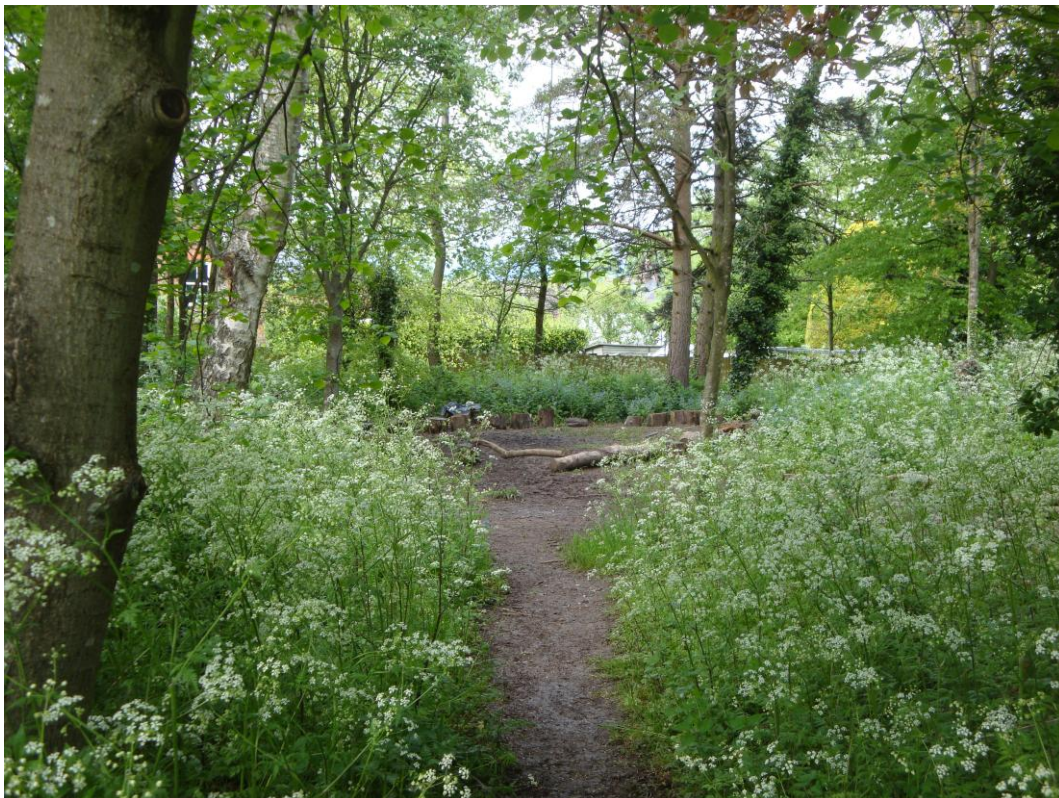


# Juniper Hill School

## Forest School Handbook



*Kindness    Enjoyment    Achievement*

# Contents

Vision Statement.....	2
Introduction: What is Forest School.....	3
The Forest School Site.....	4
Forest School leaders .....	5
Our Forest School Code of Conduct.....	5
Equipment for Forest School.....	8
Ready for Forest School – Clothing.....	9
Adult Roles and Responsibilities .....	10
A Typical Forest School Session.....	11
Prior to the beginning a session. ....	12
During the session. ....	12
After the session. ....	13
Tools .....	13
Tools List.....	14
Fires .....	17
Kelly Kettle.....	18
Forest School Policies and Procedures .....	20
Forest School - Cooking Policy .....	20
Forest School - Sun Safe Policy.....	21
Forest School - Health and Safety Policies & Procedures.....	22
Health and Safety Adult Roles & Responsibilities .....	24
Forest School - Emergency Procedures.....	25
Ambulance Procedure.....	25
Missing Person Procedure .....	25
Fire Procedure.....	26
Evacuation of The Orchard / Lockdown Procedure.....	26
Ecological Impact Assessment and Three-Year Woodland Management Plan.....	27
Appendix A - Site Risk Assessment Checklist .....	28
Appendix B - Three Year Sustainable Woodland Management Plan for The Orcard at Juniper Hill School 2021-2024 .....	<b>Error! Bookmark not defined.</b>

## Vision Statement

For every child to have the opportunity to develop an inquisitive and positive relationship with the natural world. Through taking part in Forest School activities they will develop an increase in confidence, self-esteem and respect and thus prepare them for an everchanging world. We wish to give every child an opportunity to achieve their holistic potential.



## Introduction: What is Forest School

Forest School is a unique educational experience and process that offers children the opportunity to succeed and develop confidence and self-esteem through hands-on learning experiences in a woodland environment.












Children engage in motivating and achievable tasks and activities throughout the year and in almost all weathers, with the appropriate footwear and clothing. Children will work with tools, play, learn and begin to understand the boundaries of behaviour, both physical and social. They will grow in confidence, self-esteem and motivation whilst developing an understanding of the natural world.

