



Badger Wood Adventures Forest School Policies & Procedures

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Badger Wood – a vision statement

At Badger Wood we strive to provide support and encouragement, in a beautiful environment, so all that visit may gain a sense of wellbeing and calm.

Our aim is to enable participants to develop trust in others and themselves, to build relationships with others, themselves and their environment and so build a supportive community.

This is done through empowering participants to make decisions and take an active role in taking care of the woods.

Giving participants time and space to explore, experiment, construct, play and be creative enables them to feel a sense of achievement and gain a better understanding of their needs and abilities.

The aims of Forest School are:

- To give children regular opportunities to experience and build a relationship with the outdoor, natural environment.
- To allow children to learn at their own pace; and through small, achievable tasks develop confidence and a sense of self-efficacy.
- Develop and build life skills such as resilience, language and communication skills and decision making.
- Take risks, an integral component of the Forest School ethos, learning the importance of boundaries, assessing risks and problem solving.
- To work with natural materials and learn how to use tools safely.
- Spend time in the natural environment and so encourage an understanding and appreciation of that environment - preparing children to be the future guardians.

Forest School allows children to learn through play. They have the time and space to explore the open-ended environment and lead their own learning. Forest School develops, supports and enhances all areas of learning. The activities intrinsically cover all areas of the curriculum, from the Early Years Foundation Stage through to Key Stage 2.

Session Procedures

These are general procedural guidelines. They will be adapted for individual Forest School sites and user groups.

Equipment

- Forest School equipment is securely stored in one place with an inventory list
- Equipment is prepared in advance of the session
- Equipment is inspected before the session (is anything broken, is it all safe to use) and any equipment deemed unsafe to use is removed
- Equipment is carried in suitable containers or bags
- An appropriate amount of equipment is used ensuring it can be easily carried to the site. Ensure equipment is not too heavy for the group to transport and checking that no one is getting left behind
- Every session will require first aid kit, safety sweep form, consent forms for children, mobile phone and information about special needs within the group

Leaving the School Premises

- Make a register of names of children (and adults) who are going to the session
- Make sure every child has the correct clothing (waterproofs, warm jumper, sensible shoes) and equipment (medication, lunch or drink); if children are not adequately dressed and clothing cannot be provided they should not take part in the session
- Make sure every child has been to the toilet before you leave school
- Check whether every child is happy and ready to go
- Count the children before leaving the premises

Walking to site

This will obviously vary from one Forest School to another and the notes below should be adapted for each situation;

- If crossing roads, make sure children know the procedure for crossing the road
- Have an adult at the front, at least one in the centre of the group and one at the back making sure no one gets left behind or lost
- Decide on how the group will walk – in pairs, single file, groups
- Explain where the Forest School site is – do you have to walk through the woods; how far is it

Arriving at the Forest School Site

- Count children (sticky elbows/sticky toes)
- Encourage children to do own risk assessment – what do we need to look out for; can you see any hazards
- Assess weather conditions – is it safe to go into the woods
- Explain / discuss / remind about the rules for Forest School
- Define clear boundaries
- Explain what you are going to do during the session
- Enjoy it!

Leaving the Forest School Site

- Collect all equipment ready to take back to school; check you have got everything by ticking off the list
- Check that no rubbish or equipment has been left behind

- If you have had a fire, make sure that it is fully extinguished
- If you have been using tools to cut wood etc, make sure no hazards are left for other users of the woodland eg branches left across paths
- If you have been building shelters, make sure they are being left in a safe condition if the wood is used by the general public
- Count children as you leave site

Returning to the School Premises

- Count children on return to school
- Make sure all children wash their hands immediately, and especially before eating or drinking
- Children should change into spare clothes if necessary eg if they got wet in the rain
- Put equipment away and record that it has been returned
- Ensure any accidents / injuries (cuts etc.) are reported in the school accident book

Health & safety Policy

Badger Wood Adventures provides play-based experiences for children in woodland and other natural environments in line with the ethos and practice of Forest Schools.

Forest Schools allow children to engage in risky activities – using edged tools and open fires – allowing children opportunities for risk assessing, by following Forest School procedures under competent leadership. I believe that this is an important skill for children to learn and enables them to build confidence in their ability to make considered decisions throughout their life.

Procedure

I am a qualified Forest School Leader with a NOCN Level 3 in Forest School Leadership and am responsible for running Forest School activities. I work in compliance with the Health and Safety at Work Act 1974 by ensuring that:

Full risk-benefit assessments which weigh up risks against benefits to children are reviewed once every term for the environment and the activities.

Safety sweeps are carried out before each session.

Dynamic risk assessments form part of the on-going assessment during sessions. If circumstances change action is taken to ensure everyone's safety.

