**Leafield Pre-school Forest School Health and Safety policy.**

**Arriving at the community woods**

All children must be signed in by the session lead, bags will be placed in the Forest school leader’s car. All children must be given a yellow jacket to put on and encouraged to hold the snake if electric fence is in place. Staff will be allocated children while waiting for others to arrive. Each staff member will wear a lanyard with a whistle and pictures of allocated children on. All children must be dressed for the woods, staff to assist appropriate dressing in spare waterproofs if needed.

**Accident and emergency**

We will follow Leafield Pre-schools accident and emergency procedures including recording and reporting of accidents and incidents. (Policies available in the setting) In addition, at Forest School we will follow the emergency action plan flow sheet (in folder) all accidents will be recorded in a accident book located in rucksack and then copied into the accident book upon returning to the setting.

**First aid and administrating medicines**

We will follow Leafield pre-schools setting policy (policies available in the setting) in addition at Forest school Sian Sutton will be responsible for overseeing the administration of outside first aid (Qualified in Outside First aid). First aid equipment will be checked and replenished at the end of each session ready for the next week. First aid kits will include burn gel in case of fire burns, a plunge bucket will also be brought to sessions where a fire will be used incase of burns. Permission for allergy medicines (piriteeze) will be gained before Forest school sessions incase of a unknown allergy occurring in the woods and we will follow Leafield Pre-schools administering medicine policy.

**Extreme weather**

We will attend Forest school in all weather conditions, however with extreme weather conditions such as high winds or thunderstorms, the Forest school leader will make the call to cancel sessions by 8am on the day and to notify the setting and parents.

**COSHH**

We will follow Leafield Pre-schools settings COSHH policy. (Policies available in the setting) In addition at Forest school any hand-gels or soaps will have a control sheet siting what is in it.

**Manual handling**

We will follow Leafield Pre-schools policies. (Policies available in the setting) In addition at Forest school we will teach the children how to safely move equipment such as logs and sticks (rolling and dragging) to ensure the safety of them and those around them. All staff and volunteers are expected to role model appropriate manual handling procedures.

**Tools**

All tools will undertake a risk assessment before being introduced. Tools will be used on a one-to-one basis and supported by a qualified Forest School leader. All correct PPE must be worn when working with tools.

**Fire**

At Forest school we will follow the following procedure:

* All children will be advised not to enter the fire circle when it is being lite, staff and volunteers are to support children to follow this.
* It is the forest school leader’s responsibility to start, keep going and put out the fire. The Forest school leader will wear gauntlets when working with the fire.
* All children must be seated around the fire unless called up by the Forest school leader
* The fire will not be left unattended at any time
* The fire will be monitored/over seen until it is fully out and the fire bowl is cooled.
* All adults must role model correct fire safety procedures when working near the fire.
* 10 liters of Water will be available near the fire along with a watering can to safely put the fire out.
* 2 fires blankets will be available for use where needed.
* All staff and volunteers will be allocated specific children to monitor while the fire is in place.

**Risk assessments**

We will follow Leafield Pre-schools risk assessment policy. (Policies available in the setrting) In addition at Forest School we will risk assess and update assessments before each forest school sessions. All activities and tools will have their own risk assessment/risk benefit analysis completed (see further in folder) All risk assessments will be signed off by the management team. All staff and volunteers must read and sign all risk assessments and risk benefit analysis before attending sessions. All children will be given a yellow jacket to wear when arriving at the community woods.

**Risk management**

Children at Forest school will be allowed to take risks within their learning experiences at forest school. Staff and volunteers should follow risk benefit analysis to support the children in the risks they are taking.

**Food and drink including - Cooking**

At Forest school we will follow Leafield pre-schools food and drink procedures. (Policies available from office) All children will be required to bring their own water bottle. The Forest school leader will bring hot drinks in a flask along with a snack for circle times. Extra snacks will be brought for those who may have missed breakfast at home. At Forest school we may undertake basic cooking such as s’mores. Cooking will be undertaken by a member of staff with up-to-date food hygiene certification. All participants allergies and food preferences will be recorded and noted.

**Transport**

Children will be dropped at Leafield community woods main gate by their parent/career. At the end of the session children finishing at 12pm will be collected by parent/career. The rest of the children will be transported back to pre-school by an agreed staff member who has business insurance. Permission gained from parents to transport on own where needed. Car booster seats are used.

**Toileting**

We will follow Leafield Pre-schools toileting and nappy changing policies. (Policies available in the setting) In addition, at Forest school we will support children to use a portable potty to protect the soil in the setting. The potty will have a disposable liner that absorbs urine. Liners will be placed in a double white bag to be returned to setting. All nappies and wipes will also be bagged and returned to the setting. Nappies will be changed in a sheltered area on a travel nappy mat. Children will be toileted by a DBS member of staff.

**Clothing**

We will follow Leafield Pre-schools policies. In addition, at Forest school all attendees must wear long sleeves and trousers at all times. Unless in extreme heat all participants must wear waterproofs to each session. Suitable footwear such as wellies must be worn to all Forest school sessions. Those who arrive in non appropriate clothing should be changed before entering the woods using the spare sets brought by the session lead. Suitable clothing also applies to all adults and volunteers attending the sessions

**Volunteers**

We will follow Leafield Pre-schools induction of volunteer’s policy. (Policies available in the setting) In addition, at Forest school all volunteers will be expected to sign and adhere to the Forest school handbook policies and procedures.

