow is falling heavily**, freezing and causing ground to become slippery or icy.
5. If it is **too hot** and the children are at risk of sun exhaustion.
(Our setting is very shady)

Poor Weather Our Forest School sessions go ahead in all weathers unless:

1. There are **strong winds** which may make the woodlands dangerous due to loose branches and falling debris.
2. It is dangerous to get to the woods.
3. Extreme temperatures

The children are **not dressed appropriately** The Forest School leader is responsible for checking the weather forecast before each session and will use their judgement to make the decision to cancel a session if necessary.

Please see guidance below for how to dress the children effectively for all weathers.

5. Adverse Weather Policy

[Adverse-Weather-Policy-Oct-2023.pdf](#)

6. Tools & PPE Procedure (See Risk Assessments)

- Tools will be stored in a large toolbox at Gorse Hall School with a smaller toolbox used to transport the tools we need for our session to the woods.
- The Forest School leader will assess each tool and ensure that they are in full working order, meet the relevant safety regulations and are in their covers before packing them safely to transport.
- All tool use is risk assessed and supervised by a Forest School leader. All tool use is supervised at a 1:1 ratio and children are fully supported by the Forest School leader.
- Tools are only used where appropriate and are introduced slowly starting with potato peelers and secateurs.

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- When children are confident in the use of these we will move on to the use of other tools such as bow saws and loppers.
 - The Forest School leader will ensure correct personal protective equipment is used and the children will be shown how to safely use the tools through Tool Talks. Please see attached risk assessments for tool use

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

The following tools could be used during Forest School sessions. • *Bow saw* • *Palm drill* • *Mora Clippers (Whittling knives)* • *Whittling peelers* • *Scissors* • *Secateurs* • *Loppers* •

Mallets Tools are used with adult 1:1 supervision only.

- The Forest School Leader is responsible for overseeing safe use and maintenance of all tools.
- A list of the items stored in the tool box is attached to the box and used as a checklist to ensure that all items are returned safely at the end of each session.
- A designated area will be marked out for when tools are in use and children will be taught rules including: never walking with tools, a correct stance to follow.
- The children will also be taught to check their tools before use and will be shown how to fit guard to the tools if required.
- **Gloves** are available as **personal protection equipment** when needed and will only be worn on the non-tool hand.

The tool box is kept locked when not in use.

- The Forest School leader is responsible for the safe keeping of the key.
- The tool box is kept locked and taken off site when not being used at sessions.
- Activity risk assessments are completed for all activities involving the use of tools.
- Tool use risk benefit assessments are available to read, and all staff will follow the procedures outlines in them.

7.Eco Environment & Sustainability Policy

GHS Eco ESP-24.pdf

8.Environmental impact assessment and monitoring policy

Unit-4 3.3b Impact matrix to assess the ecological effects of Forest School activities at Gorse Hall School

Area impacted on:	-/+ effects	Small	Medium	Long Term effects		
Experience in the Enchanted Forest	Ground Layer 	Field Layer eg Buttercup 	Shrub Layer 	Canopy Layer Oak Tree 	Fauna eg Roe Deer 	Flora eg Gorse 
Snacks (Waste can be composted in the Veg Patch) 	Pollution (-ve short term)	Minimal effect	Minimal effect	Minimal effect	Leftover food can alter natural feeding habits (-ve medium term)	Minimal effect
Shelter and Den Building 	Disturbing ground flora (-ve short term) Trampling ground flora (-ve short term) Disturbing leaf litter (-ve short term)	Taking materials such as branches and ferns	Minimal effect	Minimal effect	Disturbing habitats of insects (leaf litter) and other small animals e.g. rabbits (-ve short term)	Trampling wildflowers (-ve short term)

Crafting eg Weaving 	Disturbing ground flora (-ve short term) Reduction of leaf litter effecting decomposition cycle (-ve short term) Leftover litter e.g. string (-ve short term)	Taking materials such as twigs, leaves and berries (-ve medium term)	Damage to trees from picking leaves and berries (-ve medium term)	Damage to trees from picking leaves and berries (-ve medium term)	Taking food e.g. berries, seeds (-ve medium term) Disturbing habitats (-ve short term)	Trampling and picking wildflowers (-ve medium term)
Exploration and Investigations eg. Rock tipping 	Trampling ground flora (-ve short term) Disturbing leaf litter (-ve short term)	Taking materials such as twigs, leaves and berries (-ve medium term)	Damage to trees from picking leaves and berries (-ve medium term)	Damage to trees from picking leaves and berries (-ve medium term)	Taking food e.g. pinecones, berries, seeds (-ve medium term) Disturbing habitats (-ve short term)	Trampling and picking wildflowers (-ve medium term)
Creating habitats e.g. bug hotels 	Disturbing ground flora (-ve short term) Reduction of leaf litter effecting decomposition cycle (-ve short term)	Taking materials such as twigs and leaves (-ve medium term)	Damage to trees from picking materials (-ve medium term)	Damage to trees from picking materials (-ve medium term)	Creating habitats for insects (+ve medium term)	Minimal effect