The Forest School ethos has six principles, which were agreed by the UK Forest School community in 2011. At Juniper Hill we will be following these principles in our practice.

### The 6 Key Principles of Forest School

1. Forest School is a long term, repetitive learning process that uses a natural outdoor space.
2. Forest School empowers children and young people to take responsibility for their own learning and development.
3. Forest school promotes holistic, individualised learning and development
4. Forest School encourages emotional growth, self-esteem, confidence and independence.
5. Forest School is facilitated by level 3 Forest School Practitioners.
6. Forest School instils a deep respect and awareness for the natural world and reconnects participants to their natural environment.

Through participating in Forest School, we aim to encourage 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
- 🏠 improve their communication

## **The Forest School Site**

Our Forest School is located on the school site in a 'wild area' next to the school Field. This area is known as 'The Orchard'. The area has many trees, shrubs, a pond and some open land. The trees are mostly mixed deciduous, and include sycamores, hazel, beech, cherry, walnut, pine, ash, silver birch, hawthorn, holly, red oak, larch and yew.

The area was left unmanaged for many years but is currently maintained twice a year by the Chiltern Rangers.

The area is completely enclosed by fencing and hedges and can only be accessed from the school field through a gate which is locked when the area is not being used. The site is not accessible to the public.

Children taking part in Forest School will also be encouraged to minimise their impact on the site. This will include:

- 🏠 Finding out about the different animals and plants that live in and amongst the trees
- 🏠 Learning to respect animals' homes
- 🏠 Careful observation of live animals
- 🏠 Leaving lying deadwood in place
- 🏠 Taking all materials and litter with them when they leave
- 🏠 Ensuring that the site is left like they found it

## **Forest School leaders**

The following school staff are the current adults who can lead Forest School sessions at Juniper Hill.

Julie Harris – Forest School Coordinator

Claire Garnett

Tina Palin

Lynda Ward

Rabia Butt

Izzy Stallwood







Sally Averill

All the above staff are currently training to be Level 3 Forest School Leaders.

The Chiltern Rangers also take Year 4 for Forest School type sessions in the community. The children complete 2 full days in the community supporting the maintenance of environments such as chalk banks, rivers and woodlands.

## **Our Forest School Code of Conduct.**

Our six basic rules at Forest School are:

-  Do not pick anything that is growing.
-  Do not put your fingers or anything else in your mouth.
-  Stay within the marked boundaries, '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.
-  We always come back when we hear "1, 2, 3 Come back to me"

## **Entering the Orchard (Forest School)**

We will enter The Orchard 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 Woodland environment. We understand that we share The Orchard 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. The children need to be able to see an adult at all times. 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 will be taught to respond '1, 2, 3, I am here'

### **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 logs will be established around the perimeter, at least 1.5m from the fire square. No one may enter the fire circle perimeter unless invited to do so by an adult. There is no running past or through the fire circle. If you wish to move around the fire to a new log you must step out of the circle and walk around the outside of the log circle.

### **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. This information can be found on Pages 14 and 15.

### **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 is not encouraged except in an allocated digging area. Digging large holes is not encouraged as this could be a trip hazard. Children may carefully move soil to look for insects and their habitats using fingers or small sticks found within the forest but deep holes should not be made.

## **Rope and String Use**

Rope and string can be used for many purposes in Forest School including den or shelter building and for various craft and construction activities. We do not allow children to tie up each other. The children will be taught how to tie various knots and lashings. No string or rope should be left on site after a session.

## **Carrying and Transporting Materials**

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.

## **Tree Climbing**

An adult must be present when children climb trees in the Forest School. One specific tree will be chosen for this for a specific period of time. The ground cover should be checked for 'sharp objects' and 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

## **Eating and Drinking**

Nil by mouth policy (No licking, no picking) for anything found in the area, unless this activity has been specifically planned for during the session. 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, water and hand sanitizer to clean their hands before consumption. Hand sanitizer MUST NOT be used when fires are being used due to the alcohol content of the sanitizer.

## Toileting

Children are invited to use the toilets before we leave the school buildings. Children will be allowed to return to the school building with an accompanying adult for children in EYFS and Key Stage 1. The children need to use their normal toilets.

## Leaving the Site

We work according to the ethos 'leave no trace' that we were in the wood as much as is reasonably possible. Shelters should be taken down, imported materials need to be removed. All equipment is carefully counted out and back in again, especially when using tools and tent pegs.

Very occasionally large items may be left between sessions. All rubbish will always be removed. If artefacts have been found or made these may be taken off the site with the consent of an adult.











## Equipment for Forest School

In addition to tools suited to the planned for activities, the Forest School leader will always take an **emergency bag** with them.

The contents of the **emergency bag** will vary depending on the time of year and weather conditions and the planned for activities according to the relevant risk assessments and daily risk assessment.

### Forest School Emergency Bag

The Forest School Leader will always take the Emergency Bag into every Forest School session.

