Cedar Park

Forest School Handbook

2024-2025

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What is a Forest School?

Forest School is a long-term holistic learning process that aims to raise self-awareness and self-esteem in participants. Regular sessions take place in a woodland environment, where the landscape itself adds to the experience of learning.

Qualified practitioners, trained in child development, self-esteem and learning theories facilitate sessions to gain personal outcomes for each participant. Forest School can be applied to all age groups and abilities and can be linked to the National Curriculum and Early Years Foundation Stage (EYFS).

Forest School Learning Initiative Limited (2015)

Forest School Ethos

Forest School is designed to enhance the Early Years Foundation Stage Curriculum. It offers our children the opportunity to succeed by further developing confidence and self-esteem in a woodland setting.

In addition, Forest School encourages children to:

- Develop personal social skills
- Develop language and communication skills
- Improve fine and gross motor skills
- Discover how they learn best
- Have a good growth mindset
- Learn how to manage difficulties
- Learn from each other by working through problems and challenges
- Reflect on learning
- Use tools, under adult supervision, to create and build from own ideas

The Countryside Code

These areas help us learn how to respect, protect and enjoy the countryside

- Be safe, to plan and follow any signs
- Leave gates and property as you find them
- Protect plants and animals and take your litter home
- Keep dogs under close control
- Consider other people

Forest School Rules

To Look after our Forest School:

- Do not pick anything growing
- Do not put your fingers or anything else in your mouth
- Stay within the boundaries marked – 'we will not go over it and we will not go under it . . . '
- Stay outside of the fire circle
- Look above, below and around for hazards

Adults

Forest School sessions are managed by Susan Franek who is a qualified Forest School Practitioner and has the achieved the Level 3 Award to lead Forest School at Cedar Park. Adult: child ratios will be in accordance with the Statutory guidelines.

Our Forest School Rules

Expectations of behaviour will be set by the Forest School Leader and discussed with the children in the classroom beforehand, in conjunction with the School's Behaviour Policy. Children will also help set rules, which will be revisited at every session.

These include:

- 'No picking, no licking and be careful how you carry a stick'
- Respect for trees, plants and animals
- Always staying in sight of the base camp
- Always staying within the designated marked areas
- Always having adult supervision for tree climbing

Adult Role

All adults at Forest School model appropriate behaviour and safe practices, whilst interacting with the children and each other; boundaries are shared, promoting positive reinforcement and choices and consequences discussed.

They will:

- Always promote the safety and well-being of the children
- Carry out necessary risk assessments
- Carry a first aid kit in the 'emergency rucksack' and administer first aid as required
- Create a positive learning environment, based on each child's needs
- Encourage good relationships, based on respect for each other
- Promote, honesty, politeness and kindness through example
- Use encouraging language and show appreciation of each child's contributions and effort
- Ensure fair treatment and equality for all attending, regardless of age, gender, ability or race, in line with the school's Equality Policy.

Health and Safety

The Forest School adheres to Cedar Park School's Health and Safety Policy. Please familiarise yourself with this policy and follow the guidelines below:

- We ask you to be responsible for your own Health and Safety and the Health and Safety of others who may be affected by what you do.
- We ask you to take individual responsibility to follow Health and Safety procedures and work in accordance with instruction and training you have received.
- You must cooperate with the Forest School leader on health and safety matters
- You must NOT misuse or recklessly interfere with anything provided to protect your health, safety and welfare
- We ask that you promptly report any unsafe conditions or practices
- Any Forest School resource or personal protective equipment used must be utilised in accordance with any instruction and training you have received
- You must play your part to maintain a safe and healthy Forest School environment

Equal Opportunities Policy

This policy operates in line with the whole school policy, a copy of which can found on the school website or obtained from the school office. No child or adult will be discriminated against on any grounds including gender, age*, background, race, religion or ability including SEND.

Wherever possible, adjustments will be made to accommodate children with allergies, medical conditions or behaviour issues. This may include additional adult helpers, adapting the site if physically possible or adapting activities.

All participants should feel that their experiences and contributions are worthwhile, so raising self-esteem and confidence.

Forest School is a child led experience and wherever possible the children will be allowed to follow their own interests providing they show respect for each other and the woodland environment.

* For practical reasons, only Reception children will initially attend the Cedar Park Forest School.

Safeguarding

Safeguarding at Forest School is in line with the school's Safeguarding Policy, available on the school website or from the school office.

A summary of the policy is included below:

- Every child has the right to be kept safe from danger and learn in a safe and secure environment

- All staff and volunteers involved in Forest School hold relevant DBS checks
- All Forest School staff attend regular safeguarding training
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders and necessary agencies, if appropriate.

Confidentiality Policy

All Forest School staff and volunteers must adhere to the confidentiality policy.

Medical and other information
(individual forms for all adults and children attending).

- All adults will be made aware of any medical details such as allergies affecting the children attending on a need to know basis and kept confidentially within the school's Forest School Health and Safety file. Copies will also be kept in the school office.
- Emergency contact numbers - as above.
- Only trained staff will apply first aid to children and adults attending; volunteers must make staff aware if they are approached by a child needing care
- Any adults attending, with medical conditions, must disclose to the Forest School Leader; this information will be treated with the utmost confidentiality.

Communication Strategy

Prior to a child starting Forest School parents will receive a Permission to Attend Forest School slip and a Medical Information Form which needs to be completed and given to the school office. Additional information about sessions and timings will be sent home as appropriate.

We plan to provide weekly sessions for a maximum of fifteen children on a half termly rotational basis. Each weekly session will take place on the same day each week and should last for approximately one and a half hours.

Clear communication is essential for the smooth running of Forest School. Children and adults need to listen carefully to rules, boundaries and instructions linked to safety procedures and activities. There will always be time for questions or comments from children and adults.

