Limpsfield Church of England Infant School

Forest School Handbook
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1. Map of Area – Grub St Wood
2. **Forest School**

Forest School sessions provide children with the opportunity to explore and experience the natural world through practical activities in the outdoors which will in return help promote confidence, independence and self-esteem. By using the natural resources available in the wood and the children’s interests we hope to stimulate their imagination, creativity and enquiry skills. **ALL** children will have the opportunity to attend Forest School sessions every year. The children will visit the site regularly throughout the year and in all weather! They will work with tools, self-initiate learning and understand boundaries of behaviour; both physical and social.

A Forest School encourages children to:

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

3. **Ecological Impact**

Whilst using the Forest School site we shall try and minimise the harm caused to local plant species and wildlife. The site is also likely to incur a higher level of erosion due to increased use. During the Forest School sessions the children shall be encouraged to be more responsible for the protection of plants and wildlife. We shall also work to improve the site by adding bug hotels and hedgehog houses to encourage further wildlife. We shall abide by The Countryside Code as well as The Forest School Rules and will become National Trust Ambassadors.
4. **The Countryside Code**

There are five sections of The Countryside Code dedicated to helping us learn how to respect, protect and enjoy the countryside:
- Being safe, planning ahead and following any signs
- Leaving the countryside as you find it
- Protecting plants and animals and taking your litter home
- Respecting dogs and ensuring they are under close control
- Considering other people

5. **Forest School Rules**

- Look after your Forest School
- Do not pick anything growing
- Do not put your fingers or anything else in your mouth
- Stay within the boundaries marked, ‘we don’t go over it and we don’t go under it’.
- Stay outside of the fire circle.
- Look above, below and around for hazards.

6. **Clothing**

**Warm Weather Clothing**

- long sleeved tops
- full-length/waterproof trousers
- light weight waterproof jacket with a hood
- wellies
- sun hat
- emergency set of clothes and carrier bag for dirty/wet clothing

**Cold Weather Clothing**

- waterproof trousers
- waterproof jacket with a hood
- warm socks and spare pair
- gloves and a woolly hat
- wellies
- emergency set of clothes and carrier bag for dirty/wet clothing

We work on the principle that “there is no such thing as bad weather, only unsuitable clothing.”
7. **Equipment**

**Essential Equipment: First Aid**

- Contact Cards (location using postcode and OS grid reference)
- Gloves
- Bandages
- Plasters
- Burns gel
- Burn dressing
- Dressings
- Eye wash
- Scissors
- Cotton wool
- Antiseptic wipes
- Water – drinking and washing
- Thermal Space blanket
- Cling Film
- Medical disposal bags
- Medication for individual children – parental consent
- School phone/walkie talkie

**Essential Equipment: Fire Lighting**

- Flame retardant gauntlet gloves
- Fires blanket
- Water barrel
- Fire steel
- Cotton steel
- Fire Pit
Equipment: Activities

- Trowels and rakes
- Magnifying glasses
- Identification cards and books
- Mascot
- Buckets, pots, paint brushes
- String
- Bow saw
- Knife in secured box
- Potato peeler
- Kettle
- Bill hook
- Porta-toilet

*Any further equipment taken to the site must be deemed appropriate for Forest School activities.*
8. **Health and Safety**

9. **Accident and Emergency Procedures.**

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

| First Aid                                                                 | 1. Any illness or injury to be treated by a qualified first aider.  
|                                                                          | 2. Administer First Aid and remove others in group from the situation, ensuring they are safe.  
|                                                                          | 3. Notify school office and emergency services if required.  
|                                                                          | 5. Medical details must be available in medical bag, and notify parents/guardians as appropriate.  
|                                                                          | 6. All accidents must be reported and an accident report form completed in full, contacting parents if necessary. |
| Missing Child                                                            | 1. On discovery of missing child use ‘1,2,3, where are you?’ procedure and recall rest of the group.  
|                                                                          | 2. Commence immediate search of vicinity ensuring the rest of the children are safe.  
|                                                                          | 3. The head teacher will be notified and appropriate agencies/parents contacted.  
| Death or serious Incident                                                | 1. Follow First Aid procedures  
|                                                                          | 2. Remain with causality and remove others in group from the situation, ensuring they are safe.  
|                                                                          | 3. Immediately notify school office/police and emergency services specifically  
|                                                                          | 4. The police will notify the parents/guardians/next of kin.  
| Stranger or Uninvited Person                                             | 1. Ensure a note on the Forest School Lectern notifying people that a Forest School session is underway.  
|                                                                          | 2. If stranger does not move on quickly request stranger to leave.  
|                                                                          | 3. If stranger refuses to leave. Then call the emergency services and notify the police.  
|                                                                          | 4. Remove the children from Forest School to a safe site and return to school as quickly as possible.  
|                                                                          | 5. Inform head and follow appropriate protocols as directed by the Safety Officer.  
| Behaviour Problems                                                      | 1. Talk restoratively to the child/children involved and allow the situation to calm down.  
|                                                                          | 2. If the situation escalates remove the other children from the area of risk, if it is deemed to be necessary (refer to Behaviour Policy).  
|                                                                          | 3. Inform office and call for additional help if needed.  
|                                                                          | 4. Log incident.  
|                                                                          | 5. If behaviour is deemed severe enough inform parents/guardian, create a risk assessment, supervise and monitor behaviour (refer to Behaviour Policy).
Emergency Card
Head Teacher: Mrs Jenny Baird