-  First Aid Kit (see below)
-  Emergency procedures
-  Medical information and emergency contact details of all participants in the group.
-  Individual medication
-  Risk assessments
-  Charged mobile phone
-  Clean water
-  Accident sheets
-  Thermal wrap /Blankets
-  Wet wipes

## First Aid Kit

-  Disposable gloves (latex free)
-  Triangular bandages
-  Sterile non-medicated dressings
-  Hypa Wipes
-  Instant ice packs
-  Burn cool packs
-  Cling film
-  Space blankets
-  Sick bags
-  Plasters









## Ready for Forest School – Clothing

*“In Forest School there is no such thing as bad weather, only bad clothing”*







Both the adults and the children need to be wearing appropriate clothing that will protect them from extremes of heat or cold, keep them covered to reduce the likelihood of cuts and scrapes, and that meets any religious requirements. The adult is a role model for appropriate clothing and must at all times consider the message they are giving to the children through what they are wearing.

Children and parents are encouraged to think about the usefulness of their clothing for outdoor activities, and to be aware they are likely to take some of our mud home with them after a session. In the Orchard it can often be cooler than expected under the shade of the trees.

## Winter

-  Waterproof coat
-  Waterproof trousers (to go over top of trousers)
-  Wellington boots or walking boots with warm thermal / thick socks
-  Warm hat, scarf and gloves
-  Warm trousers
-  Long sleeved jumper or fleece (or both if you feel the cold)
-  Long sleeved top
-  Vest or t-shirt













## Summer

-  Waterproof coat and waterproof trousers in a bag - just in case it's wet!
-  Wellington boots, walking boots or trainers – **sandals are not suitable**
-  Sun hat and sun cream
-  Long light trousers – **shorts, skirts and ¾ length are not suitable**
-  Long sleeved top-to protect shoulders and arms
-  Long sleeved jumper or fleece






During the summer months sun safety must be considered at all times.  
See Page 21 for Juniper Hill's Sun Safe Policy

## Adult Roles and Responsibilities

### The Forest School Leader:

-  will be a good role model
-  will always be in charge of the Forest School session
-  will ensure the safety of all participants.
-  has overall duty of care for all the children during the Forest School session.  
However, **all** adults involved in the sessions are required to take responsibility and ensure that the children are safe.
-  will hold a full outdoor 1<sup>st</sup> Aid Certificate and will always take a First Aid Kit to every session.
-  will always take an Emergency Bag to every session.
-  will always have a charged mobile phone with them in the event of an emergency.
-  will plan and evaluate sessions and analyse the impact of Forest School on the site and environment.
-  will be responsible for the pre-visit check of the Forest Site prior to use and will review the risk assessments before every session.
-  will communicate closely with other adults involved the session.
-  will be responsible for the maintenance and checking of all tools and equipment to be used before each session.
-  will be responsible for instruction and training on how to use the tools and equipment safely and appropriately during the session.

## Adults Assisting with Forest School Sessions

-  To be a good role model
-  All adult helpers must sign and date that they have read the Forest School Handbook and the risk assessments appropriate to that session.
-  All adults have a responsibility to supervise and keep the children safe during every session.
-  To communicate with the Forest School Leader and other adults before, during and after sessions, where necessary.
-  To assist the Forest School Leader with activities, to make observations and take photos.

## A Typical Forest School Session

Before starting any session, all leaders and support staff must be familiar with the handbook and ask questions about anything they are unsure of prior to the session.

Children get dressed and ready in their classroom, ensuring that they have all the necessary kit they need to safely take part in the session. (See Appropriate Clothing list). The Forest School leader will conduct a register or head count before beginning any session. As some classes will be walking past classrooms, we begin by reminding children of the behaviour expectations and involve the children by asking them to share the rules themselves. Children will discuss what to do in case of emergency.

After gathering together any resources that are necessary (most equipment will be in the shed near the adventure playground) the children will walk over to the Orchard together. Children will walk around the Orchard, discussing the boundaries and why these are in place and discussing any risks and hazards they may see. The more sessions that have passed, the more the children will be expected to lead these discussions. The children will settle at the base camp which will be the main focal point of where activities and discussions are conducted. They will go over the rules, which dependent on the group, can be decided and agreed upon together. Sessions will vary but a typical session will involve the children starting with a small game to familiarise themselves with the area again which can also help to stimulate their thinking before beginning an activity.








The Forest School Leader will share the activity with the children and discuss what they could do. If the children will be using tools, the group will discuss appropriate management of the tools and how to use them safely. This will then lead onto the children leading their own learning and exploration for the majority of the session. They have the freedom to engage in whatever activity interests them and can use the resources at their disposal.

When the session is drawing to a close, the children will clear up anything that they use, they will support the adults in carefully putting away their projects and return the Orchard to







how it looked as they entered. The Forest School leader will gather the children at the base camp to reflect on their day. The reflection may be conducted as an activity or the children may engage in a discussion that allows them to consider different aspects of their learning. For example, how they are feeling, what went well, what they enjoyed, what they felt they learned, what they are thankful for, what they want to develop. The Forest School leader will take an end of session register or head count and will walk the children back to class.