- All adults attending will have received a copy of the Emergency / Incident Risk Assessment (Action Plan). A copy will be kept in a red folder inside the Forest School Health and Safety File / main file.
- Any staff or volunteers attending Forest School must meet prior to leaving school to review ratios, health and safety and risk assessment

for the day, and to be allocated their role for the session. This will include an emergency role (on an individual lanyard). *****

- If any adult cannot attend the session, they must give as much notice as possible, preferably at least 24 hours. If a replacement cannot be found the session will need to be cancelled due to inadequate ratios of children to adults.
- The Forest School Leader will have a mobile phone / walkie-talkie for general and emergency use to contact staff in the classroom and school office.

***** See Appendix documents PV1-3

Contact Numbers

Any accidents or incidents will be reported to parents and the school office at the earliest opportunity. Any changes of contact number must be given to the School Office.

Photographic and Video Permissions at Forest School

No further permission forms will need to be completed as we will be using Tapestry (online Learning Journal) to record observations made during Forest School sessions.

If you wish to make changes to your original form, please contact the school office as soon as possible. Volunteers will only use the Tapestry camera under the guidance of the Forest School Leader and any information shared about a child's learning or behaviour will be made in strict confidence.

A school mobile phone can be taken to Forest School in addition to walkie talkies. This will be used for emergency purposes as directed by the Forest School Leader. Personal mobile phone/s will need permission from the headteacher / Forest School Leader and can only be used in an emergency.

Clothing Requirement (for all adults and children attending)

- Woolly hat / Sun hat as appropriate
- Gloves (not mittens)
- Waterproof jacket and waterproof long trousers (school will provide children with these items / adults will need to provide their own)
- Long sleeved t-shirt / fleece or jumper (tops with short sleeves, zips, ties, or cords will NOT be acceptable)
- Warm sweatshirt or jumper (hoodies are NOT allowed)
- Spare socks
- Sturdy Footwear- Wellies/boots (trainers only at the discretion of the Forest School Leader in advance of the session)
- An emergency change of clothes and a waterproof or carrier bag for dirty/wet clothing. All items must be named
- Scarves will NOT be allowed. Snoods can be worn.

Sun Policy

In accordance with our school policy, sun cream or related products cannot be applied by any member of staff or volunteer staff. These should be applied at home. NO sun protection products should be brought to school.

Food and Hygiene Policy

Toileting

- Children will be encouraged to use the toilet before leaving school. However, in if an urgent situation should occur, then a staff member will be contacted to escort the child into the school building to use the toilets / be changed due to an accident and brought back to Forest School afterwards (if appropriate). Communication is vis walkie talkies.
- Adults can be replaced by a staff member whilst they return to the school building to use the toilet facilities.

Hand Washing

- Water wipes will be used for handwashing e.g. if we will be eating snack
- Disposable paper towels will be used for drying and bagged for disposal

Snack time

- Snack is not usually eaten at Forest School. However, during snack time, food hygiene regulations will be adhered
- Children will wash and dry hands and sit on the Base Camp logs when consuming any food or drink

- Water bottles (named) can be used in hot weather at the discretion of the Forest School Leader, otherwise drinking water and snack will be provided by school.

Emergency Bag / First Aid Equipment

(in a clearly marked backpack / kept secure and taken to Forest School as required)

- Register with emergency numbers/contact numbers will be kept in the school office
- Medical forms will be kept in the school office
- Means of communication - Walkie Talkies to contact classroom and school office staff (mobile phone – Forest School Leader only)
- Newspaper
- Water wipes
- Protective gloves
- First aid kit including plasters, bandages and scissors.
- Water bottle
- Blanket
- Container / appropriate plastic wallet bags for medical items
- Plastic / carrier Bags

Other medical equipment

Include any other medication for individual children with a Health Care Plan attending a Forest School session. All adults must be notified about the medication required, and if a child requires 1:1 supervision for specific needs.

Risk Management and Assessment

Risk benefit management is a fundamental part of life and is a skill needed for young people's safety and wellbeing. Adults have a duty of care towards young people. However, this certainly does not mean not trying something new. Therefore, we have responsibility not only to keep young people safe, but also to enable them to learn to manage risks for themselves. Risk management is all about identifying and managing any significant chance of harm.

Forest Schools conduct four types of risk assessment:

Generic Site
This should consider all four layers within woodland.

Generic Activity/Experiences
This should consider all aspects of activity / experiences including creative experiences, games and tool use. Once correct procedures such a safe tool use have been established, these generic risk assessments become part of the Standard Operating Procedures.

Daily
Includes weather, wild factors, and any changes noted on the day. This can include assessments on individuals attending the session. This should be carried out by the Forest School Leader prior to a session. The children should be encouraged to conduct e generic site risk assessment with their leader on arrival at the environmental area.

Ongoing Active
Involves leader's judgement during a session in response to changing situations.

A full assessment of our Forest School site is carried out on a regular basis during the school year. A 'sweep' of the site will be checked and recorded before each session.

There are three main assessment charts in place:

- General (everyday practice)
- Emergency / Incident procedures
- Tools

See Appendix 2

Additional risk assessments will be made for children whose behaviour or medical condition demands them.

- Every child has the right to be kept safe from danger and learn in a safe and secure environment
- All staff involved in Forest School hold relevant DBS checks
- All Forest School staff attend regular safeguarding training
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders and necessary agencies, if appropriate.

Travelling to Forest School

Our Forest School is on site. We will walk (in single file or in pairs) the short distance from the Early Years Department or KS1 gate, as appropriate, outside gate moving across the KS1 playground, and then stop at the pathway by the Forest School opening (to the side of the large sheds). The Forest School Leader will lead the group and a staff member will walk behind the last child. Any volunteer staff will be allocated a walking position in the line / move the trolley to the site (unless it is already in place).