Limpsfield C.E. Infant School
Limpsfield Common
Westerham Road
RH8 0EA
01883 723183

Forest School Location
Grub St Wood
Latitude: 51.2597968
Longitude: 0.021453999999948792

Mobile Number: TBC
10. **Poor Weather Conditions.**

We will not go to Forest School if the conditions are deemed dangerous such as in high winds, during thunder storms, or during periods of extreme cold. If Surrey has posted an Amber warning (by 8am that morning) there will be no Forest School. We will also use the BBC weather online forecast to make judgments about the expected conditions. In the case of a severe weather warning the head teacher, J.Baird, will make the final decision.

11. **Environmental Hazards**

We will screen the Forest school area using the Safety sweep form. All hazards will be assessed and judgements/actions made to ensure the safety of the site before use.

12. **Animal Danger**

Children will be made aware that if a dog/fox comes onto site the X factor stance will be instantly taken up. Children will hold their arms in an X across their chest and avert eyes. Children will be warned not to approach any wild animal, even the smallest or friendliest will be scared and could bite.
13. **Safety Sweep Evidence**

Environmental hazards will be reviewed prior to every Forest School session and signed off by a L3 trained Forest School Leader and assess immediate risk. All safety sweeps will be recorded and filed by a Forest School leader. Safety sweeps will be recorded and stored in a named folder in the office/staffroom.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Weather:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Forest School Leader:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Yes/No</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fallen branches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low/broken branches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protruding thorns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brambles/Nettles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slippery areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken glass/Needles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism/intruders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weather effects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ice, snow, residual water, localised winds, fog etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(depth and cordoned off or not)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boundary line/fence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base camp</td>
<td></td>
<td></td>
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<tr>
<td>Tool area roped off</td>
<td></td>
<td></td>
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<tr>
<td>Emergency ruck sack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(fully equipped first aid kit and emergency medicine as required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment ready</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spare clothes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phones fully charged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water barrel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excrement –fox/dog (removed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other hazards identified:

Action taken:
14. **Using and Storing Tools**

All tools are counted out and back in at the beginning and end of each session in which they are used. When not in use in the Forest they are kept secured away in a locked shed. Before each tool is to be used it will be checked for damage and working order. Each tool type is kept in their own suitable containers, many of which are also lockable. Children must never be allowed to help themselves and will always have adult supervision when collecting, transporting and using tools. Tools are only used for a specific purpose. All adults should model correct and safe tool use, storage and transportation at all times. When using a tool, they are used well away from others in the group, in a ‘blood bubble’ and ensuring that others are aware that a tool is in use. Only walking is permitted when transporting a tool. Only wear a glove when using a bow saw and only on your bracing hand. No other tools may be used when the operator is wearing gloves.

**Potato Peelers and Knives – for peeling or sharpening sticks (whittling)**

A ratio of 1 adult to 2 children will be observed. This tool must be used seated on a log with elbows placed upon knees and using the tool in a downward motion between the legs. A ‘blood bubble’ space must be determined ensuring a safe distance away from others. If someone wished to pass through your bubble they must verbally ask and you must stop whilst they pass. When carrying peelers you must walk with them held down by your side. Once a child is deemed to be competent by the Forest Leader they may be allowed to use a fixed blade knife to whittle. The same rules as above still apply. Tools must be returned to the storage container when no longer in use.

**Bow Saws – for cross cutting wood up to 12cm diameter**

Children may be taught how to use a bow saw with 1:1 supervision, or with a ‘buddy’ helping in a ‘push-pull’ fashion. Adults must always supervise closely and should place their hand (gloved) between the child’s hand and that of the saw blade. The safest method of use is to brace the wood through the bow saw itself. The saw blade must be covered when not in use. When being carried the bow saw blade (in its’ cover) should be pointing downwards.