Children are given opportunities to assess risks for themselves, appropriate to their stage of development and level of understanding.

All equipment is suitable for its intended use and is correctly maintained and used.

Adults and children are aware of the fire procedure and regular evacuation drills are carried out.

Adults and children are aware of the procedure in case of accidents.

All adults are familiar with the Health & Safety policy.

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Emergency procedures are put into place if an emergency occurs and are reviewed with volunteers at each session.

There is no smoking in the woodland.

There are no contractors in the woodland during a session.

Weather reports are checked prior to a session and in the event of extreme weather, when it may be too dangerous to be in a woodland environment, the session will be cancelled or postponed.

Children and adults are required to have appropriate clothing and protective clothing can be provided if required.

First Aid

I have completed an Outdoor First Aid course which includes paediatric first aid and will be the Trained First Aider during Forest School sessions.

The first aid kit is kept clean and is replenished and items replaced when necessary. I regularly check expiry dates and keep a log of all items and dates. Sterile items are kept sealed until needed and once opened any unused items are discarded.

The first aid kit is kept in the emergency rucksack and all adults are made aware of its location during sessions.

Medication

If a child is on prescribed medication the following procedures will be followed:

If possible the parent/carer should administer the medicine. If not, then the medication, which must be clearly labelled with the child's name, dosage and any instructions, will be administered by myself.

Before I can administer any medicine, a medication consent form will need to be completed by the parent/carer giving permission and clear instructions on dosage and how to administer the medicine.

The medication consent form will be filled out each time the medicine is given to the child; recording the date and time of each dose, the amount given, any notes and my signature. The parent/carer will be asked to sign on pick up to acknowledge that this has been done correctly.

Children will not have access to any medicines.

Children's individual health care plans for long term medical conditions will be adhered to; following information and instructions provided by the parents on their child's registration form.

Any notifiable illnesses will be reported to the Local Authority.

Ticks

Ticks are increasing in number all over the UK. In Gloucestershire the risk of getting bitten by a tick is med – high. They have been found in gardens and parks as well as woodlands. Some ticks carry diseases.

Incidents of children and adults picking up ticks have increased.

It is important to raise awareness of how to prevent tick bites. We are committed to being more vigilant and proactive in preparing children for the woods and checking for ticks.

We provide parents with information on ticks and how to prevent bites and keep information available during sessions

When parents and children arrive we check that their clothing is appropriate, we ask children to tuck tops into trousers and trousers into socks, we apply insect repellent if permission given or ask parent to apply it, if present.

We keep to pathways cut through the bracken and long grassy areas

Before children leave the woods we check them for ticks on exposed skin.

Records

A register is completed as the children arrive so a complete record of those present is available in an emergency. High adult: child ratios will be maintained and will vary depending on the age and number of children. Good supervision by all adults is essential.

A record is kept of emergency contacts, doctor's numbers and children's medical details. An accident book is used to record accidents and an incident book is used to record any incidents which occur during sessions. I inform the parent's/ carer's of any occurrence, they will be required to sign the relevant book and will be given a copy of the record. Children will leave only with authorised adults.

Any accidents which require hospital treatment will be reported to the Local Authority.

All details of accidents and incidents are kept in a locked file.

Hygiene

An eco-toilet is available at the woodland for the children and adults to use. The seat and surrounding area are cleaned before every session using anti-bacterial spray. After visiting the toilet an anti-bacterial hand gel is available for primary cleaning and clean water and hand soap are supplied for secondary cleaning. This is used before eating and before and after food preparation. Paper towels or individual hand towels are used for drying hands and disposed of in a designated bin.

Rubber gloves are worn when cleaning up any spills of bodily fluids.

National Health and Safety Legislation

Work environments are governed by the Health and Safety at Work Act 1974 which states that the employer has a "duty of care" so far as is reasonably practicable, for the health, safety and welfare of their employees while they are at work. This means that the employer should:

- Ensure that the provision and maintenance of plant and systems of work are safe and without risk to health.

- Ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of their employees.
- Maintain the place of work under their control, in a condition that is safe and without risks to health and provide and maintain a means of access to and from the place of work which is safe and without such risks.
- Provide and maintain a working environment which is safe, without risk to health and has adequate facilities and arrangements for their employees welfare at work.

Employees also have a duty under the Act to take reasonable care for the health and safety at work of themselves and any other people who might be affected by their actions or omissions and to co-operate with their employers and others to enable them to comply with statutory duties and requirements. Also, they must not intentionally or recklessly misuse anything provided in the interests of health, safety or welfare in pursuance of any aspect of health and safety law.

These regulations apply outdoors as well as indoors.