Unit 4 3.3b KGH FS Eco Impact 2025

Walking/Running in Forest 	Trampling ground flora (-ve short term) Disturbing leaf litter (-ve short term)	Trampling plants (-ve short term)	Minimal effect	Minimal effect	Disturbing habitats of insects (leaf litter) and other small animals e.g. rabbits (-ve short term)	Trampling wildflowers (-ve short term)
Tree Gym 	Trampling ground flora (-ve short term) Disturbing leaf litter (-ve short term)	Trampling plants (-ve short term)	Minimal effect	Minimal effect	Disturbing habitats of insects (leaf litter) and other small animals e.g. rabbits (-ve short term)	Trampling wildflowers (-ve short term)
Hammock 	Trampling ground flora (-ve short term) Disturbing leaf litter (-ve short term)	Trampling plants (-ve short term)	Minimal effect	Minimal effect	Disturbing habitats of insects (leaf litter) and other small animals e.g. rabbits (-ve short term)	Trampling wildflowers (-ve short term)

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

9. Healthy Lifestyle Eating and Drinking policy

GHS-Healthy-lifestyle-Eating-and-Drinking-Policy-24.pdf

10. Fire & Cooking Procedure

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

Location of fire

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

Fire Safety Rules

1. Ratio of 1 adult : 1 fire
2. Fire area is surrounded by a boundary of at least 1.5m from the fire pit or Kelly Kettle.
3. Children will sit on logs outside this boundary.



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

Safety and Responsibility

1. Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School Leader.
2. Fires are lit using cotton wool and a fire striker.
3. No flammable liquids are to be used to light or accelerate fires.
4. No plastics are to be burnt.
5. If sessions involve children adding fuel to the fire, this must be done with one-to-one adult supervision.
6. Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.
7. A Fire Blanket, bucket of water and Burns kit must be sited close to the camp. Cling film is carried in the emergency rucksack

Extinguishing

1. All fires must be extinguished at the end of a session.
2. Water should always be to hand during campfire sessions.
3. Whenever possible, all fuels should be burnt off to ash.
4. At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.





5. Large build ups of potash, from several fires, need to be dispersed.



This must only be done when it has totally cooled, preferably the following day. It should be finely scattered through the woodland to enable natural decomposition.



Kelly Kettles



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



Positioning of children and adults around the fire pit



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1. The fire will be constantly supervised by the Forest School leader who will not be included in child ratios.
 2. The fire will not be left unattended once lit. A fire circle will be set up which is 2 metres distance from the fire, as can be seen in the diagram above.
 3. This will include an entrance, exit and emergency exit.
 4. Children must ask the Forest School leader if they can enter this circle and then sit on the seats which are positioned 1.5 metres from the fire pit.
 5. Once children enter the fire circle they are to sit down straight away on the seats while the Forest School leader talks to them about how to sit safely near the fire.
 6. Any movement around the fire pit must be in a clockwise direction and anybody entering or leaving must do so through the designated entrance and exit points.

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7. The emergency exit is only to be used in the case of an emergency.



Starting the fire

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1. The Forest School leader must have everything needed before starting the fire.
 2. This includes tinder, kindling and fuel as well as enough water and emergency equipment.
 3. Only the Forest School leader will light the fire and will use approved Forest School methods of lighting.
 4. No flammable liquids or plastics will be allowed near the fire. Cooking Our Forest School leaders hold Food Hygiene certificates.
 5. The children will be eating hot food such as bread, marshmallows, vegetable or fruit skewers etc.
 6. All children will wash their hands in nursery before eating.
 7. Food will be cooled before being handed to the children and children told to blow on the hot food before eating.



Extinguishing

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1. When the session is coming to an end, the Forest School leader will stop adding fuel to the fire.
 2. Once it is time to extinguish the fire, the embers will be spread out in the fire pit to reduce the heat.
 3. Only when the embers have stopped burning will water be added. Enough time must be allowed to safely extinguish the fire at the end of the session.