**Kelly Kettle**

The Forest leader may use this to heat water. Once the fire is going in the Kelly Kettle base carefully add the chimney top to it by holding the handle parallel to the ground, and supported on each side by your hands. When lit, do not stand directly over, or look straight down the chimney. Never blow into the top.

**Mallet**

This must be carried out by the Forest School leader. The mallet is to be kept in its cover when not in use and kept in the tool bag. No glove is needed when children are using this tool. Early Years children will need one to one supervision. Remind others in vicinity to stay clear of tools.
When not in use all tools will be securely locked away in the tool shed. Tools should be checked and cleaned before they are put away. Half termly the Forest Leader will ensure that each tool is thoroughly cleaned and oiled. Wear and tear will be monitored daily.

15. **Fire Safety**
Fires must only be lit after a risk assessment has been carried out and they must only be within the fire circle. There must always be a trained adult present within the fire circle when a fire is lit or hot embers remain, never leave a fire unattended. There must be an adequate supply of fire water close to the fire basket to ensure there is enough water available to extinguish the fire if it gets out of control. A fire blanket must be brought into the woodland to wrap round someone if their clothes become alight. Fire proof gauntlets should be kept at the fire area to allow adults to pick up hot items. Before visiting the area the children should have had the opportunity to ask questions and be given information about fire safety. When at the fire circle the rules should be demonstrated for the children to see. There should be no more than 2 people, adults and children, within the fire circle next to the fire at any one time. The best position for cooking is on one knee so you can move backwards easily and remain stable. Long hair should be tied back and scarves removed.

16. **Photography and e-safety**
Only school cameras are to be used to take photographs during Forest School. See ICT and e-safety policies.
17. **Risk Assessment**

A **SITE** risk assessment is undertaken half termly and a **DAILY** risk assessment and check is made prior to every Forest School session at our Forest site. In addition, an **ACTIVITY** risk assessment will be established prior to any activity that may require it within lesson planning. These will include: whittling, cutting wood, shelter building, fire lighting and cooking on an open fire, and palm drilling. Specific additional risk assessments will be undertaken for children whose medical condition or whose behaviour requires them.

The risk assessment process is detailed below:

- We look for potential hazards.
- We decide who might be at harm.
- We think about how harm may occur and the worst outcome that we could face.
- We evaluate the current level of risk.
- We decide on a course of action or set of precautions that will be put in place to minimise the potential risk.
- We then re-evaluate the level of risk once our course of action and precautions have been put in place.
- We create a risk assessment and collate them in the Forest School file.
- We inform all adults with accompanying the group and require them to sign each relevant risk assessment to show that they have read and understood the assessments.
- We regularly monitor and review each risk assessment, half termly and as an action is needed.
<table>
<thead>
<tr>
<th>Activity Assessment</th>
<th>Activity Assessment</th>
<th>Activity Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest school site visit.</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Emergency Details

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Emergency Details</td>
<td>An emergency card and telephone should always accompany each session or visit. Details should include GPS location, address and details of school. Additional medical details will also be taken for individual children.</td>
</tr>
</tbody>
</table>

### Walk to Woodland

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Walk to Woodland</td>
<td>Ensure children calmly walk in pairs along school footpath towards road to British Legion. Turn right across golf course taking care of flying golf balls. Wait, if a ball is being teed off. At far side of fare way cross the road with adult ensuring children cross safely. Then walk down bridle way until reach opposite easy access path. If a horse is encountered stop quietly and wait until it has passed. Cross Grub St again taking care of traffic travelling around corner.</td>
</tr>
</tbody>
</table>

### Footpath

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Footpath</td>
<td>Ensure children and adults stay to the footpath and that they take care with respect to projecting roots, trip hazards and low branches.</td>
</tr>
</tbody>
</table>

### Nettles & Thistles

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Nettles &amp; Thistles</td>
<td>Long sleeved tops, long trousers, socks &amp; shoes to be worn at all times. Cleared from access areas. Noted as landmarks, children warned to avoid areas.</td>
</tr>
</tbody>
</table>

### Brambles

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Nettles &amp; Thistles</td>
<td>Long sleeved tops, long trousers, socks &amp; shoes to be worn at all times. Cleared from access areas. Noted as landmarks, children warned to avoid areas.</td>
</tr>
</tbody>
</table>