## **Prior to the beginning a session.**

**(See Appendix A for Site Risk Assessment form)**

-  Forest School Leaders will have read and understood the handbook. They will ensure that adults that will be supporting the children in their groups will have also read and understood the handbook.
-  Forest School Leaders will have conducted a Site Risk Assessment and adapted any previous Risk Assessments. They will remove trip hazards.
-  Forest School Leaders will have conducted a risk Assessment for the tools and equipment they will be using as part of the session.
-  Forest School Leaders will have prepared and ensured all tools and equipment necessary for the session are in good condition.
-  Forest School Leaders will have checked the medical bag and First Aid kit for their group, ensuring any individual medical conditions are catered for. (The class medical bag needs to be taken into Forest School)
-  Forest School Leaders will ensure they have a working phone before walking to the Orchard to ensure the School office can still reach and communicate with them.
-  Forest School Leaders will need to check that they have the correct ratio of adults to children for their session.

## **During the session.**

-  Forest School Leaders will conduct a dynamic Risk Assessment.
-  Forest School Leaders will observe and monitor the children.
-  Forest School Leaders will support the pastoral needs of the group.
-  Adults and children can take photos of the site as part of the Site Management plan to monitor and be aware of changes or as part of their learning and individual projects.
-  Children will be expected to bring hazards to the Forest School Leaders attention.
-  If tools are being used, children will be monitored 1:1 or 1:2 dependent on tool.

## After the session.

- 🔥 Children will support the leaders in clearing up and maintaining the site.
- 🔥 Forest School Leaders will ensure equipment is stored properly.
- 🔥 All will be responsible for ensuring the site is left in good condition and locked before returning to class.
- 🔥 Forest School Leader will ensure medical bag and First Aid kit has been gathered. Any used items from the First Aid kit must be replaced.
- 🔥 Forest School Leader will allow opportunities for everybody to reflect, including adults.
- 🔥 If a fire was used as part of the session, the Forest School Leader will ensure this is extinguished properly, following the Fire Usage Policy, taken down and packed away.
- 🔥 Forest School Leaders will complete an evaluation of the session.
- 🔥 Forest School Leaders will discuss the next steps and future ideas with the adults



## Tools




### Tool Safety – Risk Management



- All tools must be kept in a locked storage area with the Forest School Leader having overall responsibility and access.
- There will be a designated area to store tools in an appropriate container whilst classes are on the Forest School site. This will typically be by or in the base camp.
- The Forest School Leader will ensure all tools are counted in and out of each session.
- A designated area will be used for activities involving tools. This will typically be at the base camp and away from active children.
- Children will be taught how to use tools safely and appropriately by the Forest School Leader.
- Children will always be supervised by a Forest School Leader when using tools following a 1:1 ratio.
- First Aid kits will always be on site and all Forest School Leaders must hold a First Aid Qualification.
- Adults and children must always be sat while using tools, ensuring they have ‘a blood bubble’ around them at all times.
- Children must never walk around with tools and Forest School Leaders will need to ensure that tools are all properly closed or locked before putting them away.
- Forest School Leaders will consistently model appropriate use and safe transportation of tools.

- All tools will be kept in a good, clean and sharp order. The Forest School leader will check all tools at the beginning of sessions and ensure all tools are cleaned and sharpened appropriately at end of each session.
- All tools will have an individual risk assessment that must be conducted prior to any use and shared with all adults that will be on site.

## Tools List

<u>Tools</u>	<u>Use/Purpose</u>	<u>Management/Administration</u>	<u>Storage/Maintenance</u>
 <p>Bow Saws</p>	<p>For cutting fresh green wood.</p> <p>1:1</p> <p>Must be used within a safe distance from the active learners. (Protective Blood bubble)</p>	<p>Must be carried by holding the frame at the side with the blade facing down.</p> <p>The blade must be covered when not in use.</p> <p>A glove must be work on the non-sawing hand – not on the tool hand. Non-sawing hand must be kept away from the blade. The saw must be used in the dominant hand.</p> <p>The wood to be cut must be held firmly.</p> <p>The saw must be pulled to the side of you and not in front. You must saw slow and steady with long, controlled strokes, using the length of the blade.</p> <p>When using with younger children, the Forest School Leader will kneel on the ground, holding one end of frame to guide the saw backwards and forwards, whilst the child holds the handle of the saw.</p>	<p>To clean, wipe top of the blade with an oily cloth or spray with WD40 and wipe. Ensure the blade cover is put back on.</p> <p>Replace blade if it becomes blunt.</p>
 <p>Potato Peelers</p>	<p>For sharpening, peeling bark/whittling sticks.</p> <p>1:2</p> <p>Must be used within a safe distance from the active</p>	<p>Always be sat down when using Peelers.</p> <p>Rest the wood you are peeling on the ground or a sturdy surface and not on your leg.</p> <p>Use the dominant hand to hold the top of the wood and keep this away</p>	<p>To clean, wipe peeler with an oily cloth. Ensure the peeler is dry and return to a locked box.</p>