Kelly Kettle Use

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1. When the Kelly Kettle is used, it will be placed on flat ground and the cork will be removed.
 2. The Forest School leader will start the fire and place the kettle on top. The hole on the base should be facing downwind.
 3. Children can help to feed the kettle with fuel with one to one supervision from the Forest School leader after being shown how to do so safely.
 4. Children must be sat at a safe distance from the kettle, as told by the Forest School leader.
 5. Please see attached risk assessment for fire use.



11.Food Safety Policy:

(Food Hygiene Certificate pending)

- Gorse Hall Primary School maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food.
- A full Activity risk assessment will be completed for any activity involving the preparing and/or consuming of food items.
- This will include attention to the purchase, storage, preparation and serving of any food items to prevent the growth of bacteria and food contamination.
- Cooking on a campfire will be undertaken only by a member of staff in possession of a Level 2 Food Hygiene Certificate Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in date and not subject to any contamination by pests, mould etc.
- A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the Forest School site.
- All such ingredients must be used within 2 hours. Unrefrigerated food will be served to children within 4 hours of preparation.
- All utensils, crockery etc will be checked to ensure they are clean before use. Waste food will be disposed of promptly. When food items are to be consumed during a session, warm water with anti-bacterial soap will be provided for hand washing.
- Children and adults will be required to wash their hands immediately prior to preparing and/or eating food.
- All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it. Cooked food will not be reheated. Please see the Fire risk benefit assessment for more information.

12.Food/Litter & Waste Disposal

- No food or litter is to be left in the woods. The Forest School leader will carry two bags, one for recyclable waste and one for non-recyclable.
 - The children are responsible for placing their own waste in the correct bag and are taught about the impacts leaving litter can have on the woodlands.
 - In each session, a child is designated who will place the non-recyclable bag into the waste bin as we leave the woods.
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- We produce very little waste water as we use hand gel and wipes to clean our hands rather than soap.
 - We bring large bottles of clean drinking water with us to the woods to drink and to use in activities. Most of this water is drunk by the children but some may be poured on the woodland floor. (We are considerate where we pour any water, avoiding animal habitats and plants)

13. Water Policy

There is a Pond Garden and surface streams in the but the Forest - School leader will ensure boundaries will be set up far from any water. **See Water Risk Assessment**

14 Lifting Policy

When lifting heavy materials, children are encouraged to roll, pull or carry them together.

Safe lifting advice will be followed including bending the knees and keeping your back straight. This applies to both children and staff. Safe lifting should be modelled by the adults. **See Lifting Risk Assessment**

15. Lone Worker Policy

[Lone-Worker-Policy-Feb-2024.pdf](#)

16. Child Protection & Safeguarding Policy

[Child-Protection-and-Safeguarding-Policy-Nov-2024.pdf](#)

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

In addition to the above whole school Policy, within Forest School sessions we will ensure a high adult / child ratio and low numbers of children engaged in activities at all times.

At all times, a minimum of two staff will work supporting children within the designated Forest School site, one of whom will be a trained a qualified Forest School Leader.

All staff, whether on the Teaching Team or Forest School Volunteers (including the Forest School Leader) will have up to date DBS clearance specifically for working within Gorse Hall Primary School with children aged from 4 to 11 years.

All staff (which includes Volunteers working with children within the Forest School) will have read the above School Child Protection and be fully aware of the disclosure statement, member of staff to approach and procedures to



follow should a child make a specific disclosure to any adult while Forest school activities take place,

Designated Safeguarding Lead (DSL): Ms N Sulamen Head Teacher DSL: Miss A Flood (Deputy Head Teacher), Miss J Evans

17:Equality & Inclusion

[Equality-Information-and-Objectives-Policy-June-2024.pdf](#)

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

18.First Aid Procedure & Policy

[First-Aid-Policy-June-2024.pdf](#)

**Forest School First Aid Course
completed by Forest School
Leader:
March 25-28**

During Forest School the Forest School Leader is responsible for First Aid and has a qualified Outdoor First Aid Certificate. Training completed 25/3/25

The Forest School Assistant is also First Aid trained and holds a paediatric First Aid Certificate.

During our Forest School sessions we follow the schools Accidents and First Aid policy (see appendices). All accidents and incidents are reported on an accident/incident form.

In case of an emergency the Forest School leader will inform School management and follow the Emergency Action Plan as set out below.