The role of staff, volunteers & visitors

When working with children and young people all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times. It is important to:

- Operate within Badger Wood Adventures policies and procedures.
- Follow the Badger Wood Adventures child protection policy and procedures at all times
- Demonstrate integrity and respect for children and young people
- Act as positive role models and display high standards of behaviour
- Ensure that activities are appropriate to the child's or young person's level of development and understanding
- Be positive, enthusiastic and give feedback in a constructive manner
- Be appropriately dressed for the activity.
- Listen to and respect children and young people at all times
- Treat children and young people fairly and without prejudice or discrimination
- Value and take children's and young people's contributions seriously, actively involving them in planning activities wherever possible
- Ensure any contact with children and young people is appropriate and in relation to the activity
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Give verbal praise to children and young people demonstrating good work, good behaviour, cooperation and good group work.
- If a child or young person specifically asks for or needs some private time with you, ensure other staff know where you and the child or young person are.
- Respect a child or young person's right to personal privacy.
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.

You must not:

- Patronise or treat children and young people as though they are silly.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical or emotional punishment.
- Allow bullying or bad behaviour by children, young people or adults.
- Do things of a personal nature that children or young people can do for themselves.
- Let allegations from a child or young person make go unchallenged, unrecorded or not acted on.
- Let children and young people have your personal contact details (mobile number, address or social media contact details).
- Allow or engage in inappropriate touching.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Rely on your reputation or that of the organisation to protect you.
- Take unnecessary risks.

Should a member of staff accidentally hurt or distress a child in any way or the child misunderstands something which that person has done, it should be reported as soon as possible to the Forest School Leader. The incident should also be noted on a Badger Wood Adventures Incident Form. Parents or carers should be informed of the incident and asked to sign the form.

Placement student policy

Students undertaking a degree in Early Childhood Studies or Education Studies at the University of Gloucestershire are given the opportunity to carry out their placements as part of their course at Badger Wood.

This enables them to experience working with children in a Forest School setting and is beneficial for the students in understanding how young children learn and develop using the Forest School approach. The children benefit from the presence of adults who are able to support their learning.

Before students have any contact with children they are interviewed to ensure that they are suitable. References are obtained from the University staff. The students must have an enhanced DBS check which specifies that they can work with children.

I will only accept DBS disclosure notices obtained via another organisation if it is an enhanced level check and the position applied for states 'child workforce'.

All students will be over 18 years of age and any unchecked person will not be left unsupervised with children.

Tools and equipment

The use of hand tools forms an important aspect of Forest School. Their use enables children to develop new practical skills that facilitate their development & self-confidence.

Badger Wood Adventures policy is as follows;

- Staff to child ratios will be low when using tools and appropriate depending on which tools are being used.
- If the guidelines are not followed, the user (child or adult) will not be allowed to use tools.
- Hand tools will be maintained in good order by the Forest School Leader and will be inspected before each session to ensure that they are safe to use.
- Tools will be kept in the tool box until they are required.
- An appointed adult will monitor the tool box and tools will be counted back into the tool box at the end of the session.
- All children and adults will be shown how to handle the tools properly and to treat them with respect before tool use.
- All tools will be used within a “work bubble” away from other people. i.e. a circle around the user; the radius of which is an arm length plus a tool length in size. There will be no exceptions to this rule unless;
 - Two people are required to operate the tool.
 - The Forest School Leader or Assistant are training the user for the first time.
 - The Forest School Leader or Assistant are required to enter the “work bubble” to prevent imminent (either deliberate or accidental) harm by the user to themselves or another session attendee.
- Running with or pointing/waving of tools is prohibited.
- Bow saws must have a blade guard on them when not in use.
- Sheath knives must be kept in their sheaths unless they are actively being used. (i.e. knives must not be left on chopping blocks unsheathed).
- Wood being sawn must be supported appropriately.

Tool Storage Policy

- All tools with a blade of any type will be treated as though they are knives. As such the relevant legal aspects of knife law apply. This statement applies to items such as knives, potato peelers, billhooks & saws of all types. All 'knives' will be stored in a locked container until they are required; e.g. the tool box/locked knife box. When not in use they will be stored with their blade covers (if they have one) in place over the blade. When they are no longer required for an activity they will be returned to the container.
- All tools which do not have a blade of any type will be considered safe tools and will be stored as determined by the Forest School Leader.

Tool Maintenance Policy

- The Forest School Leader will check the tools on a regular basis and before the Forest School session commences.
- Tools with blades will be maintained with sharp, clean blades.
- Blade covers will be checked for safety. Where they are found to be failing, the tool will be removed and repaired or replaced.
- Any wooden handled tools will be checked by the Forest School Leader to ensure that they are secure on the tool.

