

Hester's Way Forest School



Staff Handbook

Hester's Way Forest School



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Rules for Forest School

- Look after your Forest School
- Do not pick anything that is growing
- Do not put your fingers or anything else in your mouth
- Stay within the boundaries of the Forest School site during the session
- Each child and adult to be correctly dressed with appropriate footwear
- FSL responsible for child and adult medical forms
- Do not run in the forest area or to and from the Forest School site
- Fires are to be lit, maintained and supervised by FSL
- All equipment to be checked in and out by elected TA or FSL

“No run, no pick, no lick.”

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Countryside Code

- Beware of dangerous things in the area
- Take all litter home with you
- Wear bright and coloured clothes
- Close gates behind you
- Keep noise levels low
- Never force your way through fences, walls and hedges
- Only light fires in designated areas
- Keep your dog on a lead
- Always walk around the edge of a field if there is no footpath
- Never pick leaves or pull up plants

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Sessional Procedures for Forest School

- Forest School leader to complete a safety sweep of the area before it is used and record in safety sweep booklet and how the items were dealt with.
- Ensure boundaries are safe and secure
- Check trees for dead or broken branches and remove.
- Identify and make all aware of holes, nettles, slippery conditions in the area
- Check weather conditions: if it unduly windy or a thunder storm is imminent do not carry out a Forest School session.
- Each session will begin when the children are dressed ready for the Forest School session. We will count the children before we depart and walk in an orderly fashion to the Forest area.
- At the beginning of each session remind the children of the Forest School rules.
- Children to start each session at base camp
- Older children should then carry out their own additional safety sweep, and make recommendations of how to manage any risks.
- Children must not leave the woodland without permission from the staff.
- Each Forest School session will end with children sharing their experience of what they did during the session and collecting and tidying away resources used.
- All children will line up by the gate and walk back to the classroom at the end of the session.

Emergency/Accident Procedure

In the case of an emergency FSL (Sarah Royle), to be informed and make the necessary decisions.

- Emergency rucksack to be taken to Forest School to include: First aid bag, emergency contact numbers for children, mobile phone, medical forms, consent forms of children, location details (school postcode GL51 0ES) torch, blanket, packet of biscuits, bottle of water.
- In case of emergency and an ambulance is required, FL to phone 999 and also inform parents.
- Mrs Royle or school first aider to treat minor injuries
- Class TA to keep the other children away from the injured party and keep everyone calm.
- Record any incidents in the FS incident book and fill out necessary accident form.

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Staff Procedures

Adult responsibilities

- FSL to run and implement Forest School session according to session procedures
- Class TA to itemise and collect essential equipment for each session
- Parent helpers to be briefed before each session by FSL
- All adults are to encourage to promote session objectives for each session
- All adults to promote a positive self esteem
- All adults encourage children to take an active role in their own learning
- Everyone must treat the outdoors with respect

Student responsibilities

- To adhere to the Forest School rules
- To move safely around the designated area
- Return to base camp when asked
- To promote independent thinking and co-operative skills



Fire safety

- Children will be taught how to approach the fire pit safely
- Matches to be handled by FSL only
- Fires to be lit by FSL and FSL to remain by the fire while it is lit
- The FSL will correctly extinguish the fire
- Water or sand will be available to extinguish the fire
- Weather conditions will be closely monitored at all times while the fire is alight

Tool safety

- All tools must have an individual risk assessment
- Ensure safe storage at school with FSL access and responsibility
- Ensure safe storage and responsibility by FSL at the Forest School site
- Never walk around with tools
- Ensure they are clean and sharp before using them
- Children should be with the FSL at all times while using tools
- The Forest School site should have a designated tool area where children sit to use the tools.

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Duties under Health and Safety at work Act 1974

- The objectives are to raise the standards of safety and health for all persons at work
- The safety of all equipment used in the workplace
- The protection of the client group whose health and safety may be put at risk by the activities of the persons at work.

- Employer: has a general duty to ensure health, safety and welfare at work of their employees and any equipment used by them.
- Employee: responsible for the health and safety of themselves and other people who might be affected by their acts.

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Clothing Requirements for Forest School

Cold and Wet weather

Waterproof coat and trousers
Long old trousers
A warm coat or fleece
Hat and gloves
Wellington boots

Warm and sunny weather

A long-sleeved top
Long trousers
Wellies or trainers
Sun hat and sun cream (to be put on by child)

Toileting Considerations

In accordance with the Forest School rules no child is allowed to leave the site without an adult. Ensure all the children go the toilet before the start of the session. In the case of a child desperate for the toilet, a designated adult will escort the child to the Y2 toilets and the adult will wait for them to finish and return to the site with them.