### Poisonous plants

<table>
<thead>
<tr>
<th>Groups at Risk</th>
<th>Significant Hazards</th>
<th>Existing controls, and risks not controlled + action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Poisonous plants</td>
<td>See handbook for list common poisonous plants &amp; trees &amp; symptoms. NO</td>
</tr>
<tr>
<td><strong>picking of anything growing policy enforced. Strict hand washing routine before eating &amp; drinking and on return to playgroup. Some plants surrounded by high tree guards. (YEW) Look and call an adult to see. Do not touch any.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dead branches. Stumps &amp; roots.</strong></td>
<td><strong>All</strong></td>
<td><strong>Regularly inspected &amp; felled where necessary. Dead wood on low bushes pruned. Old stumps &amp; roots exposed and pointed out or removed.</strong></td>
</tr>
<tr>
<td><strong>Rabbit holes</strong></td>
<td><strong>All</strong></td>
<td><strong>Regular sweep of area to check for new holes.</strong></td>
</tr>
<tr>
<td><strong>Bee/wasp stings Snakes</strong></td>
<td><strong>All</strong></td>
<td><strong>Regular sweep to check for nests. First aider always on site. Avoid contact. First aid &amp; emergency procedure if Adder bite suspected.</strong></td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td><strong>All</strong></td>
<td><strong>Strictly enforced protocol for area in proximity to fire. See handbook.</strong></td>
</tr>
<tr>
<td><strong>Lying water</strong></td>
<td><strong>All</strong></td>
<td><strong>If deemed a hazard to children in the forest School area an additional taped safety boundary will be erected.</strong></td>
</tr>
<tr>
<td><strong>Toilet</strong></td>
<td><strong>All</strong></td>
<td><strong>Children to use the camping toilet in a designated area.</strong></td>
</tr>
<tr>
<td><strong>Tools</strong></td>
<td><strong>All</strong></td>
<td><strong>Tools stored in secured boxes And out of reach when not in use. Correct use of tools taught when required. One to one supervision when using 'adult' tools.</strong></td>
</tr>
<tr>
<td><strong>Tape boundaries</strong></td>
<td><strong>All</strong></td>
<td><strong>Outer boundary marked with tape. Ensure tape is not at neck height or ankle height and that the boundary is not broken. Ensure children remain within the boundary.</strong></td>
</tr>
<tr>
<td><strong>Ropes &amp; swings</strong></td>
<td><strong>All</strong></td>
<td><strong>Check security of knots and</strong></td>
</tr>
<tr>
<td>Leaving base camp area</td>
<td>Children</td>
<td>Ensure children leave basecamp as they found it, filling holes and replacing natural habitats e.g logs etc.</td>
</tr>
</tbody>
</table>

**Adult : Child Ratio**

For Forest School sessions adult to child ratios should be no less than 1:10 with additional adults if there is specific need.

For Community Orchard visits the adult to child ratio should be no less than 2:30 with additional adults if there is specific need.

**Clothing / Safety / Emergency Equipment Requirements**

a) Clothing and other equipment to be worn/carried by each participant: As per handbook. Spare clothes & Wellingtons in store shed.

b) Safety or other equipment to be carried by the group: Mobile Phone First Aid Kit Other: blanket, water, spare clothing, wet wipes, toilet tissue. See also kit list in handbook.

**Safety Instructions**

a) Safety instructions to be given to children in advance: Handbook - See daily routine

b) Safety instructions to be given to staff in advance: Handbook - See daily routine

c) Verbal safety instructions to be given to group before departure / commencement: Handbook - See daily routine, check main activity sheet

**Emergency Arrangements**

a) In case of incapacitating accident: Provide first aid, call ambulance & inform parents / next of kin. All other children to be contained in shelter area (story & songs). Transport may be called for early return if adult needed to accompany child in ambulance. Or if it is an adult who is hurt and the ratio drops. Write up accident report form and assess risk assessment!

b) In case of less serious accident: Provide first aid, Inform parent and write up incident on accident report form.

c) In bad weather: Contain children in shelter area. Send for transport early. Inform parents who may be collecting from woodland.

d) In event of school lock down returning Forest School party should muster at the British Legion.

**Overall Hazard Rating:** Low

**Comments:**

See also health & safety policy document in hand book.
18. **Our Forest School**

**Entering the Forest**
We will enter the Forest respectfully and know that when at Forest School specific expectations are in place. We will explore, investigate, learn and play in a manner that will not damage our Forest environment. We understand that we share our Forest School with plants and animals and that when we are in our Forest School we are sharing the environment with them.