Risk Assessment & Management Policy

Children need and want to take risks when they play. It is the responsibility of the Forest School Leader to ensure that children have exciting, challenging and engaging play opportunities whilst ensuring that they are not exposed to unacceptable risk of harm, such as death or serious injury. Badger Wood Adventures aims to provide an environment with well managed risks to encourage the development of children's own risk awareness and management, self-esteem, independence and motivation.

Risk Assessment & Management Procedure

In order that these aims can be met, the Forest School Leader will:

- Carry out Risk-Benefit assessments, which balance the risks against the benefits of activities carried out during sessions.
- Consistently apply the following approach to risk assessment for Forest School sites and activities:
 - Look for hazards.
 - Decide who may be harmed and how.
 - Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
- Record findings, including daily amendments to the generic risk assessments based on site visits or observations.
- Review the assessments on a regular basis (or if circumstances change which may affect the assessment) and revise as necessary.
- Carry out full risk assessments on each site where Forest School activities will take place.
- Do pre-session safety sweeps prior to the session commencing and as near to the start of the activity as is reasonably practical.
- Cancel the session if weather conditions such as high winds or electrical storms make running the session unsafe.
- Inform the assistants, children and visiting adults of potential hazards and methods of working in order to minimise the risk.

- Involve the assistants, children and visiting adults in risk assessment, as appropriate, as a part of the learning process.
- Ensure legal guidelines are met. (E.g. having adequate insurance and parental permission).
- Ensure that all assistants, children and visiting adults are aware of the emergency procedures for the site.
- Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.
- Ensure assistants, children and visiting adults have access to drinking water during sessions.

Food safety management plan

Forest School Sessions

During Forest School sessions at Badger Wood children are given a biscuit and a cup of hot chocolate for snack. Before providing these items the adults always wash their hands with soap and warm water. Before eating the children also wash their hands with soap and warm water. Disposable paper towels and individual hand towels are provided for drying hands.

During Forest School sessions where water and soap are not available the adults and children clean their hands using disposable wet wipes before eating or handling food.

The instant hot chocolate is prepared with water at home prior to the session. It is carried in a flask which is tempered beforehand to keep the hot chocolate at a high temperature and prevent bacteria forming.

On the final session the children toast marshmallows over a fire. Either disposable bamboo skewers are used or whittled hazel sticks. The hazel sticks are inspected beforehand use to ensure that they are clean and not too dry. If they are not clean the ends are whittled to make them clean. Hazel is not a poisonous wood.

Forest School Birthday parties

Sausages are re-heated over a fire during birthday parties. The sausages are cooked beforehand according to the manufacturer's instructions and checked to ensure they are cooked through. They are then allowed to cool before being put into the fridge to prevent bacteria forming. They are transported to the woodland in a cool bag containing ice packs. They are then heated over the fire until heated through.

The bread rolls, ketchup, crisps and carton drinks provided are checked to ensure they are within the use by date.

Accident/Incident Policy

Participant's safety is paramount, and we will take reasonable and practicable measures to protect participants from hurting themselves. However sometimes accidents do happen, especially given that Forest Schools sessions take place in a natural environment (woodland, etc.) and incorporate the use of tools and fire.

Should an injury occur, it is important that parents keep us informed regarding their child's condition following an accident and whether they have sought medical advice.

Accident/Incident Procedure: Injured Participant (child/adult).

The following procedure lays out how we will deal with such a situation:

1. We will ensure the safety of the group.
2. We will comfort the child/adult and reassure them.
3. We will assess the extent of their injuries and if necessary, call for immediate medical support/an emergency ambulance.
4. We will administer any first aid procedures that are necessary and that we have been trained to do. This will be undertaken with reference to the injured Child's'/adults' Medication and Consent form.
5. **If the injured child/adult does not require immediate emergency ambulance or hospital treatment;**
 - a. The Leader will contact the Head Teacher, if appropriate, as soon as practicable advising of the accident/incident.
 - b. Alternatively, the Leader will make three attempts to contact the Parent/Guardian/Spouse to advise them of the accident/incident and, if necessary, to ask them to attend to care for the child/adult.
6. **If the injured child/adult do require immediate emergency ambulance & hospital treatment;**
 - a. The Leader/Assistant (or whoever is able) will immediately call for an emergency ambulance.
 - b. The Leader (or whoever is able) will make three attempts to contact the Parent/Guardian/ Spouse to advise them of the accident/incident and, to ask them to meet us at the hospital.

- c. The Leader (or whoever is able) will abort the session and, if appropriate, contact the Head Teacher requesting that all the Children be collected as soon as possible.
 - d. The Leader will go with the injured child/adult to hospital and act 'In Loco Parentis' (as applicable) until such time as the Parent/Guardian/Spouse arrives at hospital.
7. The Forest School Leader will then record the details in the Accident/Incident book which is to be countersigned by the parent of the child.
 8. All reportable accidents and incidents are reported to the Health and Safety Executive in accordance with RIDDOR.