There is no public right of way across our Forest School site, Access to the school indoor swimming pool is via a separate entrance.

During our walk we will look for signs of nature, talk about the environment and walking safely. Before entering the site, the Forest School Leader will show the children a pictorial Safety Rules poster to help learn our rules.

See Appendix 2 - General Risk Assessment

Trolley Cart

This will be transported via the pull handle to and from the site either just before or during each session and parked at a spot decided by the Forest School Leader. Adults will oversee children selecting resources. Scissors must **NOT** be removed from the cart by children. Cutting must be supervised by an adult. A list of resources carried on the trolley cart can be found in the Forest School File.

See Appendix 2 - General Risk Assessment

Practical Skills and Safe Tool use at Forest School

General rules for tool use

- All tools have a separate risk assessment
- The Forest School Leader is nominated to ensure safe storage of tools on school premises
- All staff ensure safe storage whilst at the Forest School Site
- All tools should be signed out when in use
- We do not walk around with tools, wherever possible
- Tools should be kept clean with oily rag, sharp and checked before every use
- Tools should only be used with a designated trained adult

Knives

See also 'Basic Rules on Knives' Forest School Learning Initiative Limited handout in our Forest School File. Separate Risk Assessments for each tool is in the Health and Safety Folder. A metal combination lock box will hold all knives and be kept in the Forest School backpack and is the responsibility of the Forest School Leader.

- Children must be supported 1:1 or 1:2 (depending on age range) by an adult, preferably the Forest School Leader, initially demonstrating good practice
- Users should be sat down in a designated area
- Knives should be used away from the body
- Ensure knives are clean and sharp and covered when not in use.

Bow Saw (not currently purchased)

- Children will be supported 1:1 by an adult preferably the Forest School Leader and good practice demonstrated
- Guard is in place when not in use
- Use in a designated area away from others
- Use with a glove on the non-sawing hand
- Use a Sawhorse where possible with the bow saw

Fires

At present, we do not have permission to have a fire during Forest School sessions due to the proximity of the swimming pool.

Ropes and Knots

- All equipment to be regularly checked for fraying etc.
- Children should not wrap rope around their bodies
- Children should be encouraged to learn to tie and undo simple knots
- If tying between trees, the rope should be able to be seen and not cause a trip hazard

See Tools Risk Assessment

A copy of this Handbook will be made available on request.

Appendix 1

Parent Volunteer 1 - Children

Parent Volunteer 1 CHILDREN

School number: 01494 711918
(only if Walkie Talkie does not respond)

(3 adults present at Forest School including Forest School Leader)

Multi – casualty

- Take over from FSL to count and muster group – '1,2,3, Where are you?'
- Get children into log circle AND count them
- Read a story or sing songs until extra adults arrive
- Escort children back to school with other adults (if instructed)

Single casualty - child

- Take over from FSL to count and muster group – '1,2,3, Where are you?'
- Get children into log circle AND count them
- Read a story or sing songs until extra adults arrive
- Escort children back to school with other adults (if instructed)

Adult casualty

- Take over from FSL to count and muster group – '1,2,3, Where are you?'
- Get children into log circle AND count them
- Read a story or sing songs until extra adults arrive
- Escort children back to school with other adults (if instructed)

Missing child

- Stay with children, in log (looking) circle
- Identify child who is missing

Parent Volunteer 2 - Communications

Parent Volunteer 2 COMMUNICATIONS

School number: 01494 711918
(only if Walkie Talkie does not respond)

(3 adults present at Forest School including the Forest School Leader)

Multi – casualty

- Call school on Walkie Talkie – say 'multi-casualty / need a staff member – wait for 'multi-casualty' response.
- Support first aid, **if necessary** or meet ambulance at designated spot (as instructed by staff member/s)

Single casualty – child or volunteer adult

- Call school on Walkie Talkie – say' single casualty / need a staff member and first aid kit.
- Give information when asked e.g. incident / casualty's full name
- Report back to FSL and support as instructed
- Meet ambulance at designated spot **(If instructed)**

Staff casualty

- Call school on Walkie Talkie with information: incident; casualty's full name; request staff for immediate assistance
- Meet ambulance at designated spot **(If instructed)**
- Take over from FSL to count and muster group - Call '1,2,3, Where are you?' - get children into log circle and count them
- Read a story or sing songs until extra adults arrive. Escort back **If instructed**

Missing child

- Stay with children, in log (looking) circle
- Identify child who is missing

Parent Volunteer 1 - Children

Parent Volunteer 1 CHILDREN AND COMMUNICATIONS

School number: 01494 711918
(only if Walkie Talkie does not respond)

(2 adults present at Forest School including the Forest School Leader)

Multi – casualty

- Call school on Walkie Talkie – say 'multi-casualty – **need staff immediately**. Wait for response.

Single casualty - child

- Take over from FSL to count and muster group – '1,2,3, Where are you?'
- Get children into log circle AND count them
- Read a story or sing songs until extra adults arrive
- Escort children back to school with other adults **(if instructed)**

Staff casualty

- Call school on Walkie Talkie with information: incident; casualty's full name; **request immediate staff members / First Aid Kit**
- Take over from FSL to muster group – '1,2,3, Where are you?'
- Get children into log circle AND count them
- Read a story or sing songs until extra adults arrive
- Escort children back to school with other adults, **if instructed**

Missing child

- Stay with children, in log (looking) circle
- Read a story or sing songs

Our Forest School Kit

- **Emergency rucksack with essential equipment**
- Trugs x 4/5
- Treasure baskets x 10
- Bug pots x 10
- Buckets x 10
- Spades (small) x 10
- Soft toys x 10
- RSPB birds
- Cake cups
- Double sided sticky card
- Dulux paint strips
- Charcoal
- Large house paint brushes
- Egg boxes
- Water
- ID charts
- Flora and fauna resource
- Magnifiers
- Binoculars

Safety Sweep Evidence

Before each Forest School session there will be a safety sweep of the Forest School site to look for and assess immediate risks. All safety sweeps will be recorded and filed by the Forest School Leader.