	learners. (Protective Blood bubble)	from the sharp end of the peeler. Peel away from your body towards the ground.	
Pen Knives 	For whittling sticks, peeling bark and cutting string.  1:1  Must be used within a safe distance from the active learners. (Protective Blood bubble)	Learners must always be sat when using the Pen knife.  A glove must be worn on the hand holding the stick. The dominant hand must be used to hold the knife and must be kept away from the blade.  Rest elbows on knees and cut away from your body towards the ground.	When blade is not in use, it must be locked closed and put safely into a zipped pocket.  To clean, the knife must be sanded by the sandpaper and then sharpened by dragging the blade backwards 3-5 times. The blade must be locked closed before being put away in a locked container.
Loppers 	For cutting wood 2cm or smaller in diameter.  1:1  Must be used within a safe distance from the active learners. (Protective Blood bubble)	To be used whilst kneeling on one knee.  Hands must be kept away from the blades.  The arms of the loppers should be able to move freely and should not feel loose.  Loppers should only be used for cutting wood less than shoulder height and should not be used for cutting wood thicker than a 2 pence coin.	To clean, clear away any debris and wipe with an oily cloth.  Blades should be closed when not in use.  The loppers should be carried horizontally with the blades facing down.
Secateurs 	For cutting smaller branches and twigs.  1:1  Must be used	Unfasten safety clip and ensure that the arms are secure.  Cut the wood by placing within the secateurs' blades and squeezing handles together.  Hands must be kept away from the	To clean, wipe blade with an oily cloth.  The blades must be closed and safety clip on when not in use and when transporting.

	<p>within a safe distance from the active learners. (Protective Blood bubble)</p>	<p>blades.</p>	
<p>Bill Hooks</p> 	<p>For splitting or cleaving wood.</p> <p>1:1</p> <p>Must be used within a safe distance from the active learners. (Protective Blood bubble)</p>	<p>Rest the wood to be cut on a large wood block as a support. The billhook must be held away from your body and that of the partner. The partner should be stood to the side of the billhook.</p> <p>The billhook will be placed on top of the wood to be split. It is used without gloves so that your grip is not affected.</p> <p>Adult holding the billhook will shout 'hit' when ready and if blade is stuck in the wood, tap it against the large wood block to help free the blade.</p>	<p>Billhooks should be carried with the cover on, handle in the hand, cutting edge facing backwards and the arm held to the side.</p> <p>To clean, clear away any residue and wipe with an oily cloth. Sharpen with stone, before returning to its bag.</p>
<p>Pull Saws</p> 	<p>For cutting fresh green wood.</p> <p>1:1</p> <p>Must be used within a safe distance from the active learners. (Protective Blood bubble)</p>	<p>Must be carried closed, with the blade tucked back in the handle and the lock on.</p> <p>When opening make sure the blade is locked in place before use.</p> <p>A glove must be work on the non-sawing hand – not on the tool hand. Non-sawing hand must be kept away from the blade. The saw must be used in the dominant hand.</p> <p>The wood to be cut must be held firmly.</p> <p>The saw must be pulled to the side of you and not in front. You must saw slow and steady with long, controlled strokes, using the length of the blade.</p>	<p>To clean, wipe top of the blade with an oily cloth or spray with WD40 and wipe. Ensure the blade is locked when pulled back into the handle.</p>












## Fires

Campfires are an important part of Forest School and are used in many sessions. We aim to ensure that all children and adults participating in Forest School sessions with fires will do so safely.



### Location

-  All fires are to be carried out within the base camp circle.
-  We have two fire baskets which are to be used when using fires with the children.
-  The fire basket must be enclosed within a 1m square which has been pegged down so it is secure and will not move.

### Positioning of Children and Adults

-  The outside of the fire circle is surrounded by seating logs which must be at least 1.5m away from any fire square.
-  When the campfire is in use, children are not permitted to access the area without permission.
-  When allowed to access the fire area, children must walk around the outside of the seating logs and wait for permission to step over.
-  Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
-  Once seated around the campfire, the children must remain seated until directed by an adult to move.
-  Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
-  Long sleeves and trousers must always be worn.
-  Children are not permitted to throw anything onto the fire.
-  Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
-  If there is a clear wind direction, seating in the line of smoke is to be avoided.
-  If wind direction is variable, the leader should rearrange the seating if at all possible.

### Lighting and keeping fires burning

-  Only adults are permitted to light fires. This will usually be the Forest School Leader.
-  Fires are lit using fire lighters, newspaper, cotton wool and matches or a strike stick.

- 🔥 No flammable liquids are to be used to light or accelerate fires. •
- 🔥 No plastics are to be burnt.
- 🔥 If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- 🔥 Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.
- 🔥 Any adult who is placing wood on a fire, moving cooking equipment etc must wear fire gloves to protect themselves.

