



Hampton Dene Primary School



Forest School Handbook

Declaration of review date

I have read and understood the FS handbook:
(to be completed yearly)

[illegible]

Vision Statement

Hampton Dene is a Forest School which hopes to enrich children's learning through a range of activities promoting their emotional well-being, as well as teaching them many new skills such as tool use, managing their own safety, woodland structures and learning that it's 'ok' to get muddy!!!

Rules of Forest School

- Ensure you look after your Forest School Site
- Do not pick anything that is growing (flowers, leaves on trees etc.)
- Do not put your fingers or anything else into your mouth
- Stay within the boundaries set by the Forest School Leader (coned areas)
- Follow the STOP, NO PICK, NO LICK motto!

Countryside Code

There are 5 areas within the Countryside Code dedicated to helping us learn how to respect, protect and enjoy the countryside or your FS site.

- Be safe, plan ahead and follow any signs.
- Leave gates and property as you found it.
- Protect all plants and animals.
- Take your litter home.
- Consider others.

Health and Safety

Forest School sessions will consider the responsibility to maintain the Health and Safety of: all adults working in the area in line with the Health and Safety at work Act 1974; all children working in the area do so under the Children's Act 1989.

Pre-session checks:

- A risk assessment of the site will be carried out prior to each session.
- Adults will be asked to read and sign the Forest School Handbook.
- Adults will read risk assessments prior to sessions.
- The Forest School Leader will keep adults informed on safety considerations.
- Up to date medical records/ details of allergies will be kept in emergency rucksack.
- The Forest School Leader is a qualified first aider and carries a complete first aid kit. In the event of an emergency please see (Emergency Procedures).
- A mobile phone with full charge is ready for use.
- If using tools or lighting a fire, a 'tool area' or 'fire circle' will be set up safely and correctly before heading to the site.

On departure:

- A register of all staff/helpers/children attending will be taken.
- All people entering the FS area are required to wear appropriate clothing to carry out sessions safely (for guidance see clothing list).

- The children will follow the FS Leader across the field to the site.

At the site:

- All children and helpers will be reminded of FS procedures (boundaries, rules).
- Children will be encouraged to manage their own and others safety during the session.
- The session content will be discussed with children and safety issues will be highlighted.
- Any accidents will be recorded to allow for review to see if change could be made to avoid them in the future.

Leaving the site:

- Ensure all children are accounted for.
- All equipment should be returned to correct places and stored safely.
- Any rubbish is collected and removed from the site.
- Update any records of incidents that may have happened to inform future sessions.
- Ensure waterproof clothing is stored correctly.
- On arrival back in school remind everyone to wash their hands well.

Forest School Routines

Procedures to be carried out prior to each session:

- Safety sweep of the site before each session to check for litter, glass, animal faeces etc. (use disposable gloves and plastic bags to dispose)
- Complete written safety sweep record.
- During safety sweep boundaries should be set up (coned areas)
- Trees should be checked for dead, and any protruding branches noted and either removed or highlighted to children.
- Check weather conditions if it is thundering, lightening or very windy FS should be rescheduled.

Session Plan:

- Get in FS group., get FS clothes, wellies ready.
- Go to well areas to change and put on waterproofs/ wellies.
- Walk to FS area discussing things to be seen on the way.
- Count the children on arrival.
- Walk to base camp/ fire circle.
- Sit down discuss rules of FS.
- Introduce activities on offer.
- Children choose their activity.
- Take part in activity.
- Meet back at basecamp.
- Discuss activity with children/ reflect.
- Count children/ make way back to setting to change.

Procedures to be carried out at the end of each session:

- Clear everything away.
- Ensure any fire is extinguished completely.
- Count all tools back into storage bags/ boxes.
- Count all children and adults to ensure everyone is accounted for.
- Collect any observations or assessment sheets from helpers/ adults.

Essential Equipment List

- Register with emergency contact numbers
- Medical forms
- Mobile numbers
- Newspaper
- Matches
- Wet wipes
- Protective gloves
- Sun Cream (weather dependent)
- Plasters
- Bandages
- Scissors
- Water bottle with water for drinking/washing
- Sleeping bag/ survival bag
- Thermal wrap sheet
- Map of wood
- Pamphlet on hyperthermia and first aid
- Container for inhalers
- Carry bag for dirty/ wet clothes.

Clothing Required for Forest School:

1. Wellies or boots
2. Waterproof trousers
3. Gloves
4. Jacket/ waterproof coat
5. Spare socks
6. Woolly hat or sun hat
7. Jumper
8. Covered legs
9. Long sleeves in summer

FS Sun Policy



- During FS sessions weather will always be considered to ensure children's safety.
- In extreme weather conditions all aspects of the session will be assessed and a decision will be made whether to continue.
- On hot sunny days children will arrive in school with factor 30 or above already applied.
- If needed the children can reapply before lunch play/ afternoon sessions, with consent from the parents.
- Ideally a once a day cream will be applied.
- Children will wear sun hats and bring a large water bottle to sessions.
- We will remain in the shade where achievable.
- Children will receive regular rest breaks.
- Any children displaying signs of heat stroke will be taken back to school and procedures followed.
- Any issues will be recorded in school record book.
- Children will usually wear long sleeves and long trousers to protect from plants/ stings in the FS area this helps protect them from the sun.
- Please see Hampton Dene's Sun Policy for any further information.