Safety sweeps will be recorded & stored in the Health and Safety folder.

Date:	**Time:**	**Weather:**
Name of the Forest School Leader:		

Checklist	**Yes/No**	**Comments**
Fallen branches		
Low branches		
Protruding thorns		
Brambles/nettles		
Slippery areas		
Broken glass/needles		
Vandalism/intruders		
Weather effects		
Standing water		
Boundary line/fence		
Base camp		
Tool area roped off		
Emergency rucksack		
Equipment ready		
Spare clothes		

Other hazards identified:
Action taken:

Cedar Park School

Cedar Avenue, Hazlemere, High Wycombe, Buckinghamshire. HP15 7EF

Telephone: 01494 711918

e-mail: office@cedarpark.bucks.sch.uk

Web: www.cedarpark.org.uk

Headteacher: Luke Redman

Date

Forest School Permission Form

To be returned by: Date

Name of Child: ……

I agree to my child taking part in Forest School activities at regular intervals during the coming academic year. Sessions will be led by Mrs Franek who is currently training to be a qualified Level 3 Forest School Leader.

I understand that my child will, at an appropriate level, have the opportunity to work with hand tools during the of their Forest School learning.

We should be grateful if you would advise if your child has had any of the following:

	Comment	**Medication needed Please Specify**
Allergies: e.g. pollen, materials etc		
Has your child ever been stung by a wasp or bee? If yes, describe the reaction		
Date of last Tetanus injection (e.g. entry to pre-school)		

Signed: …….. (Parent)

Name of Parent: …….. (Print)

Date: ……...

What are the requirements of a suitable Base Area?

- Risk assess area termly
- Safety sweep before each session
- Is area sheltered form wind/and or rain?
- Is there standing dead wood? How will you manage it?
- Is there a flat area for the children to have a seating area?
- Are there stinging nettles / brambles?
- Can you clear pathways so children can move without being stung?
- Are there climbing trees? How will you manage the climbing?
- Is there standing water? How will you manage this?
- Are there bees/wasps?

  This must be checked at each safety sweep by observing the area.
- Will children hear you above the noise level?
- Do you have to pass through any livestock?

  How will you manage this? (we **<u>do not recommend</u>** passing through cows as the movement of the children will attract them).
- Are their trip hazards? How will you manage them?
- Can emergency vehicles access the area?

  Does everyone know the grid reference of postcode?

Appendix 2

Forest School Site Assessment Form – General

Location: Cedar Park School, Hazlemere, HP15 7EF	**Name: Susan Franek**	**Date: Autumn Term 2024**

Description of site: The large, part-wooded, area on the Cedar Park School site behind the school's indoor swimming pool and extending across the school field (newly planted)
Adult / child ratio: In line with statutory guidelines. EYFS (nursery aged children) - when the FSL is working directly with the children (1:13) one other staff member / volunteer will be in attendance.
Weather conditions: Forest School sessions will NOT operate during high winds and lightning storms.
Water: There are NO open water areas on site. The school pool is covered by a permanent dome and entry is via a locked door.

Point	**Hazard**	**Harm**	**People at risk**	**Probability (P) (1-5)**	**Severity (S) (1-5)**	**Rating (P)x(S)**	**Existing preventative measures or new measures that need to be implemented**	**Who will do it and when?**
1	Fire Cooking / hygiene	There is currently NO agreement for FS to have a fire on this site.						
2	Base Camp	All adults and children will use this area as if there is a fire area as FS rules and regulations. E.g. No one will enter the centre of the Base Camp log circle and walk across to the other side. See also: What are the Requirements of a suitable Base Area? document in Forest School file and Handbook.						
3	Water puddles	Death	All adults and children participating in Forest school.	1	5	5	Children will be continuously supervised by adults. **Risk benefit:** to explore puddles is an essential element to their development and will be managed safely.	FSL every session
4	Ropes and knots (using string)	Death / injury	All adults and children participating in Forest school.	1	5	5	Children will be continuously supervised by adults e.g. long lengths of rope/s for den making. **Risk benefit:** to explore and develop the skill for tying knots and building dens as a shelter. These will be taught and managed safely.	All adults and children Possibly every session
5	Travelling to/from site - walking	Injury to limbs e.g. fall	All adults and children participating in Forest school.	1	4	4	The FSL will lead the children who will walk across the KS1 playground. Other adults will be positioned in the line as instructed. An adult will be at the end of the line. The route to and from the site will be via the EYFS gate, across the KS playground towards the right of the two large school sheds. Join the short pathway to the FS entrance. Walking only in FS approved footwear. The children may walk with a partner or in single file, this will be at the discretion of the FSL and all adults will be advised as appropriate. Emergency situations– the FSL will advise all adults if the above procedures change.	All adults and children Every session