Calling 999

You will need to have the following information available when calling 999:
The address where you are - including the postcode or OS coordinates, these can be found on the first aid bag.

The phone number you're calling from (in the case the line gets interrupted and the call taker needs to call you back)

What has happened

You will also be asked some additional questions while ambulance staff are on the way:

The patient's age, sex and medical history

Whether the patient is conscious, breathing and if there is any bleeding or chest pain

Details of the injury and how it happened

What can you do before help arrives?

Stay with and comfort the patient

Have the patient's GP details and medical details to hand.

Stay calm

Positive Behaviour Policy

At Badger Wood at the beginning of each session safety rules and boundaries are discussed. Therefore, everyone knows what is expected of them and children can play without fear of being hurt or hindered by anyone else. Through clear communication, mutual respect and encouragement children can develop self-discipline and self-esteem.

Behaviour management

Leading by example shows children how to behave socially and co-operatively and providing positive role models for children encourages positive behaviour. This is further enhanced by being welcoming and treating everyone with respect, care and courtesy. Through consistency children know what to expect and can develop good habits of behaviour.

Desirable behaviour such as kindness and willingness to share are reinforced through praise and positive reinforcement.

Situations where children display undesirable behaviour are ignored if no one is hurt or upset or discussed if affecting others in order to build up empathy.

Discipline

Long term Forest School experience enables children to develop an internal locus of self-discipline and control through development of empathy and social skills. How this is done will vary with each child.

No physical punishment will ever be used or threatened. None of the staff will shout or raise their voice in a threatening way. No techniques intended to single out and humiliate a child will be used.

Children who show unwanted behaviour will be given one-to-one support to understand the root of the problem and to work towards a better choice of behaviour, taking into account the child's level of understanding and maturity.

In any cases of racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately by means of explanation rather than personal blame.

Recurring problems will be dealt with in partnership with parents. I may use observation records to establish an understanding of the cause.

It is important to remember that some behaviour may arise from changes in circumstances, frustration or special needs and these are monitored through observations and communication with parents/carers.

Equal opportunities policy

At Badger Wood Adventures our aim is:

- To treat all people with equal value
- That everyone be treated with understanding and respect

Everyone who is involved with Badger Wood is assured that we do not discriminate against anyone on the basis of their race, nationality, colour, gender, physical or mental ability, creed, religion, language, culture, age, class, political beliefs, or personal circumstances.

We will actively oppose and tackle all forms of direct and indirect discrimination carried out on the grounds of race, nationality, colour, national origin, disability, sex or marital status.

Everyone who is a member of and who works or volunteers for Badger Wood Adventures is expected to carry out his or her responsibilities and duties with due regard to the equal opportunities policy ensuring fairness towards others.

Inclusion policy

Badger Wood Adventures will welcome adults and children from all backgrounds & levels of attainment. However, by its very nature, activities are generally carried out in a woodland environment. Therefore, it may be difficult for wheelchair users and people with motor disabilities to gain access to the woodland. If required, efforts will be made to enable access as much as reasonably acceptable given the uneven ground.

Badger Wood Adventures recognises and accepts its responsibilities under the Equality Act 2010 to;

- have a written inclusion policy,
- not discriminate against pupils;
 - because of their sex,
 - because of their race,
 - because of their disability,
 - because of their religion or belief,
 - because of their sexual orientation,
 - who are pregnant,
 - who have undergone/are undergoing gender reassignment.
- not ask health-related questions of volunteers, unless the questions are specifically related to an intrinsic function of the work.

Restraint Policy

There is no place for violence in Forest School sessions. Restraint should only be used if;

- The child is in an imminent life-threatening situation where to do nothing would be in breach of our duty of care.
- To prevent a serious assault on another child or adult.
- To prevent serious damage to property.

Should restraint have been necessary during the session the incident will be recorded in the Badger Wood Adventures Incident book and the Teacher/Parent/Guardian will be informed of the incident at the end of the session. They will be required to sign the form to confirm that they have been made aware of the incident. Where a Teacher signs the form, they will be responsible for advising the child's parent/guardian.

Child protection policy and procedures

My prime responsibility as the Designated Child Protection Officer (DCPO) at Badger Wood Adventures is to protect the children in my care. If I have cause for concern I will report it, following the Gloucestershire Safeguarding Children Board (GSCB) procedures (included in file).

I have an enhanced Disclosure and Barring Service (DBS) certificate. I attend regular training which enables me to recognise the signs and symptoms of possible physical, emotional, sexual abuse and neglect.