Emergency Action Plan In the case of an injured child or adult:

- The FS leader will blow a whistle to let the other staff members know there is an emergency
- The other members of staff gather the rest of the children together in an area away from the injured child and keeps them calm

- FS leader carries out first aid, following Gorse Hall Schools first aid policy and monitors casualty.
- FS leader or another member of staff calls emergency services.
- The FS leader will blow a whistle to let the other staff members know there is an emergency
- The other members of staff gather the rest of the children together in an area away from the injured child and keeps them calm
- FS leader carries out first aid, following the schools first aid policy and monitors casualty.
- FS leader or another member of staff calls emergency services.
- Member of staff goes out to the main entrance to await emergency services and guide them to casualty.

In the case of injured FS Leader:

- One member of staff gathers the rest of the children together in one area and keeps them calm
- Another member of staff carries out first aid and monitors casualty.
- Member of staff calls emergency services and follows their instructions.
- Member of staff goes out to the main entrance to await emergency services and guide them to casualty. Our nearest **24 hour Accident and Emergency hospital is Tameside Hospital**

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

Medical Emergency Procedures (laminated) Whistle First Aid Kit Thermal Blanket/Survival Bag Toilet paper in plastic bag Baby wipes Bottled drinking water Clingfilm •	Small ground sheet Bite and Sting Relief Spray Burn relief spray High Vis vest Spare clothes including socks, hats and gloves Anti-bacterial gel Spare bags Torch
Emergency contact details for staff and group /Notebook and pen	First Aid Kit checklist: Recording sheets
2x sterowash • 4 x sterile cleansing wipes • 3 instant ice packs • Waterproof plasters • 1 x triangle bandages • 1 x large bandages • 2 x resuscitation face shield • 2 x medium bandages • 3 pairs of protective gloves • 1 roll of micropore tape • Safety pins • Savalon • Scissors • 1 x tubular bandage • 4 x burns gels • 1 x eye bandage •	



Sharps box • Thermometer • Glucose gel • Syringe • Tweezers • Anti-Histamine • Pain relief • Diarolyte
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19. Emergency Action Plan Procedure

At Forest School the schools Emergency Procedure will be followed.

In addition to this all staff, volunteers and participants will be briefed on what to do in the case of an emergency.

A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions.

1. The Forest School Leader will assess the situation, the nature and extent of the injury/accident.
2. They will ensure the rest of the group are safe from danger and adequately supervised.
3. An accident form will be completed later. A RIDDOR record will be created, along with an Accident report for any death, serious injury or 7-day injury.
4. If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:
5. In serious cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the Forest School Leader.
6. Then the school will be notified.
7. The school office will be responsible for contacting the injured party's emergency contact.
8. The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
9. One member of staff from school will meet the ambulance at the school entrance and direct the crew to the incident site.
10. If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
11. In minor cases, the Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to hospital, doctor or home - as appropriate.

**Emergency Contact Numbers: • Ambulance/Fire Brigade = 999 •
School Office = 0161 338 4262**

If Requesting attendance by Emergency Services: • Dial 999 and ask for ambulance or fire brigade. Be ready with the following information: • School number -0161 338 4262
School post code -SK15 2DP
Ambulance access - Forester Drive School Car Park for vehicle or school field for air ambulance.

(Accident Procedures Incidents and near misses)

20.Critical Incident Policy

[Critical-Incident-Policy-October-2024.pdf](#)

21.Administration of Medicines Policy

[Special-Medical-Needs-and-Medicine-Policy-July-2023-1.pdf](#)

22.Health & Safety Policy

[Health-and-Safety-Policy-2024.pdf](#)

A minimum of two staff will work supporting children within the Forest School site, one of whom will be a trained and qualified Forest School Leader who is also a qualified Outdoor First Aider.

At all times a fully charged and working mobile phone and fully equipped specific Forest School First Aid box will be easily accessible to staff and volunteers on the Forest School site.

An evacuation strategy and procedure for injured child or adult will be in place, together with clear access directly to the Forest School site for any emergency vehicles.

Any accidental injury or accident will be listed, signed and dated within the Forest School Accident book and subject to a safety review with all adults on the site.

23.Anti Bullying Policy

[Anti-Bullying-Policy-.pdf](#)

24.Behaviour Policy

[Behaviour-Policy-2024-2025.pdf](#)

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



• Building relationships and trust; It is vital for children to trust adults if the experience is to be a positive one. Through building relationships in Forest Schools, adults can gain an understanding of children's emotional difficulties and the triggers which may cause behavioural changes of fight or flight.