							Children will be encouraged to be 'detectives' and look for any hazards e.g. twigs / stones on ground etc. Regular maintenance checks of the pathway will be the responsibility of the FSL who will report to the school office / on site school caretaker. Falls – a staff member from school will be called to assist with first aid procedures. FSL to assess severity.	
6	Den making	Death	All adults and children participating in Forest school.	1	5	5	**See all points 8-15 below** Areas within the boundary will only be used – all adults and children will be advised Large branches with will dragged and not thrown or lifted high (everyone shown how to do this).	FSL every session
7	Trolley Cart	Injury to limbs e.g. strains	All adults participating in Forest School	1	4	4	The trolley cart will only be pulled by the attached handle and NOT pushed. If it becomes stuck in the ground, a second adult will assist to pull. It must NOT be lifted up. The equipment stored in the trolley is listed in the FS Handbook and must NOT be used to transport anything else, unless instructed by the FSL / additional resources are required. At FS the trolley cart will be supervised by adult volunteer/s and the FSL will decide where it will be stationed during the session. There is an easy fitting cover to protect resources e.g. rain / before and after sessions storage. The site ground is relatively flat, so it should not move. Children will be encouraged to independently choose resources, but under adult supervision (after initial sessions / discretion of the FSL). Leaning heavily on the trolley cart will be discouraged. All adults will take responsibility for identifying any hazards or maintenance requirements before every session and report information to the FSL.	All adults Every Forest School session FSL. This may already be situated in advance of the session (FSL).
8	Canopy Fallen branches hanging in	Death	All adults and children participating in Forest school.	1	5	5	Tree surveys / inspection - annual checks. FSL to advise school office (H and S officer) of any changes. Safety talk to children about spotting such hazards and reporting (teamwork)	FSL every session

	trees / Den making						Den making – talk about the ground surface dangers / branches near faces / heads / other parts of the body / drag and DO NOT LIFT branches See all points 1-8. Safety reminders at the beginning of each session	
		Head injury	As above	1	4	4	As above	As above
		Broken bone	As above	1	4	4	As above	As above
		Bruising	As above	1	3	3	As above	As above
9	Shrub Low branches / Den making	Serious Eye injury	As above	2	4	8	Train children to be aware of low branches and to be careful Train children to be aware of the person behind when walking through shrub areas. Safety reminders before we leave school	FSL/other adults Children every session
		Scratches	As above	3	2	6	As above	As above
10	Shrub Holly bushes / Den making	Scratches	As above	3	2	6	Train children to be aware of low branches and to be careful Train children to be aware of the person behind when walking through shrub areas. Safety reminders before we leave school Covered arms and legs AT ALL TIMES.	FSL/other adults Children every session FSL will refuse to take any children without appropriate clothing e.g. long-sleeved T-shirts, wellie or boots (trainers at the discretion on the FSL). The School will provide suitable waterproof bib and brace coveralls and jacket. Have spare clothing such as gloves and hats available.
11	Ground Tree stumps Trip hazard And fallen trees /branches as a trip hazard especially near Den making	Head injury	As above	1	4	4	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk. **Risk benefit:** trip hazards manage physical movements and negotiation.	FSL every session
		Broken bone	As above	2	4	8	Safety talk to children about spotting such hazards and reporting to adults	FSL every session

							Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk	
		Bruises scratches	As above	3	2	6	Safety talk to children about spotting such hazards and reporting Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk	FSL every session
12	Ground Fallen trees Fall hazard if standing on them / Den making	Head injury	As above	1	4	4	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! Remind children that in wet weather logs may be slippery	FSL every session
		Broken bone	As above	2	4	8	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! Remind children that in wet weather logs may be slippery	FSL every session
		Bruises or scratches	As above	3	2	6	Safety talk to children about spotting such hazards and reporting Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! Remind children that in wet weather logs may be slippery	FSL every session
13	Flints Falling onto a flint stone Or Concrete /stone base of swimming pool exterior wall (children not allowed here)	Cut severe Arterial bleed	As above	1	5	5	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk No hands in pockets	FSL every session
		Cut requiring stitches	As above	2	4	8	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! No hands in pockets	FSL every session

							Children are told NOT to go near the swimming pool exterior wall.	
		Scratches	As above	2	2	4	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! No hands in pockets **If a child receives a cut during FS a Pink Slip (usual school procedure) will be sent home with the child immediately after that session / given to the class teacher.** **If we are aware of any cuts or scratches prior to going to Forest School, we will cover them with a plaster (unless allergic / other medical reason)**	FSL every session
14	Pits/Hollow/ Digging pit or uneven ground	Head injury	As above	1	4	4	Children made aware of the FS site and trained how to behave specifically around these areas. Safety reminder each session Safety sweep before all sessions	FSL every session
		Broken bones	As above	1	4	4	Children made aware of the FS site and trained how to behave specifically around these areas. Safety reminder each session	FSL every session
		Broken Bone or sprain	As above	1	3	3	Children made aware of the FS site and trained how to behave specifically around these areas. Safety reminder each session	FSL every session
		Bruises and scratches	As above	2	2	4	Children made aware of the FS site and trained how to behave specifically around these areas. Safety reminder each session	FSL every session
15	Thick leaf cover hides trip hazard seasonal Den making	Head injury	As above	1	4	4	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk No hands in pockets	FSL every session

		Broken bone	As above	1	3	3	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk No hands in pockets	FSL every session
		Bruises	As above	2	2	4	Safety talk to children about spotting such hazards and reporting to adults Safety reminders at the beginning of each session Teach children to be observant and pick their feet up as they walk! No hands in pockets	FSL every session
16	Fungi	Death	As above	1	5	5	Specific risk assessment for certain pupils for whom this can be a problem. Children will be told they must not touch or eat a mushroom Safety talk about not putting fingers or thumbs in mouths whilst at FS. FSL, adults and children being vigilant during sessions, give constant reminders. If suspected, a staff member will be called immediately to collect the child from the session. **Parents will be notified immediately.**	FSL every session
		Immediate Vomiting	As above	2	4	8	Specific risk assessment for certain pupils for whom this can be a problem. Children will be told they must not touch or eat a mushroom. Safety talk about not putting fingers or thumbs in mouths whilst at FS. FSL, adults and children being vigilant during sessions. If suspected, a staff member will be called immediately to collect the child from the session. **Parents will be notified immediately.**	FSL every session
		Mushroom consumption	As above	1	4	4	Specific risk assessment for certain pupils for whom this can be a problem. Children will be told they must not touch or eat a mushroom. Safety talk about not putting fingers or thumbs in mouths whilst at FS.	FSL every session