### **Cooking on Fires**

- 🔥 An adult must closely supervise children at all times whilst they are cooking on a fire.
- 🔥 No more than 2 children within the fire circle next to the fire at any one time
- 🔥 All long hair should be tied back and any loose clothing such as scarves tucked away or removed. This applies to children and adults.
- 🔥 The best position for cooking is on one knee (the respect position) so you can move backwards easily and remain stable.







### **Extinguishing fires**

- 🔥 All fires must be extinguished at the end of a session.
- 🔥 A bucket of water should always be to hand during campfire sessions.
- 🔥 Whenever possible, all fuels should be burnt off to ash.
- 🔥 At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- 🔥 Once the ash has totally cooled it needs to be disposed of off-site to minimise impact on the site.

### **Kelly Kettle**

All of the above guidance for fire location, positioning of adults and children, lighting fires and extinguishing fires apply to using a Kelly Kettle.

- 🔥 The Kelly Kettle must be located within a 1m fire square
- 🔥 Fill kettle to just below the lip
- 🔥 Do not leave the bung in whilst heating the water. (This is only to be in place during storage to keep out debris or insects and mini-beasts.)

-  To lift the kettle on and off the base, hold the handle parallel to the ground supported on each side by your hands (with fire-safety gloves on).
-  Ensure the spout is at 90 degrees to the draw hole.
-  Once the fire is lit, do not stand directly over, or look down the chimney.
-  Never blow into the top
-  When pouring out the water, hold the handle in one hand and the bung chain in the other.
-  Put the cup/container you are pouring into on a flat surface and remember “lip to lip before you tip”.



















## Forest School Policies and Procedures

### Forest School - Cooking Policy

Cooking and Eating at Forest School is great fun and can offer many benefits to children's development. Children gain knowledge and skills in fire-lighting and fire safety, which are both fun and help children learn to manage their own risks.

A campfire is also a great opportunity and novel way of introducing learners to cooking. Preparing food and eating together around the fire fosters a sense of belonging and togetherness among the class / group/ It promotes fine motor skills (by chopping and stirring) and can boost children's confidence in their own abilities and can help promote a healthy relationship with food and nature, all of which can benefit children in wider life.





Forest School Leaders at Juniper and other adults are aware of the following when cooking and eating at Forest School:

-  Open fire cooking is only permissible in the designated areas.
-  Forest School Leaders will wear protective gloves and follow the rules for fires.
-  All hair will be tied back.
-  Everyone should wash their hands before handling food and drink.
-  Any sores or cuts should be covered with a waterproof dressing.
-  We will ask parents/carers to supply any food and drinks in appropriate containers so that it can be stored until use at appropriate temperatures, or we will purchase the food and ask the parents to make a voluntary contribution.
-  Only clean equipment will be used.
-  We will avoid handling food when possible and will instead use spoons, tongs or other suitable implements.
-  Food will be prepared on a suitable surface, e.g. chopping board, cup, saucepan and not on the ground.
-  Any dietary requirements will be noted and catered for.
-  Food will be cooked correctly.
-  All equipment and waste and food scraps will be cleared away at the end of the session to avoid attracting vermin onto the site.
-  Children will be asked to bring in their own plates, mugs and cutlery and take them home to be washed after the Forest School session.
-  We won't cook any meat at Forest School.
-  We will serve food and drink at a temperature and consistency that is safe and suitable for consumption.
-  We will serve any food and drink that requires heating immediately so that it is not left standing. No food or drink will be reheated.
-  We will wash fresh fruit and vegetables thoroughly before use.
-  Children will not be asked to eat/try anything they don't want to.

## Forest School - Sun Safe Policy

At Juniper Hill School we acknowledge the importance of sun protection and want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

### Education

-  All pupils will be taught about safe and unsafe exposure to the sun, and how to reduce the risk of sun damage, including skin cancer as part of Juniper's Life Skills Curriculum.
-  We will talk about how to be SunSmart in assemblies at the start of the summer term and before the summer break.
-  Juniper Families will be informed about what the school is doing about sun protection and how they can help at the beginning of the summer term via the school newsletter.
-  Information on sun safety will be provided in the staff room, see appendix A

### Protection

#### Shade

We will encourage children to sit/play in the shade where it is available. We have created a new shaded area by laying Astroturf in the Adventure Playground.

We will continue to develop shaded areas as part of our commitment to improving the outside area at Juniper.

#### Timetabling

We will aim to schedule outside activities / PE lessons before 11am and after 2pm during very hot days. If this is unavoidable we will ensure hats, clothing and sunscreen are all worn to prevent sunburn. Children will need to apply sunscreen before coming into school.

#### Clothing

Children are required to wear hats that cover the ears, face and neck.

Information has been shared in the staff room about sunhats. Staff are encouraged to wear sunhats when outside. The children are allowed to wear sunglasses if parents wish.

#### Sunscreen

Sunscreen use will be encouraged during summer at lunch breaks, during PE lessons and on school trips. Parents will be asked to apply sunscreen before sending their child into school. During the summer months, children must apply sunscreen at home before participating in Forest School lessons.