**Boundaries**
Before each session begins children are made aware of how far that they can explore and of any fixed boundary markers. If children move to explore hidden areas an adult should also move into the cover deep enough to be able to see the children but allowing the children the freedom to explore independently. If you lose sight of a child shout ‘1,2,3, where are you?’ The children have been taught to respond ‘1,2,3, I’m here’ through classroom games that are practised regularly.

**Lighting a fire**
When lighting a fire the Forest School leader will take control of the operation and all accompanying adults will be briefed before we start. A lit fire will not be left unattended 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.

**At the Fire Circle**
An open fire will be lit within a fire square. A fire circle using log sitting stools may 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. Working at the fireside all participants should kneel on one knee. There may be no running past the fire circle. No items must be carried and placed within the fire circle unless by an adult. If you wish to move around the fire to a new
stool you must step out of the circle and walk around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit.

**Using Tools**
All tools have their own clear code of conduct for correct use which will include consideration of specific personal protective equipment, correct use of a specific body posture, and consideration of the appropriate types of activity that each tool may be used for. (See tool use guides and risk assessments).

**Picking up and playing with sticks**
Children can carry sticks shorter than their arm’s length but are encouraged to think about how close they are to other children. Longer sticks may be dragged or carried with the help of another person when each person is at either end. Sticks must not be thrown. Sticks must not be pulled from living trees.

**Picking up and playing with stones**
Stones may be picked up and transported. Children often like to make patterns and pictures with them. Stones may not be thrown. They may be dropped but thought must be given to whether it is safe to do so, i.e. what is beneath where I am dropping it?

**Digging**
Digging large holes is not encouraged. Children may carefully move soil to look for insects and their habitats using lolly pop sticks, fingers or small sticks found within the forest but deep holes should not be made.
<table>
<thead>
<tr>
<th>Collecting wood</th>
<th>Eating and Drinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood is collected for fire lighting purposes. It is collected in four thicknesses – matchstick sized, pencil sized, thumb sized and wrist sized. This is a good mathematical activity involving sorting and matching. Sticks may be collected for creating pictures and patterns but should be collected sparingly so as not to disrupt creature habitats.</td>
<td>Nil by mouth policy for anything found in the Forest, unless this activity has been specifically planned for during the session (e.g. blackberry picking). Children must be reminded not to put their fingers or hands in their mouths or noses. When having drinks and snacks children will use wipes &amp; water to clean their hands before consumption.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rope and String Use</th>
<th>Carrying and Transporting Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>We encourage the collection and transportation of materials. We do not allow children to tie up each other. If a child has a good idea and wants to tie up something, for example a tarp or a swing, an adult should help them as needed, modelling appropriate knot tying and modelling how to talk through ideas and decisions.</td>
<td>Children are encouraged to roll, lift, drag and to pull materials, either by using their 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.(Safe lifting risk assessment)</td>
</tr>
</tbody>
</table>
Toileting
Children are invited to use the toilets before we leave the school buildings. Children may go to the toilet in a designated area behind bushes into a camping toilet. This will be taken back to school at the end of the session and disposed of.

Leaving the Site
We work according to the ethos ‘leave no trace’ that we were in the forest as much as is reasonably possible. Shelters should be taken down, imported materials need to be removed. Very occasionally large items may be left between sessions. All rubbish and toileting items will always be removed. If artefacts have been found or made these may be taken off the site with the consent of an adult.

Tree Climbing
An adult must be present when wanting to climb trees in the Forest School. The ground cover should be checked for ‘sharp objects’ and the tree marked as suitable for climbing. A visual check must be made for loose and rotten branches. Children are permitted to explore to their own limits or to a maximum height of 1.5m. Adults should be near enough to catch if a child should fall but far enough away to not be invasive to the children’s exploration.
19. **Role Specifications**

All adults should be aware of their roles during Forest School sessions and should have read the following.

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

**Support Staff**
- Ensure the safety of children and adults as they travel to and from the forest school site.
- Partake in children’s activities.
- Ask open ended questions rather than directing them to activities/ telling them what to do.
- Record observations.

**Parent Helper**
- Assist with carrying resources to and from site.
- Partake in children’s activities.
- Ask open ended questions rather than directing them to activities/ telling them what to do.
- Record observations.
**Additional Roles:**

Card 1 – Forest School Rules
   Three basic rules:
   Look after your Forest School
   Do not pick anything growing.
   Do not put fingers (or anything) in you mouth.
   So no pick, no lick!!!

Card 2 – General
   Ensure children remain in the Forest School area and are safe at all time.
   If concern arises with respect to a child/children’s location use, ‘1,2,3, Where are you?’ Children should reply? I’m here.
   Five short blows of the whistle will be used to gain children’s attention to listen to a command.
   One long whistle will indicate their immediate attention at which point children will be requested to return to base camp.