							FSL, adults and children being vigilant during sessions. If suspected, a staff member will be called immediately to collect the child from the session. **Parents will be notified immediately.**	
17	Animal faeces -(poo)	If eaten - sickness	As above	1	3	3	Call for a staff member to collect the child from Forest School immediately. Supervise washing hands thoroughly and notify parents immediately.	FSL
		Or Toxocariasis	As above	1	4	4	Call for a staff member to collect the child from Forest School immediately. Supervise washing hands thoroughly and notify parents immediately.	FSL
18	Rubbish i.e. sharps	Cuts severe	As above	1	3	3	Train children to scan floor for hazards and report any hazards to adults A sealed container or sharps kit to be taken to every session.	FSL All adults
		Infection/ disease	As above	1	4	4	Train children to scan floor for hazards and report any hazards to adults A sealed container or sharps kit to be taken to every session. If a child has cut themselves on sharp rubbish, call for a staff member to collect them from the session and notify parents / administer first aid as required. Any sharps found will be reported to the school office.	FSL All adults
19	Berries and leaf consumption	Death	Children in FS	1	5	5	Specific risk assessment for certain pupils for whom this can be a problem. Safety talk about not putting fingers or thumbs in mouths whilst at FS. FSL, adults and children being vigilant during sessions. If suspected, a staff member will be called immediately to collect the child from the session. **Parents will be notified immediately.**	FSL All adults
		Serious sickness	Children in FS	1	3	3	Specific risk assessment for certain pupils for whom this can be a problem. Safety talk about not putting fingers or thumbs in mouths whilst at FS. FSL, adults and children being vigilant during sessions. If suspected, a staff member will be called immediately to collect the child from the session. **Parents will be notified immediately.**	FSL All adults

20	Fall from a tree or branch	Head injury	As above	1	4	4	Children will be given a safety talk about tree climbing. Encourage the children to test the tree before climbing it. Encourage the children make their own judgement and risk assessment but stop a child if an adult deems it unsafe. Injury / if suspected, a staff member will be called immediately to assist / collect the child from the session. **Parents will be notified immediately.**	FSL All other adults as necessary
		Broken bone	As above	2	4	8	Children will be given a safety talk about tree climbing. Encourage the children to test the tree before climbing it. Encourage the children make their own judgement and risk assessment but stop a child if an adult deems it unsafe. Injury / if suspected, a staff member will be called immediately to assist / collect the child from the session. **Parents will be notified immediately.**	FSL All other adults as necessary
		Bruises or scratches	As above	2	2	4	Children will be given a safety talk about tree climbing. Encourage the children to test the tree before climbing it. Encourage the children make their own judgement and risk assessment but stop a child if an adult deems it unsafe. Injury / if suspected, a staff member will be called immediately to assist / collect the child from the session. **Parents will be notified immediately.**	FSL All other adults as necessary
21	Snake bite	Puncture wound (+ side effects)	As above	1	4	4	Remind the children that eyes are for looking and to report hazards (including snakes) to an adult. Injury / if suspected, a staff member will be called immediately to assist / collect the child from the session. **Parents will be notified immediately.**	FSL – part of FS safety rules All adults
22	Tetanus	Dirt in an open wound	As above	1	4	4	If seen / suspected, a staff member will be called immediately to assist / collect the child from the session to administer first aid e.g. clean area. **Parents will be notified immediately.** Any open wounds received prior to Forest school that are known about will be covered before leaving. **Parents will be informed.** **Medical forms for children and adults are kept in the school office.**	FSL All adults

23	Bee/wasp sting	Anaphylaxis	As above	1	5	5	Area is swept prior to each session and hazards (including wasp/bee nests) are reported. Children to be reminded to use eyes for looking and report to an adult. **Medical forms for children and adults are kept in the school office.** If a person has a known allergy and an epi pen is carried it will be administered. **Parents will be informed.** **Medical forms for children and adults are kept in the school office.**	FSL All adults and children
		Shock	As above	1	4	4	Area is swept prior to each session and hazards (including wasp/bee nests) are reported. Children to be reminded to use eyes for looking and report to an adult. If a person has a known allergy and an epi pen is carried it will be administered. **Parents will be informed.** **Medical forms for children and adults are kept in the school office.**	FSL All adults and children
		Sting	As above	2	2	4	Area is swept prior to each session and hazards (including wasp/bee nests) are reported. Children to be reminded to use eyes for looking and report to an adult. If a person has a known allergy and an epi pen is carried it will be administered by a trained staff member– **call for a staff member immediately to assist.** **Parents will be informed.**	FSL All adults and children
24	Nut allergy	Anaphylaxis	As above	1	5	5	A staff member will be called immediately to assist. If a person has a known allergy and an epi pen is carried it will be administered on site, following individual Health Care Plan. **Parents will be informed.** **Medical forms for children and adults are kept in the school office.**	FSL Trained staff members
25	Illness at Forest School	Need to go back to school (able to walk)	As above	2	2	4	FSL will check that all children are/were feeling well in the morning before FS. School staff will be called to assist / accompany the child back to school. All	FSL

							other children will be mustered into a group at the log circle (Base Camp) whilst the other adults are missing. **Parents will be notified.**	
		Faint	As above	2	3	6	FSL will check whether all children are/were feeling fine in the morning before FS. Emergency procedures will be followed and appropriate first aid administered. **A staff member will be called immediately to assist.**	FSL Other adults
		Hospital	As above	2	4	8	FSL will check with the class teacher whether all children are/were feeling fine in the morning before FS. Emergency procedures will be followed and appropriate first aid administered. **A staff member will be called immediately to assist.**	FSL Other adults

Other information:

Medical information. All forms (adults and children) are kept in the school office. Pink Slips (general school procedure / practice) are kept in the Medical Room and EYFS department, should they be required (a record of medical attention is also kept the first aid bag). Any individual Health Care Plans and medical equipment will be checked before each FS session and kept in the first aid bag and returned after each session.