Forest School Medical Information Form:

Child's first name:		
Emergency contact:		No.
	Yes/no	Medication/ comments
Asthma		
Heart condition		
Diabetes		
Epilepsy		
Allergies: pollen, nuts, materials, wasp stings etc.?		

Safety Sweep Evidence

(pre session check)

Date:	Time:	Weather:
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Hazard	✓ Safe X Unsafe	Comments
Clear path		
Faeces on site		
Low branches		
Fallen branches		
Dead wood		
Slippery areas		
Brambles/nettles		
Broken glass/ needles		
Vandalism/ intruders		
Standing water		
Boundaries		
Base camp/ fire area		
Tool area roped off		
Emergency rucksack		
Equipment ready		
Spare clothing		

Other hazards identified:

Action taken:

Risk Management of Tools and Equipment

General rules for tool use:

- All tools must have an individual risk assessment in Health and Safety folder.
- Ensure safe storage at school with FS leader access.
- Ensure safe storage and responsibility at FS site by FS leader.
- Never walk around with tools.
- Always make sure tools are clean and sharp before using them.
- When using tools with children it should only be with the FS leader.
- When using tools you have a designated tool area in which the children can sit and use the tool safely.

Penknife:

- Must be with the FS leader.
- Always sit down.
- Ensure penknife is closed and locked when not in use.
- Open the penknife away from you sitting down with a good sized blood bubble around you.

- Always ensure children are well supported when using the penknife, a one to one or one to two ratio is advisable depending on age group.

Bow Saw:

- Ensure guard is in place when not in use.
- Must only be used with FS leader.
- Always use in designated tool area.
- Using the bow saw with the saw horse, where possible.
- Ensure children are aware how to safely hold the bow saw.
- Use gloves on non-sawing hands.
- The child always holds the handle.
- Ensure saw is cleaned and put away correctly.

Bill Hook:

- Ensure Bill Hook is sharp and safe for use.
- Ensure it is in case when not in use.
- Ensure children understand how to safely assist in the use of the Bill Hook.
- Children use the Bill Hook with FS leader only.
- Bill Hook must be stored safely.

Emergency Procedures

In the event of an emergency the following procedures will be carried out:

Major:

- Assess the emergency.
- In the event of a serious injury the emergency services will be contacted immediately, afterwards the school will be notified and protocol followed (notifying next of kin).
- If first aid assistance is required the designated first aider will remain with the casualty and wait for medical assistance.
- All persons present will make their way safely to base camp (the log circle), where adult 2 will supervise.
- After contact with the school other staff members will ensure the children are taken back to the school building safely.
- The casualty will remain with adult 1 in the FS area until help arrives unless they are able to walk out or they are in danger.

Minor:

- The school will be notified immediately in the event of a head injury and first aid procedures will be followed and recorded as normal.

Missing child

- All members will be informed.
- Adult 1 (FS leader) will get children to base camp.
- Adult 1 calls school to inform of situation and get back up support.
- Search will be carried out for 10 minutes around the site.
The premises is secure, therefore the child should be on the site somewhere.
- Emergency services will be contacted if the child cannot be found and on approval of the Head Teacher.

Evacuation of site:

- If appropriate, the FS leader returns the group to base camp briefly.
- Then all group members are directed to the nearest exit and moved quickly off the site the FS leader at the lead and adult 2 at the back to ensure all children have got out safely.

Poisonous Plants and Trees



Foxglove

All parts of the plant can cause vomiting and diarrhoea. Can slow the heart causing heart attack.



Hemlock

All parts of the plant are poisonous. If it is eaten hemlock causes sickness and in severe cases it can kill by paralysing the lungs.



Deadly Nightshade

All parts of the plant are poisonous and can cause convulsions and hallucinations. The consumption of two to five berries by a human adult is probably lethal.



Lily of the Valley

All parts of the plant are highly poisonous. If ingested, even in small amounts, the plant can cause abdominal pain, vomiting, reduced heart rate, blurred vision, drowsiness and red skin rashes.



Yew

All parts of a yew plant are toxic to humans. Symptoms include accelerated heart rate, muscle tremors, convulsions, difficulty breathing, circulation impairment and eventually cardiac arrest. There may be no symptoms. If undetected death may occur within hours.



Holly

Holly berries can cause vomiting and diarrhea. Ingestion of over 20 berries may be fatal to children.



Ivy

All parts of the plant are poisonous. Symptoms of ingestion are difficulty in breathing, convulsions, vomiting, paralysis and coma.



Monkshood

All parts are poisonous and can cause nausea, vomiting, and diarrhea and difficulty breathing. In severe poisonings motor weakness and arrhythmia can occur. With large doses death is almost instantaneous.