# Forest School - Health and Safety Policies & Procedures

## Health and Safety Statement

All staff and adult helpers must read the Juniper Hill Forest School Handbook and relevant risk assessments before participating in Forest School session.

The trained Forest School Leader is the person responsible for Health and Safety during Forest School sessions.

Juniper Hill School sets out clear statements of intent regarding the school's approach to the health and safety of its children, staff and visitors to the school and the school site. The same duty of care and commitment to health and safety applies in all Forest School sessions. The school has a comprehensive Health and Safety policy which can be read on the school's website.

<https://www.juniperhill.bucks.sch.uk/policies/>

Provided below is a list of additional points and measures which relate directly to our Forest School sessions.

## Health and Safety Measures Specific to Forest School

There is always a high leader/adult to child ratio at Forest School. The high number of leaders means that children can safely experience activities like climbing trees, using tools, blindfolded mindfulness activities, lighting (controlled) fires that are usually considered too risky in other situations. It also means that leaders are able to give individuals one-to-one attention when needed, and to lead small group work.

All activities are thoroughly risk assessed before the start of each session and leaders continue to monitor the safety of the group as activities evolve. The children are involved in completing their own risk assessments throughout the sessions. This gives them ownership of the process and helps them to be aware of, and calculate, the risks involved in each activity. They are asked to state, using appropriate terminology, what risks and hazards they should be aware of and what steps they can take to reduce or mitigate them. For example, the leader will discuss with the children how they can stay safe around the three ponds in The Orchard.







There is always a trained first aider present at Forest School session.





## Health and Safety Daily Procedures

To ensure the safety of children and adults attending Forest School sessions, there are certain checks that need to be made before, during and at the end of each session. It is the Forest School Leader's responsibility to ensure that all checks have been completed.





This daily health and safety checklist provides a reminder of all daily procedures. This must be used each day.

### Pre-visit checks





-  Run through the site risk assessment (Safety sweep) and amend/update as necessary. Remove all visible litter and faeces.
-  Remove obvious trip hazards and mark off areas as out-of-bounds where appropriate.
-  Cut any overhanging vegetation from paths.
-  Ensure risk assessments are completed for all activities.
-  Set up Forest School Base Camp
-  Set up hand washing station.

-  Check that the forest school rucksack contains all necessary items (see section on Forest School equipment), including all emergency procedure information, a stocked and in date first aid kit, fire blanket and dated fresh water.
-  Check you have all the materials and resources needed for the activities you have planned.
-  Check that all tools you are planning to use are in good working order.
-  Check that your phone is in working order, has sufficient credit and is fully charged.






### **At the start of the session**

-  Take register and head count.
-  Remind children about physical boundaries (use visual cues when needed) and that they must stay within these.
-  Remind children how they should behave and how to stay safe on site (see site risk assessment).
-  Explain the need for, and principles of, fire safety, if appropriate.

### **Throughout the session**

-  Be vigilant.
-  Remind children of how to stay safe by highlighting potential hazards (see individual activity risk assessments), reminding them of the boundaries and asking that they make an adult aware of any possible hazards that they spot.
-  Carry out regular head counts at the start of activities and at break time.
-  Take photos and make observations of individual children.
-  Use de-escalating techniques whenever possible when dealing with behavioural issues.







### **At the end of the session**

-  Carry out a final head count and escort the group back to the school.
-  Count and pack up all equipment.
-  Count and pack up all resources.
-  Clear fire area and make safe. Remove ash and cover over the site of fire, if appropriate.
-  Evaluate the session.

## Health and Safety Adult Roles & Responsibilities






The Forest School Leader or Assistant will always carry and take a first aid kit into the forest at every session.

The Forest School Leader will ensure that the Emergency Bag contains:

-  Essential First Aid equipment, including individual children's medicines, such as EpiPen's/Inhalers and the school's spare EpiPen and Inhaler.
-  A contact list for each child undertaking the activities
-  The School's telephone number (and location details for the emergency services)
-  The Forest School Leader will always carry a mobile phone and will ensure that there is easy access to a landline if the group is out of range, the nearest landline is in the Year 6 building. All staff will follow the school mobile phone policy during Forest School sessions.
-  In the event of an emergency, The Forest Leader will ensure that the School contacts the emergency services. If contact with the school is lost the Leader will contact the emergency services directly.
-  The Forest School Leader will review the risk assessments before every visit to The Orchard.

Although, the Forest School Leader is responsible for Health and Safety during Forest School sessions, ALL adults have a health and safety duty of care.

### Health and Safety when using Tools

-  When tools are used the adult child ratio will be 1:1
-  There is one exception to this – when using peelers for whittling the ratio can be 1:2.
-  The Forest School leader is responsible for the maintenance and checking of all tools and equipment to be used at Forest school, prior to their use.
-  The Forest Leader is responsible in training the children in how to use the tools and equipment safely and appropriately.
-  The Forest leader will be responsible for the pre-visit check of the Forest School site prior to a Forest School session.