**Using the field**

In the colder terms will be using the field next to pre-school for Forest school sessions. Children will enter pre-school garden where they will be signed in and then staff will check they are appropriately dressed and place hi vis jackets on them. Staff will be allocated children for the session as we do in the woods. Children will then be walked to the flagged of area ready for the session. At the end of the session all children will be walked back to pre-school.

**Leafield Pre-school Forest School safeguarding policy**

We will Follow Leafield Pre-schools safeguarding policies and procedures (policies in the setting). In addition, at Forest school we will ensure all adults have the necessary level of safe guarding training. If a safe guarding concern arises the designated lead will follow the settings correct procedures for recording and reporting. If an immediate concern arises the manager will be called and will liaise with the designated lead over next steps. The designated lead will relay any necessary information on a need-to-know bases.

Other policies to consider when referring to safe guarding of adults and child participants:

**Confidentiality, Data protection and personal data handling**

We will follow Leafield Pre-schools information and records policy and procedures (policies available in the setting). In addition, at Forest School we will ensure only the tablet will be used for taking pictures. All adult participants will ensure they do not talk about child participants outside of the Forest School setting. Volunteers must not discuss behaviors or incidents that may occur outside of the setting unless they have a safe guarding concern (talk to leader or manager) Forest school leader will be responsible for keeping all personal data and will only share where necessary, for example, staff member needing to ring parents etc.

**DBS**

At Forest school all adults will be required to hold a current DBS certificate, including volunteers.

**Disclosure/ accusation**

We will follow Leafield pre-schools safeguarding children and child protection policy (policies available in the setting) in addition at Forest school, all adult attendees will be generalist safe guard trained. Any disclosure will be passed on to the Forest school leader (safe guarding lead) who will escalate as necessary and inform the manager. All disclosures and accusations will be written up on return to the Pre-school setting. Forest school leader will carry a note book for recording of key details and information on disclosures/accusations.

**Lost or missing child**

We will follow Leafield pre-schools lost/missing child policy. (Policies available in the setting) In addition, at Forest school we follow the following procedure:

* We will blow the whistle, call all children to the seating area where a head count will be taken.
* Forest school leader will investigate where the child was last seen will be established.
* Seated children will be read a story by RS and JG.
* All other assistants will look for the child in the immediate area, as assigned by SS.
* Forest school lead will notify the manager and emergency services.

**Social media**

Forest school lead will keep their mobile phone along with contact details in first aid bag in-case of emergency. All other adults must not have their mobile phones on them in line with our pre-school mobile phone policy. (Policies available from office) Photos of sessions will be taken on the tablet for use in tapestry observations and social media. Social media pictures must not include faces and must be checked by manager or session lead before posting to ensure all permissions are checked (registration forms)

**Staff ratios, roles and responsibilities**

We will work within a ratio of no more than 1 adult to 4 children when attending Forest School sessions. Forest school leader will be responsible for ensuring all adults are aware of their roles and responsibilities during each session. Adults will be assigned 4 children to be aware of when around the fire and exploring activities. All adults are responsible for reporting any safety or safe guarding concerns to the Forest school leader or the management when back at the setting. Only staff members will be required to change nappies and support toileting while attending Forest School.

**Visitor protocol**

We will follow Leafield pre-schools visitor protocol, (policies available in the setting) in addition, all visitors to the forest school session will be required to fill our a visitor lanyard with necessary emergency contacts. Any visitors will be required to read the necessary policies and procedures before entering the site.

**Uncollected child**

We will follow Leafield Pre-schools uncollected child policy. (Policies available in the setting) In addition, at Forest school we will follow the following procedure:

* Contact parent/career using the contact sheets
* Return child to Pre-school and continue to contact all necessary contact details.
* Follow uncollected child policy if still uncollected at 3pm.

**Leafield Pre-schools Forest school Equality and Diversity policies**

We will follow Leafield Pre-schools Equality and Diversity policies. (Policies available in the setting) In addition, at Forest school we will ensure all participants have access to all areas of the woodland and the learning opportunities it provides. We will promote British values where possible and building mutual respect and tolerance. We will also respect the diversity of the participants and what each one brings to the group. All trained staff will have prevent training and where necessary volunteers will also undertake this training. All activities will be available to all children. Staff and volunteer roles are to support access to resources and adapt where necessary. We will follow the Forest school association 6 principles of forest school to support children at Forest school sessions. Forest school supports child led learning there for all children’s views and interests will be valued. Forest school provides the opportunities to build on children’s cultural capital.

**Leafield Pre-school Forest School Behavior policy**

We will follow Leafield Pre-schools achieving positive behavior policy. (Policies available in the setting) In addition, at Forest school we will provide resources and areas for children when they are feeling upset or need time to calm down/process how they are feeling. All adults will be made aware of up-to-date procedures for dealing with behaviors. Forest school will never be with held as a punishment for unwanted behavior. Staff and volunteers will help children understand the impact their behavior has on them, those around them and the woodlands using age-appropriate language. Forest school will be withheld for unwanted behaviors seen in the setting.