All volunteers at Badger Wood have an enhanced DBS check, they are required to produce their certificates and a record is kept of them.

Volunteers are required to familiarise themselves with the child protection policy and procedures. No other adults will be left alone with the children.

Through showing respect for children's choices they will be encouraged to develop a sense of autonomy and independence with adult support in making choices and in finding names for their feelings and safe ways to express them. This will enable children to have the self-confidence and vocabulary to resist inappropriate approaches.

Procedure

Initial responses

If a volunteer has any concerns regarding a child's safety, they have a duty to immediately inform me. If a child arrives with an injury I will at first give the child medical attention as required.

If there are signs that something is amiss such as suspicious marks or changes in behaviour patterns, I will firstly discuss my concerns with the parent or carer. Efforts are made to build good relationships with parents and something as simple as moving home or the arrival of a new baby can affect a child's behaviour. I will then carefully monitor the situation and keep notes of any concerns.

It is acknowledged that due to children covering their arms and legs and usually wearing coats to Forest School sessions it may be difficult to pick up on marks on the body. Therefore, adults will need to be aware if a child is moving with difficulty or seems to be experiencing pain.

If any unexplained marks or changes in behaviour are noted they will be kept confidential and will not be discussed with my family, friends or colleagues.

I will:

Remain calm, sensitive and focussed on the child's best interests.

Take whatever steps are necessary to ensure the safety of the child.

Listen carefully to the child and offer reassurance.

Keep accurate, factual records.

If appropriate/possible ask the child to sign and date the record.

Inform GSCB.

Keeping records

If I observe any worrying changes in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. This will be kept separate from any usual on-going records of children's progress and development.

The record will include, in addition to the name, address and age of the child:

Times and dates of observations, describing factually the child's behaviour/appearance.

Details of previous concerns.

Any actions taken, such as speaking to parents/carers.

Details given by parents.

The date, my name and signature.

These records will be kept in a secure location and will only be accessible to me.

In the event of a child or young person disclosing abuse of any kind, I will:

Not ask leading questions.

Not agree to confidentiality as the need to protect overrides this.

Write an account of what was said.

Contact the GCSB as soon as possible.

Liaison with other professionals

I work in accordance with the Local Authority guideline.

If I consider that a child is at risk I will contact the Local Authority Designated Officer (LADO) on 01452 426994 or 01452 583638.

Any written reports will be given to the GSCB if requested and they will take responsibility for any further enquiries.

Mobile phone/camera policy

It is essential that I have my mobile phone with me at all times as this is the best way to contact others in an emergency. For this reason, I will ensure my mobile phone is fully charged and with me at all times.

I will do everything possible to keep my mobile phone safe and the information stored on it secure, so details are not misused.

The use of mobile phones or cameras by parents or visitors is prohibited in the presence of children at my setting, unless express permission has been sought. This is to prevent unauthorised photographs, videos and recordings being taken.

If an older child brings a mobile phone to the provision which also has a camera they are not permitted to access the internet or use their camera whilst in my care.

I will seek express permission from children and their parents/guardians to take any photographs of children either to record activities and/or share their progress.

Photos of children in the setting will not be published or shared without permission, unless required by law. This may include sharing them with Ofsted, local authority development workers, the child's parent /carer or Local Safeguarding Children Board if there is a safeguarding concern.

I will avoid putting myself or the children into any compromising situation which could be misinterpreted and lead to possible allegations.

If you have any queries or concerns regarding this, please do not hesitate to contact me.

Confidentiality Policy and Procedure

At Badger Wood Adventures we:

- Develop a professional relationship with all parents/carers; treating information shared as confidential (unless this compromises a child's safety or welfare, in which case we will be required to disclose sensitive and confidential information to appropriate agencies).
- Store confidential information and records about children in a secure place; only accessible and available to those who have a right or professional need to see them.
- Comply with our responsibilities under the General Data Protection Regulation (GDPR).

We are registered with The Information Commissioners' Office (ICO) under the GDPR, as we may keep the following information:

1. Children's records on a computer.
2. Digital photographs on a camera or any other digital device such as a mobile phone or any visual/audio equipment.

To be compliant with these requirements we will:

- Renew ICO registration annually and make the certificate available to parents and/or carers.
- Ensure that staff, volunteers and assistants understand the need to protect children's privacy and the legal requirements relating to children's information.
- Enable a regular two-way flow of information with parents and/or carers, and with other early year's providers, if a child is attending more than one setting.
- Seek parental written permission to obtain information from other providers.
- Enable Parents and/or carers to inspect all records about their child at any time, provided that no relevant exemptions apply under the GDPR.
- Seek parents and/or carers consent to share information directly with other relevant professionals, if considered helpful.