Card 3 – Drinks
   Ensure children are seated and respectful when drinking.
   Ensure all rubbish is collected and taking back to school.

Card 4 – Boundary
   Ensure children do not go beyond the boundary, marked by a tape.

Card 5 – Tree Climbing
   Ensure there are no sharp objects in the vicinity of the tree.
   Children should only climb marked trees and to a maximum height of 1.5m.
   Climbing should be monitored continually.

Card 6 – Digging and Soil Painting
   Ensure children only use small objects found in the forest.
   Ensure children do not dig deep holes or damage natural habitats.

Card 7 – Tools
   Ensure children adhere to the ‘blood bubble’.
   Only one child at a time should be using tools alongside the designated Forest School Leader.

Card 8 – Observation
   Record, without directing the learning, what the children are doing, speech and social interactions, new learning on cue cards/class lists which will be provided by the teacher.
   Specific learning objectives will be provided by the class teachers.
20. **Forest School Routine**

Procedures to be carried out before each session:
- A thorough sweep of the site will be done before each session to check for any litter, glass, animal faeces etc. Any such items shall be collected using plastic bags and disposable gloves.
- A written record will be kept of each sweep. This shall state if any hazards were found and how they were dealt with.
- Trees will be checked for any broken or dead branches which may fall.
- Check of weather conditions and acted upon.

Session Outline:
- Go to the toilet.
- Put on outdoor clothes and wellies. (See clothing requirements).
- Leader to open gate when children are lined up in pairs. Leader at front TA at back.
- Walk to Forest School base camp.
- Create a circle (Make a circle, make a circle. Make it round, make it round. Make it nice and quickly, make it nice and quickly. Then stand still, then stand still.) or sit around base camp.
  - Check that everybody is present by first singing the Sticky elbow song.
- Stir the glue, Dip your elbows in the glue, stick them to the person next to you
- Discuss rules and safety issues for the day.
  - Children to walk the boundaries in groups and identify hazards.

N.B. If a child identifies a potential hazard have them place a flag near it and tell an adult.
- Provide instructions for the session, identifying resources and session focus.
- Children to have time exploring.
- Snack time ensuring children have cleaned their hands with wipes first.
- Discuss session, allowing children to feedback if they wish too.

Procedures to be carried out at the end of each session:
- Collect resources in containers (check all are returned) and ensure forest school area is tidy.
- Children to walk back to the school in pairs.
- Return resources to the storage area.
- Remove outdoor clothing.
- Wash hands.
During Forest School if a child needs the toilet they shall have to inform a member of staff who will then give them permission to use the camping toilet. Non-alcohol clean wipes will be made available.
21. **Designated Person Responsibilities**

Forest School Leaders: Rukia Wood and Julia Nash  
First Aider 1 – Rukia Wood  
First Aider 2 – Julia Nash  
Head Teacher - Jenny Baird  
Designated Child Protection Officer – Jenny Baird  
Deputy Designated Child Protection Officer – Maryanne Lloyd
22. Insurances

![Certificate of Employers' Liability Insurance]

- **Name of policy holder:** The governing body for the time-being of Limpsfield Church Of England Infant School
- **Policy No:** Y096862QBE0115A
- **Date of commencement of insurance policy:** 01 April 2015
- **Date of expiry of insurance policy:** 31 March 2016

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf (b) and;

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c); or
   (b) the cover provided under this policy relates to claims in excess of (£) but not exceeding (£).

3. The policy covers the holding company and all its subsidiaries.

Signed on behalf of QBE Insurance (Europe) Limited (Authorised Insurer)

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**Notes**

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, whether the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and the named subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(b) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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**Important**

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

QBE Insurance (Europe) Limited, Plantation Place, 30 Fenchurch Street, London, EC3M 3SG - Registered in England No. 1701581

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23. **National Trust License**

![Image of OUTDOOR ACTIVITIES LICENCE]

\textbf{DATE OF THIS LICENCE:}

\textbf{Parties:}
1. The National Trust for Places of Historic Interest or Natural Beauty (registered charity number 209846) whose principal office is at Heelis, Kemble Drive, Swindon, Wiltshire, SN2 2NA ("we, us or our")
2. The Licensee ("you or your")

\textbf{Your details:}
Name: Ms. Ann Osborn
Address: For and on behalf of Limpsfield Church of England Primary School,

\textbf{Activity:}
Provision of Forest School activities

\textbf{Affiliated Body:}
Forest Schools Education

\textbf{Required Qualification:}
Level 3 Practitioner

\textbf{Plan:}
The plan attached to this Licence (if any).