## **Forest School - Emergency Procedures**

### **Ambulance Procedure**

Call the emergency service/s that you require on 999 from a landline or 112 from a mobile. Notify a member of the Senior Leadership Team / School Office.

Location of the nearest working landline if mobile is not working / no signal is situated in the Year 6 Building.

Give as much information about the patient and their location as possible:

-  Who has been injured
-  What their injuries are
-  If they have any medical conditions
-  Where on the site the patient is
-  The directions to the site and the patient

Arrange for someone to stand at the front of the school, organise for the Caretaker to open the playground gate to allow an ambulance onto the school field, outside The Orchard.










Don't hang up until you are told to do so by the call taker.

Try to stay calm.

Use the additional adults to help supervise the children / notify the Senior Leadership Team / School Office.

### **Missing Person Procedure**

The following procedure should be instigated and followed by the Forest School Leader responsible for a group in the event of any person (adult or child) going missing from the Forest School group.

-  Carry out 1, 2, 3 routine. This signals that everyone should move to the Forest School Base Camp.
-  Conduct a head count to check that all other members of the group are present.
-  Have two members of staff or volunteers stay with the group at the Forest School Base Camp and await further instructions.
-  Send the remaining staff and volunteers to search the immediate area for an agreed length of time (e.g. 10 minutes). Arrange for them to return to the agreed meeting place at an agreed time.
-  Ensure that each of the searchers has a mobile phone with sufficient credit and battery life.
-  Searchers should stay within an area they know and be aware of their own safety.
-  If the missing person is not found in the agreed length of time, everyone should walk to the school. Here the rest of the group can wait in safety and comfort.
-  Alert school staff to the fact that there is a missing person.
-  Organise a second search party. Any staff member who knows the site can be recruited to help this second search. Searchers should work in pairs with at least one carrying a mobile phone with sufficient credit and battery life. Arrange for them to search for a specified length of time (e.g. 20 minutes) and return to reception at an agreed time.






If the missing person is not found by this second search, then with SLT consent, contact the police.

The decision may be made to do this while the second search is in progress depending on circumstances.

At this point, a decision will need to be made regarding the rest of the group, in consultation with the SLT.

It is likely that once they have changed out of their waterproofs, it will be best for the children to return to normal lessons.






Areas for search:

-  All outside fields and areas.
-  Norland Drive / Neighboring gardens that back onto The Orchard.
-  The school car park
-  Toilets within school
-  All classrooms and cloakrooms in school

After the incident is over, complete a full report using the Incident Report Form.

## **Fire Procedure**

In the event of a fire that cannot be put out quickly and safely by the Forest School Leaders:



-  Blow repeated long whistles to alert the group.
-  Gather everyone together, conduct a head count and evacuate area to a safe location, the School Playground meeting point in case of fire.
-  Alert SLT and instruct one person to call the fire brigade and give directions to the site
-  Arrange for someone to stand at the entrance to the school to direct emergency services.
-  Evacuate the Year 6 Classrooms.




## **Evacuation of The Orchard / Lockdown Procedure**

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

-  A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
-  An intruder on the school site (with the potential to pose a risk to staff and pupils)








-  A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
-  A major fire in the vicinity of the school
  
-  The close proximity of a dangerous dog roaming loose

If the school goes into a lockdown situation during a Forest School session, or The Orchard needs to be evacuated the Forest School Leader should take the children as quickly as possible into the Year 6 building. They are to wait in either Red Kites Classroom or Owls Classroom until the Lockdown is over.

## **Ecological Impact Assessment and Three-Year Woodland Management Plan.**

Respect for the natural environment is central to our Forest School Ethos. Ecological impact assessments will be made regularly during Forest School sessions and the three-year woodland management plan (see Appendix B) will be modified to reflect developments.

Children and adults will be involved in discussion about ways in which we can continuously minimise impact on our Forest School site during all four seasons, including:

-  Use of previously sourced firewood rather than using dead wood from the site, which is important to the woodland ecology.
-  Keeping areas of dead wood to provide rich habitats for animals
-  Using the same area for fire lighting each time to minimise the impact on the soil
-  Disposing of ash off site to minimise impact on the site
-  Temporarily roping off areas of severe erosion to allow the ground to recover, or to protect delicate plants while they grow.
-  Restricting activities which might damage trees, plants or animals •
-  Always removing food waste and any litter from the site to reduce environmental impact

## Appendix A - Site Risk Assessment Checklist

*This must be carried out prior to each session*

Site: Orchard      Sensory Garden      Field

Date:

Assessed by:

Signature:

	Y/N	Risk	Action Taken
Loose branches in the canopy			
Loose branches in bushes			
Brambles			
Poisonous plants			
Main Pond			
2 smaller ponds			
Trip hazard on path for less-able			
Slippery areas			
Weather			
Bees / Wasps Nests			
Boundary secure			