Compliance with GDPR 2018

As detailed on page 33 we gain information related to the children and adults/volunteers who attend sessions through the consent form, which must be completed and signed by an adult with parental responsibility, before a child can attend.

In compliance with the GDPR regulations this information is collected on a 'Legitimate Interests' basis. It is used to keep children and adults safe whilst attending Badger Wood and to ensure we have emergency contacts, if required.

The information from the forms is transferred to a spread sheet and is shared only with other practitioners working with the children at Badger Wood.

The paper copies of forms, and any other information, are stored in a secure box and data shared electronically is stored on a hard drive which is password protected.

If there have been no incidents relating to a child during their time at Badger Wood then forms which are no longer needed are destroyed, and electronic records deleted, after 6 months if they are no longer attending sessions. If there has been an incident involving a child their form is kept for 6 years after attendance.

On the consent form clients are given the option to supply an email address if they would like to be contacted regarding future events. Clients may request that their data be deleted at any time. They are able to unsubscribe via email and if they choose to unsubscribe their details will be added to a 'do not contact' list.

None of the information given on consent forms or otherwise is shared with 3rd parties without the express permission of the parent/carer with parental responsibility for the child.

Parental permission is gained in writing for any photos of children or adults taken in the woods and used for promotional material or on social media.

Some information is retained to maintain accounts and financial records.

Any breach of personal data will be reported to the ICO within 72 hours of occurrence and clients will be informed. Anti-virus and Malware software has been installed on computers and devices.

Pet policy

Children will be encouraged to treat all animals with respect and will learn how to handle them correctly.

Children will wash their hands after any contact with the dog.

They will be taught that if they don't know an animal they must not stroke it as not all animals are friendly, and they must always ask first. They will also be taught how to stand if approached by an unknown dog.

In the woodland Jasper (my border terrier) is tethered away from base camp. The children are made aware of his presence and advised not to approach him if not comfortable with dogs.

All equipment used by the children is kept away from the dog and appropriate steps are taken to accommodate children who may have an allergy.

Any faeces found in the woodland are removed during the safety sweep before each session.

All vaccinations are kept up to date.

Consent & Medical Declaration Policy

Badger Wood Adventures has a strict policy for gaining consent and medical information from all participants prior to them joining any sessions. The consent forms require all adults/child's' parents/guardians to give the following information;

- Attendees name, date of birth, parent/guardians name, home address, postcode & telephone number.
- Attendees emergency contact information. In the case of children, the connection to the child is also required.
- Attendees medical details.
- Whether or not the attendee has a disability that we should be aware of.
- Whether or not the attendee suffers from any medical conditions.
- Whether or not the attendee will require any medication during the session.
- Whether or not the attendee suffers from any allergies.
- Any further information that should be divulged (e.g. dietary needs, fears, etc.).

The form then asks that the person completing the form to agree to the following conditions;

- I agree to/to my child taking part in Forest School Sessions.
- I agree to/to my child abiding by any rules set by the Forest School Leader or Assistants.
- Attend with/ supply their children with;
 - Appropriate clothing and footwear.
 - Additional items depending on the weather forecast.
- In the event of an emergency if I am unable to be present I give / do not give my permission for medical treatment as recommended by a doctor which may be necessary for my child.
- I agree to/to my child being transported in the Forest School Leaders vehicle to receive medical attention if required.

Without this form being completed to the satisfaction of the Forest School Leader, the person will not be allowed to join the session and may be asked to leave.

Lost or missing child procedure

The prospect of a missing child is taken very seriously by Badger Wood Adventures. If it is discovered that a child is/children are missing from the group, the following emergency procedure will immediately be implemented:

1. The Forest School Leader shall be informed immediately by whoever believes the child is/children are missing.
2. The Forest School Leader will gather together the group and undertake a headcount to ensure that no other members of the group are missing.
3. The Forest School Leader and all members of the group will then search for the child in the immediate vicinity.
4. If after one minute the child does not respond the Forest School Assistant will assume control of the group.
5. The Forest School Leader and any other available adults will commence a search of the woodland. This search will last no longer than five minutes. If the Forest School Leader is the only adult with the group, the search will not be undertaken.
6. If the missing child has/children have not been located within the five minute search, or the search has not been undertaken, the Forest School Leader will dial 112/999 and alert the police.
7. Immediately following this the Forest School Leader will make contact with the child/children's parents/guardians or the schools Head teacher reporting the child as being missing and aborting the Forest School session.
8. If the Head Teacher has been informed it will be their responsibility to make contact with the Child's/children's parents/guardians.
9. If there are other available adults (in addition to the Forest School Leader), they will continue to search for the missing child/children.
10. The Forest School Leader will then follow the Incident Reporting procedure taking evidence from the person who identified the child/children as being missing, the volunteers & the remaining group members. Badger Wood Adventures will then inform the L.A. about the event in compliance with Standard 14.3 of the Children Act and our Insurance Company.