As trust is built, we can teach children coping strategies and use reflection opportunities to talk about feelings and emotions enabling children to become emotionally literate and aware of feelings and aware of who we are.



• Adult's modelling positive behaviour and creating a positive site atmosphere where everybody is treated as equals.



• Adults process praising the children.



• Having consistent boundaries will give children security and enable them to know what to expect. An effective way is to involve and engage the children in setting the rules and boundaries. Rules and boundaries are reinforced at the beginning of each session.



• Setting up opportunities for children to learn to work together; developing social skills, sharing resources, trying new activities.



• Being in the natural environment, Forest School naturally creates a calming environment, green is thought to be a calming colour.



• Setting up activities enabling children to achieve.



Rewards At Forest Schools we aim to build children's self-esteem and confidence through self-appraisal and own sense of achievement, through the completion of activities.



Adults at Forest Schools facilitate learning to ensure that children achieve. When giving praise it should be for the process. We will share items made (with permission of the children) with the rest of the group to celebrate individual success.



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



If needed the child will be removed from the forest school area. The child will be given recovery time and the incident will be discussed once all calm with possible resolutions. This may need to take place during the start of the next session. Incidents will be recorded in the and the class teacher informed (for



information only). The behaviour is dealt with in the Forest School setting and no further sanctions carried out.

If repeated unsafe behaviour then further discussions to involve the head teacher to establish the next course of action. Forest School should not be used as either a reward or sanction, as it should be seen as a core part of the child's school learning.

25.SEND Policy

[SEND-Policy-2024-2025.pdf](#)

26.Mental Health & Wellbeing Policy

[Pupil-Mental-Health-and-wellbeing-policy-June-2023-1.pdf](#)

[Staff-Wellbeing-Policy-2024-2027.pdf](#)

27.GDPR Policy

[GDPR-Policy-February-2024.pdf](#)

- At Forest School our standard school Data Protection Policy and Confidentiality Policy will be followed and can be accessed via the link above:
- As well as the policy above, the Forest School Leader will maintain all paperwork and registers relevant to Forest School.
- All confidential paperwork will be stored in the office area.
- Any paperwork relevant to a child will be shared with the child's class teacher. Any Pastoral or Safeguarding matters will also be reported to the Headteacher and Deputy Headteacher.
- All computer files containing information will be stored securely on the school network.
- Any discussion within Forest School about a child's learning is to be kept confidential at all times.
- It is not the place of a staff member or volunteer to talk about children in their care outside of school premises unless in the capacity of a professional nature.
- If a member of staff is found talking about and naming children, it could lead to a disciplinary matter. In the event of a volunteer doing so, they would be asked to relinquish their role within our school.

28.Toileting & Hygiene

Children to use toilets in the main building via Staff room door

29. Intimate Care Policy

[Intimate-Care-Policy-June-2024.pdf](#)

30. Risk Assessment

(With Site Manager and Mr Dunstan the Tree Surgeon)

A full annual Risk Assessment of Gorse Hall School Forest School site will be undertaken every Autumn and updated every term or following high winds, floods, any occurrence that may have resulted in changes to the environment here.

This will be undertaken by the Forest School Leader and will comply with Health and Safety Executive's Five Steps to Risk Assessment programme and review the four layers of the forest.

All trees will be visually checked on this occasion and there will also be a biennial tree assessment undertaken by a trained and qualified tree surgeon.

Any trees identified as suffering damage will be removed / made safe prior to use of the area. In addition, a daily risk assessment will take place prior to Forest School sessions, with a visual check of the area and removal of any rubbish and areas clearly identified or sectioned off from use if necessary until permanently dealt with (for example Hawthorn growth).

A Risk Benefit Assessment will be completed prior to every higher risk activity and risk assessments will be with the Forest School Leader and all supporting adults constantly reviewing potential danger with a view to support and enable such activities to take place to foster learning yet working with the children to ensure safety at all times for themselves and others using the site.

Please see Risk Assessments for more information.

31. Complaints Procedure

[Complaints-Policy-Jan-2024.pdf](#)

32. Harassment Policy

[Gorse-Hall-Primary-and-Nursery-School-Harassment-Policy-April-2024.pdf](#)

33. Whistle Blowing Policy

[Whistleblowing-Policy-2022.pdf](#)

34. Photography Policy

[Photography-Policy-June-2024.pdf](#)

34. Insurance

(School)

