

Beaumont Community Primary School Forest School Policies

Using and Storing Tools Policy

The Forest School Leader remains responsible for tools at all times during the session.

During the Session

- All tools are counted out and back in at the beginning and end of each session in which they are used.
- Children are taught that they can only use tools with adult permission and an adult will always supervise collection, transportation and use of tools.
- Each tool has a specific purpose and must only be used for that purpose
- All adults are taught to model correct and safe tool use, storage and transportation and this must be adhered to at all times.
- All tools are used two arms and a tool length away from others.
- Always walk when transporting a tool
- Refer to individual tools risk assessment as to when glove are needed
- All tools should be used in the respect position unless the Forest School Leader states otherwise
- When not in use tools must be stored in the tool bag
- Before each tool is to be used it will be checked for damage and working order.

Tool Ratios

Tool	Adults to children
Bilhook	1-1
Bow Saw	1-2
Knives	1-1
Potato Peeler	1-3
Mallet	1-1
Loppers	1-1
Kelly Kettle	Children not to use

At school

When not in use tools are kept secured away in a locked shed.

Each tool type is kept in a safe container

Only the Forest School Leader is allowed to access tools.

Tools are maintained and sharpened termly

Setting and Lighting of Fires and Kelly Kettle Policy

Campfires and the use of storm kettles are an important part of Forest School and are used in many sessions.

Aims

To ensure that all children and adults participating in Forest School sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

Location of Fire

- Only previously agreed areas will be used for campfires
- Campfire areas are enclosed in a fire pit to prevent the spread of fire.
- Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit.

Fire Procedures

- When the campfire is in use, children are not permitted to access the area without permission.
- When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over. Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- 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.
- Fire procedures to be constantly re-inforced through games.
- Long sleeves and trousers must always be worn.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
- If there is a clear wind direction, seating in the line of smoke is to be avoided or if the wind changes children are moved.

Responsibilities and Other Safety Factors

- Only the Forest School Leader is permitted to light fires
- The Forest School Leader must always do a check before lighting a fire that all safety equipment is in place. This includes water and fire glove
- Fires are always lit using a fire steel.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.
- Marshmallows and other foods can be cooked on the fire. Children must have one to one supervision if they are holding anything over the fire. Forest School Leader remains responsible for this at all times.

Positioning of Children and Adults

- Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit.
- When the campfire is in use, children are not permitted to access the area without permission.
- When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over. Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
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- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If wind direction is variable, the leader should rearrange the seating if at all possible.

Extinguishing Fires

- All fires must be extinguished at the end of a session.
- Water should always be to hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- The Forest School Leader should ensure that any large remains of wood, especially when using a long log fire, are separated from one another.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- 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 throughout the woodland to enable natural decomposition.

Storm (Kelly) kettles

- Only the Forest are to light the fire in the fire pan.
- The storm kettle must be placed on flat, clear ground.
- Children must be seated at least 1.5 metres away from the storm kettle.
- 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)
- Fuel should burn itself out, but if it doesn't it must be extinguished with water (see above)
- Storm kettles should never be boiled with the cork in.

Toileting Policy and Procedure

Children are asked to go to the toilet before leaving school.

If a child need the toilet while on the forest school site a tree will be used away from the forest school site and a member of staff will transport the child to and from the tree.

If necessary a hole will be dug at least 40 metres away from public paths, water courses and the forest school site.

A hole of approximately 6-8 inches deep is dug. Children are told that they can use a stick if they have missed the hole. Eco friendly toilet paper is used and place down the hole. Earth is replaced after completion.

Children wash their hands with water / wipes and antibacterial gel.

Hands are dried using paper towels which are collected and recycled after return to school.

Forest School Eating Policy

Beaumont School Forest School recognises that by raising awareness of the woodland environment children's awareness of and interest in edible berries and fruits which may be found outside is likely to increase.

There is no safe way of ensuring that children will always eat correct berries and/or fruit.

There is also no way of ensuring that appropriate berries and/or fruit will be clean

There is a possibility that promoting the correct ingestion of berries and/or fruit in Forest School sessions may lead to incorrect identification by children when out of school.

Beaumont School Forest School adopts the Policy on the eating of food during Forest School sessions:

Forest School sessions will adopt a nil-by-mouth policy with the following exceptions:

- a. Hot drinks made in storm kettles for the group, from commercially available products such as hot chocolate
- b. Drinks and foods which link directly to the topic, such as elder cordial, which will only be sourced from commercially available products. In such cases, the Forest School Leader will be responsible for checking that no member of the group has any listed allergy to any of the products; if they have, the Forest School Leader will use their discretion as to whether a substitute product or different activity will be most appropriate.
- c. Snacks and packed lunches brought by the children may be consumed by the children whilst on Forest School activities, provided careful monitoring by all staff ensures no berries and/or fruit from the forest is consumed
- d. Children will be taught, at an age appropriate time, reasons why berries and/or fruit from the woodland may not be eaten during Forest School sessions. They will be reassured that fruit from the woodland can be safe to eat, but can equally be dangerous and that adult (i.e. parent) supervision is very important in ensuring only the correct berries are eaten.

Forest School Equal Opportunities Policy

Aims

To ensure all children have equal access to Forest School and Forest School Activities

How we will achieve this:

- Forest School Aims to promote self esteem of all children and no child should receive less favourable treatment on the grounds of age /gender / class / sexuality / ethnic origin, nationality, disability, religious or political beliefs
- All children will be respected and their individuality. Their will be potential recognised, valued and nurtured. Forest School activities and the use of Forest School equipment will offer children the opportunity to develop in an environment free from prejudice and discrimination.
- Children with exceptional needs will be admitted to the Forest School programme after consultation between the parents, the Headteacher and the Forest school

Leader. The Forest School programme will recognise the wide range of special needs of children and will consider what part it can play in meeting these needs.

- All children should be adequately dressed to ensure that they are able to take a full part in all Forest School activities. The school will provide waterproof clothing for each child taking part in Forest School and appropriately sized personal protective equipment e.g. work gloves, hard hats, and fire mitts and provided.
- Discrimination and exclusion will always be challenged
- Stereotyping will be actively discouraged to ensure children feel free to explore and play as they choose

Child Protection / Safeguarding and Confidentiality Policy

Committments

- To take all reasonable measures to safeguard and promote the welfare of each child and young person (pupil) in our care
- To practice safe recruitment by checking the suitability of staff and volunteers to work with children and young people
- To protect each pupil from any form of abuse, whether from an adult or another pupil

Aims

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

Procedures

Adults working within Forest School need to appreciate that when children feel comfortable and content, when their instinct to trust and risk take is encouraged, they may be moved to disclose information which they might have otherwise kept to themselves. Any volunteer, or member of staff, who finds that a child is telling them something that concerns them should follow the course of action set out below in simple steps:

- 1. Listen to the pupil but ask NO leading questions. Allow the child to lead the discussion but do not press for details.

- 2. Keep calm and offer reassurance. Accept what the child says without challenge.
- 3. Make NO promises. You cannot 'keep a secret'. You should make it understood that there are limits to confidentiality at the start of the disclosure.
- 4. Inform the Child Protection Officer Mrs King or Mrs Atima
- 5. Write an accurate, written record of the conversation as soon as possible after it has taken place, including the date, the time, the place the conversation occurred in and the essence of what was said and done by whom and in whose presence. Keep the record secure and hand it to the CPO.

July 2023