Insurance requirements. The school office has confirmed that FS will be covered under the school insurance via Bucks County Council. Documents are held in the school office (01494 711918).

Allocated emergency procedure roles for adults: individual basic instructions will be allocated to ALL adults attending FS. These will be given as lanyard resources and returned at the end of every session. Adults will have the opportunity to discuss any concerns before the FS session begins.

Communication. Walkie Talkies will be used at Forest School sessions. Contact can be made directly to the school office and classroom if immediate assistance is required. A mobile phone maybe taken at the discretion of the FSL.

Register. A register of names of the attending adults and children will be taken before each session and kept at Forest School.

Safety Sweep: separate forms for each FS session will be conducted by the FSL and held in the FS file.

School office number: 01494 711918

This is a working document and will be reviewed and updated on a regular basis – all adults will be informed of any changes by the FSL.

Forest School Site Assessment Form – Emergency/Incident Procedures

Location: Cedar Park School, Hazlemere, HP15 7EF	**Name: Susan Franek**	**Date: Autumn Term 2024**

Description of site: The large, part-wooded, area on the Cedar Park School site behind the school's indoor swimming pool and extending across the school field (newly planted)
Adult / child ratio: In line with statutory guidelines. EYFS (nursery aged children) - when the FSL is working directly with the children (1:13) one other staff member / volunteer will be in attendance.
Weather conditions: Forest School sessions will NOT operate during high winds and lightning storms.
Water: There are NO open water areas on site. The school pool is covered by a permanent dome and entry is via a locked door.

Point	**Hazard**	**Harm**	**People at risk**	**Probability (P) (1-5)**	**Severity (S) (1-5)**	**Rating (P)x(S)**	**Existing preventative measures or new measures that need to be implemented**	**Who will do it and when?**
1	Fire Cooking / hygiene	There is currently NO agreement for FS to have a fire on this site. This will be under negotiation during the academic year since the site has been expanded and further developed.						
2	Base Camp	All adults and children will use this area as if there is a fire area as FS rules and regulations. No one will enter the centre of the Base Camp – discussed regularly.						
3	Emergency - school building evacuation procedures on school playground (adjacent to FS site) e.g. fire bell ringing and school meeting at designated area	Emergency procedure if fire bell ringing from school site or otherwise informed	All in FS	1	5	5	FSL –1,2,3, Where are you? All staff and adults to meet at Base Camp. Count everyone. FSL directs everyone to Muster Point on the KS1 playground (Reception Class lining up position). FSL will look for anyone not already in Base Camp. See separate adult roles on individual lanyards. Visitors – FSL will direct visitors to line up with the children / other adults	FSL and all adults to be vigilant and listen for school siren.
4	Lock Down of school - evacuation of FS site	Emergency procedure if bell ringing is intermittent or otherwise informed OR if FSL blows a whistle to return to the school building	All in FS	1	5	5	FSL – 1,2,3, Where are you? procedure to meet at Base Camp. Count everyone. FSL will look for anyone not already in Base Camp. Call school immediately to say we are returning. Adults escort children into the school building via the EYFS gate. Open the gate with key (if locked) and gain the attention of adults inside –Nursery door as first port of entry. **ENTER IMMEDIENTLY** without removing any clothing, including	FSL and all adults to be vigilant and listen for school bell ringing. There maybe some circumstances when the FSL – will whistle intermittently if the FS site needs to be evacuated for lock down (return to the school building in an emergency)

							boots, regardless of their condition). **Lock the gate and door.** Staff inside the building will give instructions about lock down procedures in the classroom / department.	
6	Car park (school) – We do not need to access but included in case on an emergency and we need to use this route as an exit	Death	As above	1	5	5	Train the children to be aware our boundaries. Children in florescent jackets to provide high visibility to traffic (discretion of the FSL) Individual risk assessment for potential runners – all staff made aware of them. Call school for immediate assistance. Count children. FSL leads children / adult at back of line. Count children and adults at destination point.	All adults and children
		Broken bones	As above	1	5	5	Train the children to be aware our boundaries. Children in florescent jackets to provide high visibility to traffic (discretion of the FSL) Call school for immediate assistance.	All adults and children
		Internal injuries	As above	1	4	4	Train the children to be aware our boundaries. Children in florescent jackets to provide high visibility to traffic (discretion of the FSL). Call school for immediate assistance.	All adults and children
7	Stranger danger (suspicious adult)	Death/ abduction	All in FS	1	5	5	Clearly marked signs indicating FS area. Sufficient adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Evacuate site if necessary. Call school for immediate assistance.	FSL to put up signs for every session All adults and children to be vigilant.
	Stranger danger (suspicious adult)	Psychological damage	All in FS	1	5	5	Clearly marked signs indicating out FS area. Sufficient adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Evacuate site if necessary. Call school for immediate assistance.	FSL to put up signs for every session All adults and children to be vigilant.
	Stranger danger (suspicious adult)	Injury	All in FS	1	4	4	Clearly marked signs indicating out FS area. Sufficient adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Evacuate site if necessary. Call school for immediate assistance.	FSL to put up signs for every session All adults and children to be vigilant.
	Stranger danger – approaches a child	Death/ abduction	All in FS	1	5	5	Clearly marked signs indicating out FS area. Sufficient adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Adult to walk towards	FSL to put up signs for every session All adults and children to be vigilant.