\textbf{Licenced Area:}
The area shown on the Plan (insert coloring)

\textbf{Facilities:}

\textbf{Specific Restrictions:}
Your rights under this Licence may only be exercised:
At the following times of the day:
Between 08:00 and 18:00.
On the following days:
Not on the following days:
Other restrictions:

\textbf{Licence Fee:}
\( £ \) (per week/month)
and/or (delete as appropriate)
Licence fee: 450 for the period 1 June – 31 December, 2015 and £30 per annum thereafter

\textbf{Payment Date:}
1 June 2015

\textbf{Licence Period:}
From: 1 June, 2015
To: 31 December, 2015

\textbf{Promotional Benefits:}
As selected from the Schedule attached

\textbf{Public Liability Insurance in Place:}
Yes

Registered office: Heelis, Kemble Drive, Swindon, Wiltshire SN2 2NA. Registered charity number 209846.
GRANT OF LICENCE

1. Subject to the provisions of this Licence you can use the Licensed Area and the Facilities. In return you will pay the Licence Fee on the Payment Dates (by direct debit or standing order if we ask you to) and you will comply with your obligations in this Licence. However we reserve the right to temporarily close the Licensed Area to the public if we consider this necessary, in which case you cannot carry out the Activity. We will only do so due to adverse weather conditions and in the interest of the safety of other users and/or the conservation of the Terms and Conditions

2. INTERPRETATION

2.1. Your obligations to do or not do anything on the Licensed Area also apply to our other land around the Licensed Area.

2.2. Where you agree not to do something that includes an agreement not to allow anyone else to do the thing.

2.3. Any payments referred to in this Licence shall be exclusive of VAT and VAT shall, where chargeable, be paid in addition.

2.4. You acknowledge that:
   a. you will occupy the Licensed Area as a licensee;
   b. we retain control, possession and management of the Licensed Area and can use the Licensed Area at all times and for all purposes; and we can authorize others to do so;
   c. this Licence is personal to you and cannot transfer to anyone else.

3. HEALTH AND SAFETY MATTERS

We give you no promise that the Licensed Area is physically fit for the Activity. You confirm that you have carried out a full risk assessment of the Activity and that you will fully discharge your responsibilities as an undertaker under the Health and Safety at Work etc. 1974 and related legislation.

4. YOUR RESPONSIBILITIES

4.1. Licence Fees and Security Deposit

You shall pay us:

4.1.1. The Licence Fee on the Payment Dates during the Licence Period;

4.1.2. The security deposit as security in case you do not meet your responsibilities in this Licence.

4.2. General Conditions

You must:

4.2.1. At all times during the Licence Period be a member of the Affiliated Body and you must give us evidence of that membership whenever we ask you to. You must follow all guidelines recommended practices and procedures which the Affiliated Body publishes or promotes.

4.2.2. Hold (and ensure that anyone carrying out the Activity or using the Licensed Area or Facilities holds) the Required Qualification.

4.2.3. Hold (if it is specified on the front page of this Licence) a valid licence from the Advertising Activities Licensing Authority (AALA) or such other similar-government body, and you must show a copy of said licence to us at all times during the Licence Period. You must inform us if any changes are made to your licence.

4.2.4. Remove your equipment and other possessions from the Licensed Area whenever you are not carrying out the Activity and also at the end of the Licence Period.

4.2.5. Observe any reasonable rules and regulations we make regarding your use of the Licensed Area and comply with the Byelaws from time to time in place.

4.2.6. Pay any damage you cause to the Licensed Area.

4.2.7. Ensure during the Licence Period against liability to third parties with a minimum level of indemnity of £10,000,000 (TEN MILLION POUNDS) for loss or damage arising in relation to the Activity and to show us evidence of such insurance.

You must not:

4.2.8. Display signs or notices at the Licensed Area without our consent.

4.2.9. Do anything which creates a nuisance or annoyance to us or to other users of the land or to our other Licence holders.

4.2.10. Do anything that breaches any statutory requirement affecting the Activity.

4.2.11. Make any changes to the Licensed Area.

5. Other Provisions

5.1. You must reimburse us all costs, losses, expenses or any other liability incurred by or brought against us arising out of any failure by you to meet your responsibilities contained in this Licence.

5.2. You must not allow any unnecessary, idle, onerous or otherwise unsafe or unsatisfactory activity or uses to take place on the Licensed Area.