Uncollected Child Procedure

If a child is not collected within half an hour of the agreed time the parents/guardians will be contacted. If we are unable to contact parents/guardians, then the emergency contacts will be called.

We will continue to try the parents/guardians contact numbers but if after 1 hour from the agreed time we are unsuccessful we will contact the Local Authority Designated Officer (LADO).

During this time, we will ensure that the child is safe and comfortable.

Loose Dog Procedure

We recognise that dogs are let off the lead whilst being walked and that dogs will occasionally come into the woodland. It should be remembered that most dogs are friendly and playful and that their approach may be well-meant.

Should a loose dog be encountered at the Forest School site before, during or after a Forest School session the following procedure will be followed.

1. To prevent dogs coming in via Barber Wood red ribbon will be put across the boundary.
2. Before the session commences the children will have been advised never to approach animals and shown how to behave if there is a loose dog, i.e. stand still with arms across their chest and turn away from the dog.
3. The child/children who see the loose dog are to advise the Forest School Leader that there is a loose dog in the vicinity.
4. The Forest School Leader will, if possible, position themselves between the group and the dog.
5. The Forest School Leader will look for owner and ask them to keep dog on lead.
6. If they are trespassing, the Forest School Leader will advise them of this and ask them to leave the grounds immediately.
7. If the dogs' owner cannot be located, and the dog is threatening the group/causing a nuisance, (i.e. an emergency situation), the Forest School Leader will position themselves between the children and the dog and move the children away to a safe area. Any necessary first aid should be administered. The police should then be contacted advising them of the stray dog and requesting their assistance if necessary.
8. The Forest School Leader will then fill in an incident report.

Unknown Person Procedure

We understand that the general public will on occasion, knowingly or unknowingly, trespass into areas being used for Forest School sessions.

Should an unknown person be encountered at the Forest School site before, during or after a Forest School session the following procedure will be followed.

1. Before the session commences the children will have been advised never to approach unknown people whilst attending the Forest School session.
2. The child/children who see the unknown person are to advise the Forest School Leader that there is an unknown person in the vicinity.
3. The Forest School Leader will, if possible, position themselves between the group and the unknown person & then approach the unknown person in a friendly manner and ask them who they are and what they are doing there.
 - a. If they are there for legitimate reasons connected with the Forest School session, the Forest School Leader will advise them to stay with the Forest School Leader until they can be given the appropriate forms to complete and policy documents to read.
 - b. If they are there for legitimate reasons not connected with the Forest School session, the Forest School Leader will ask that they keep away from the group while the session is running.
 - c. If they are trespassing, the Forest School Leader will advise them of this and ask them to leave the grounds immediately, making contact with the police as necessary.
4. The Forest School Leader will then complete an incident report.

Emergency provision

- The Forest School Leader will have a clear plan for what to do in an emergency
- A mobile phone must be taken to Forest School and the Forest School Leader must be aware of whether or not there is a signal
- Alternatively, they must locate the nearest public phone.
- They must know where the nearest houses are (if working remotely) and if possible, have contact with local people so they are aware in the case of an emergency
- Know the grid reference of the site
- Have clear directions to give to emergency services over the phone of how to get to the site
- Make the children and other adults/volunteers aware of who the first aiders are within the group and where the first aid kit is kept
- A clear chain of command – one person will be nominated to take over if the Leader is taken ill or has an accident

Refund policy

Little Adventurers and Home School Adventurers Forest School sessions

Refunds will only be given in the event that a session is cancelled for any reason by the Forest School Leader and the service is not available.

Refunds may be issued if enough notice is given by the parent/guardian and the space can be filled by another child.

Refunds are not given for illness/no shows.

If parents inform me of any holidays or dates they definitely cannot make before the start of the half term, the fees may be amended at my discretion.

Holiday Activity days

Refunds will only be given in the event that a session is cancelled for any reason by the Forest School Leader and the service is not available.

Refunds may be issued if enough notice is given by the parent/guardian and the space can be filled by another child.

Refunds are not given for illness/no shows.

Badger Wood birthday parties

When a client (parent/guardian) pays a deposit to book a date for a party, that deposit will be at risk if the party is cancelled by them within 10 weeks of the date, no refund will be issued as it will be too short notice to book another party. If we are able to book another party in for the same date and time slot then a full refund can be issued.

In the event that the party is cancelled by the Forest School leader, and the service is therefore not available, a full refund will be given.