	within FS boundaries						targeted child. Evacuate site if necessary. Call school for immediate assistance.	
	Stranger danger – approaches a child within FS boundaries	Psychological damage	All in FS	1	4	5	Clearly marked signs indicating out FS area. Correct number of adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Adult to walk towards targeted child Evacuate site if necessary. Call school for immediate assistance.	FSL to put up signs for every session All adults and children to be vigilant.
	Stranger danger – approaches a child within FS boundaries	Injury	All in FS	1	4	5	Clearly marked signs indicating out FS area. Correct number of adults to supervise the children. If suspicion is aroused assembly children with 1,2,3 Where are you? Adult to walk towards targeted child. Evacuate site if necessary. Call school for immediate assistance.	FSL to put up signs for every session All adults and children to be vigilant.
8	Missing child	Contact not able to be made	All in FS	2	4	8	1,2,3 Where are you? to assembly children. Train children to respond and look out for each other. Children to form a looking circle one adult to remain with children. FSL to go and look / other adults see individual lanyards for roles. After 5 minutes maximum contact school and request assistance.	FSL and all adults
		Increased risk of all the above	All in FS	1	5	5	1,2,3 Where are you? to assembly children. Train children to respond and look out for each other. Children to form a looking circle one adult to remain with children. FSL to go and look / other adults see individual lanyards for roles. After 5 minutes maximum contact school and request assistance.	FSL and all adults

Other information:

Medical information. All forms (adults and children) are kept in the school office. Pink Slips (general school procedure / practice) are kept in the medical room and EYFS department, should they be required (a record of medical attention is also kept the first aid bag). Any individual Health Care Plans and medical equipment will be checked before each FS session and kept in the first aid bag and returned after each session.

Insurance requirements. The school office has confirmed that FS will be covered under the school insurance via Bucks County Council. Documents are held in the school office (01494 711918).

Allocated emergency procedure roles for adults: individual basic instructions will be allocated to ALL adults attending FS. These will be given as lanyard resources and returned at the end of every session. Adults will have the opportunity to discuss any concerns before the FS session begins.

Communication. Walkie Talkies will be used at Forest School sessions. Contact can be made directly to the school office and classroom if immediate assistance is required. A mobile phone maybe taken at the discretion of the FSL.

Register. A register of names of the attending adults and children will be taken before each session and kept at Forest School.

Safety Sweep: separate forms for each FS session will be conducted by the FSL and held in the FS file.

School office number: 01494 711918

This is a working document and will be reviewed and updated on a regular basis – all adults will be informed of any changes by the FSL.

Forest School Site Assessment Form – Tools

Location: Cedar Park School, Hazlemere, HP15 7EF	**Name: Susan Franek**	**Date: Autumn Term 2024**

Description of site: The large, part-wooded, area on the Cedar Park School site behind the school's indoor swimming pool and extending across the school field (newly planted)
Adult / child ratio: In line with statutory guidelines. EYFS (nursery aged children) - when the FSL is working directly with the children (1:13) one other staff member / volunteer will be in attendance.
Weather conditions: Forest School sessions will NOT operate during high winds and lightning storms.
Water: There are NO open water areas on site. The school pool is covered by a permanent dome and entry is via a locked door.

Point	**Hazard**	**Harm**	**People at risk**	**Probability (P) (1-5)**	**Severity (S) (1-5)**	**Rating (P)x(S)**	**Existing preventative measures or new measures that need to be implemented**	**Who will do it and when?**
1	Scissors	Major cuts	Adults and children at Forest School	1	5	5	1,2,3 Where are you? to assembly children. Train children to respond quickly. See separate emergency adult role instructions (individual lanyards given to adults at the beginning of each session). Treat according to first aid procedures. **Parents informed.**	FS staff
		Minor cuts / grazes	Adults and children at Forest School	1	4	4	Treat according to first aid procedures. **Pink slip to parents at the end of the session.**	FS staff
2	Opinel Penknife	Death	Adults and children at Forest School	1	5	5	The FSL will supervise the use of this knife. **Toolbox and area**: There will be a designated tool area on site. This will be sectioned off. A metal toolbox with a combination lock will hold all knives and the FSL will check all knives in and out. The lock combination will only be known by the FSL / staff attending. In the event of an emergency where the FLS is not available, a staff member will have permission to open the toolbox and be responsible for its safe storage. **Use of penknife:** 1:1 adult supervision (FSL). Adults and children will be sitting down (well supported) and not allowed to move around at any time with a knife. Instructions for knife use will be the responsibility of the FSL. Ensure penknife is closed and locked when not in use. Open the penknife away from you sitting down and with plenty of room around you. Always use	FSL Other trained staff only

							the penknife away from your body - this will be clearly demonstrated. Gloves must NOT be worn when handling a knife as it will disturb the grip. **Maintenance:** Knives will need to be maintained on a regular basis. This will be the responsibility of the FSL and other trained adults as instructed. WD40 or 3in1 oil are both suitable to clean knives before and after each use – remove any resin beforehand. Knives must be clean and sharp before using them.	
		Major cuts	As above	1	5	5	1,2,3 Where are you? to assembly children. Train children to respond quickly. See separate emergency adult role instructions (individual lanyards given to adults at the beginning of each session). Treat according to first aid procedures. **Parents informed.**	FS staff
		Minor cuts / grazes	As above	1	4	4	Treat according to first aid procedures. **Pink slip to parents at the end of the session.**	FS staff

Other information:

Medical information. All forms (adults and children) are kept in the school office. Pink Slips (general school procedure / practice) are kept in the medical room and EYFS department, should they be required (a record of medical attention is also kept the first aid bag). Any individual Health Care Plans and medical equipment will be checked before each FS session and kept in the first aid bag, and returned after each session.

Insurance requirements. The school office has confirmed that FS will be covered under the school insurance via Bucks County Council. Documents are held in the school office (01494 711918).

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School office number: 01494 711918

This is a working document and will be reviewed and updated on a regular basis – all adults will be informed of any changes by the FSL.