5.3. The Deposit is to be repayable to you, less any amount due to the us because you have not met your responsibilities contained in this Licence, within any weeks of the end of the Licence Period, or a longer period if that is necessary for us to ascertain any amount due to us.

6. ENDING THE LICENCE

6.1. This Licence will end:

6.1.1. Immediately on notice given to us at any time following any failure by you to meet your responsibilities contained in this Licence;

6.1.2. Not less than thirteen days notice given by either us or you to the other or

6.1.3. At the end of the Licence Period.

7. GENERAL

7.1. A person who is not a party to this Licence may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

7.2. This Licence and any dispute or claim arising out of or in connection with it or its subject matter and governed by and construed in accordance with the law of England and Wales.

8. SPECIFIC PROVISIONS

8.1. Fees shall only be permitted in a five week location within a burn site identified by the NT Ranger. The Licence fee is to be paid to the NT Ranger at the start of the Licence Period.

8.2. No toilet or hand washing facilities are to be provided by the Trust. The Licence fee is to be used to pay for cleaning toilets located in which only the disposal of bodily waste shall be permitted. The litter bins are located should be removed at the end of each session.

8.3. The Licence shall, if directed by the Trust, cease using site and shall be responsible for providing alternative welfare facilities. Such facilities to be provided by the Trust.

8.4. Notwithstanding clause 4.2.11, the Licence shall, within reason, be permitted to bend and cut hedges and foliage within the Licensed Area. This shall be applicable only to those sessions with a diameter of less than 4 inches.

8.5. Notwithstanding clause 3, the Trust shall undertake a site safety inspection annually and after any severe weather event. The day to day safety of the site shall be the responsibility of the Licence and any cause of danger should be reported to the Trust.

8.6. ** This Licence shall continue on a year by year basis after the date, subject to:

   a. Either party giving to the other notice not less than three months' notice to terminate, if given by the Licence, no refund or Licence fee already paid shall be made by the Licensor.

   b. The annual Licence fee being subject to renegotiation as at 1 January, 2019 and three years thereafter.

SIGNED by

as an authorised agent for and on behalf of the Trust

PRINT NAME Robin FW Satow, B.Sc., FRICS

as an authorised agent for an on behalf of the Licensee

PRINT NAME
**SCHEDULE**

**PROMOTIONAL BENEFITS**

(Click those options which apply to this License)

<table>
<thead>
<tr>
<th>DISPLAYING OUR NAME AND LOGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must, if we ask you to, use such vests and other clothing bearing our logo and name in connection with the Activity. (We will pay £______ towards the cost of such branding)</td>
</tr>
<tr>
<td>X You must, if we ask you to, display our name and logo in such form and in such position we ask on all of your printed promotional material.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTING USE OF OUR CAR PARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must promote the use of our car parks to your customers in such format as we require on your website and your other promotional material. You must make it clear that only our members, displaying their current NCT membership sticker and in possession of their membership card, can park in our car parks free of charge, and that otherwise we may make a charge for parking.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALLOWING US TO USE YOUR IMAGES AND VIDEOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>X If you post photographs and other images or videos showing the Licensed Area (or our nearby land) on your website or other promotional material then you must allow us to use any such material for our own business purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISCOUNT FOR OUR MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must give our members a discount of __________% of your charges if they want to do the activity you provide.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAYING YOUR NAME AND LOGO</th>
</tr>
</thead>
</table>
24. School Parent Agreement

Permission to take children outside the school in the local environment

We are very fortunate here at Limpsfield to have such an interesting locality on our doorstep. We like to use the common for environmental studies, walks with the children, and the village of Limpsfield forms part of our locality studies in geography. The Community Orchard at Grub Street, Limpsfield, is another place we walk to frequently, and your child will be visiting our Forest School site on a regular basis. We also visit St Peter’s Church at intervals throughout the year, either for study or for worship.

All these activities are planned carefully to enrich the children’s learning and are subject to much thought and to risk assessments. In order to avoid the need to ask you for permission each and every time we go out, I should like to have a general permission from you that allows us to take your children out properly supervised, when the occasion arises.

Please complete and return the slip below.

Yours sincerely,

Jennifer Baird,
MRS. J. BAIRD
Headteacher

June 2015

I hereby give permission for my child to go for supervised activities on the common, including the Forest School site, to the Community Orchard at Grub Street, and to walk to St Peter’s Church and Limpsfield High Street for study or for school services, while my child is a pupil at Limpsfield C.E. Infant School.

Child’s Name: ___________________________ Class: ___________________________

Parents signature: ___________________________ Print Name: ___________________________

Date: ___________________________