



Moorgate Nursery School and Munchkins Childcare
Forest School Health and Safety Policy



Forest School Leader/First Aider: Claire Tjaveondja

Pediatric First Aid: Amanda Bell, Nicola McDonagh

Equipment

- Outdoor First aid kit (complies with 1981 Health and Safety Regulations) to be taken
- Inhalers, medical requirements from care plan
- A change of clothes for a boy and a girl
- Wipes and anti-bacterial gel
- Fire blanket
- Water

First Aid, Welfare and Health, Hygiene and Safety Procedures:

Medical Information and Parental Consent:

This information will be kept in school, telephone school in event of an accident.

Setting up and Checking the site:

- Claire Tjaveondja will set up the site, check resources and check the area for hazards
- Dynamic risk assessments are ongoing throughout the session
- The Blue rope will be removed after every session
- Leaders will ensure all rubbish is taken off site

Briefing the volunteers:

- Claire Tjaveondja will take the volunteers and students to one side and brief them on the rules and how to keep themselves and the children safe
- Volunteer Adults must not use their telephones or cameras at all near the children
- A school camera will be available for photos for Learning Journals etc
- Only those who are employed by the school or student with Moorgate or a qualified First Aider must help the children with toileting or first aid
- Always keep to the road/train track side of the child
- Listen for instructions from Forest School Trainers
- Do not lift the children up or down trees unless in an emergency- talk them down

Other Settings Buying in Our Services

Each leader from the setting will be required to complete a Form 5 Risk Assessment each time children come to Sand field Park, or if we visit other settings, as is statutory for a trip.



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Journey Procedures to Sandfield Park: (Moorgate Nursery)

- If there are not 1 adult to 3 ratio volunteers and staff then the Forest School session is cancelled, 1:2 if less experienced children or children with SEN
- Each adult given two or three children to walk with, toilet etc during the journey to and from the park
- One member of staff permanently at each end of the group during walk to and from the park
- Children hold hands with adult during walk to/from school and the park.
- Staff fully briefed on all aspects of the visit
- If members of the public are interfering with the children or volunteers stop walking and call for the Lead to intervene, Lead will ask the person/persons to move on or call the police

Other Settings

When visiting the Sandfield Park we ask staff to park on the car park or with respect for the residents leaving essential space for an Emergency Vehicle to be able to gain access to all properties

Nappy and Toilet Procedures

- All children are encouraged to go to the toilet before putting rain suits on at the start of each session
- Key persons with children with nappies or in the process of being toilet trained need to ensure nappies and wipes are taken and that children are checked regularly, or that children are taken to the toilet tent to prevent, as much as possible, any accidents
- In hot conditions children with nappies must be risk assessed on the morning or afternoon and may require leggings instead of jeans under the water proof pants, to prevent risk of chaffing

First Aid Procedures

- When anyone is in need of attention Claire Tjaveondja will check and assess the situation then carry out the First Aid Procedure
- She will direct the next in command to take charge. The next in command is any other member of Moorgate Nursery staff on site. They will be in charge of the rest of the class and volunteers
- If the accident occurs on the walk to or from the station, or on the train the First Aider will make sure the child is safe
- The second in command will direct a volunteer to call the emergency services
- (see Request for an Ambulance/police/fire service sheet)
- Move the children to a position away from the road side/ train track/ entry.



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- If the child/adult needs to attend hospital then the First Aider will go with the child.
- The second in command will call Base (01695 573470) the person in the office at nursery and report what has happened and check the child/adults medical forms/contact the parents.
- The second in command will decide if there are enough adults: child ratio to continue and if there is not then nursery must be called and extra adults sent for
- If there are enough staff/adults then the class will catch the train to go back to nursery.
- If the accident occurs in the forest the second in command will remain with the children and volunteers on site
- If the child cannot be moved the First Aider will remain with child and a volunteer will go to the wood entrance and wait to direct the emergency services

Other settings/venues

- If we are visiting another setting we will agree the First Aid procedure and ensure the procedure is written on Form 5

Keeping Safe whilst Exploring the Environment Rules and Procedures:

- Forest schools believe in allowing your children to learn how to take risks in a secure environment
- The area is secured by a blue rope, called our 'classroom', children and adults must not cross the blue rope and only enter or leave by the 'gate' with an adult
- An adult will have checked the area prior to the children entering for e.g., glass, poo, needles, etc
- Please all other adults be vigilant at all times and remove any dangerous items
- The children are learning to tell an adult if they see dangers NOT to touch them
- If children touch poo they will be wiped clean with antibacterial gel and wipes
- Children will be taught which plants can sting and will learn how to avoid them, please assist with this
- If they are stung by a nettle then they will be reassured, encouraged to keep calm, count slowly to 10 (any other distraction methods/placebo)
- We do not have any blackthorn on the premises, we do have brambles and the children are shown them or if they find them they will learn how to avoid them, step on them or over them etc
- Forest schools is about respecting and nurturing our environment, including the spiders and wasps; please do not kill these creatures or show fear when around them, we are encouraging the children to live alongside these creatures
- Children will be advised that it is better to keep calm if a wasp or bee is around and they should not sting you. If a child is stung we will keep them calm and watch for any symptoms of an allergic reaction
- Children will be shown the dangerous plants and fungi and be told that they could make them ill and they should not touch them and if they do touch them they must wash their hands. In the case of fly agarics toadstools the children will be shown them and as above and removed from the area only if any of the children are known 'eaters' or are 2 years and under.



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- Please do not encourage dogs in to the 'class room', remain calm and ask the owner to call them back
- We do have a camping toilet (bucket!) but we would rather not have to carry it home FULL!

Tools:

People in Charge of Tools:

Claire Tjaveondja/ Amanda Bell these members of staff are the only ones allowed to use the tools until volunteers and studentss are trained in the safety rules.

Trained staff and volunteers: Mrs Bell, Tanya Walsh, Rachael Towersy

Tool Rules and Procedures:

- All tools will be kept within the tool area
- There will always be a 1:1 adult child in the tool area using the tools
- If there is not a trained adult in the tool Area we DO NOT OPEN the Tool box
- Children will wear a protective glove on the opposite hand that he or she is sawing with.
- Children will not swing the bill hook only hit the top of it with a mallet
- Children will be on their knees, they will scrape/saw away from their bodies
- The children will always be on their knees
- They will only use the saw when their bodies and legs are out of the way
- Children will not use a tool with another person in front of them, always sit alongside the child
- Tools will be closed and put back in tool box when finished with

Pond Rules and Procedures:

Trainers: Claire Tjaveondja

- Children will be shown the pond
- They will discuss the dangers
- the children will have 'safe pond' rules
- there will be no running by the pond AT ALL, this will ensure no one trips and falls face down into the pond
- children must kneel or sit by the side of the pond
- the children will not be allowed by the without ADULT SUPERVISION at all times
- Children will avoid touching the water, they will be taught that if they do get wet fingers not to put them in their mouth, to tell an adult and ask for a wipe/dettol gel

The rules the children came up with are:

- *Always walk slowly by the pond, never run near the pond*



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- *Always kneel or sit by the edge of the pond, never stand*
- *Always sit up straight by the pond, never lean over*
- *Only go near the pond if an adult is in sight*
- *Always wash your hands if you accidentally touch the water*
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Claire Tjaveondja will have trained some staff, these members of staff are the only ones allowed to light the fire, or use the tools.

Trained staff and volunteers: Amanda Bell, Tanya Walsh

Camp fire rules and Procedures

- A fire blanket will be next to the fire
- There will be a bucket of water at the fireside at all times
- Log square around fire, log square around that square
- No one crosses the fire-pit, always step behind, over the log and round the logs
- No one runs near the fire pit area
- One child at once will work 1:1 with adult to light fire/melt marshmallow
- Children will kneel down in front of the log with a long stick when toasting food
- Gloves will be removed when near fire
- Scarves or dangling clothing removed
- Hair will be tied back.
- The camp fire will be doused with water before an adult leaves the camp fire

Off-the Premises Procedure

- All parents/carers will have given consent for their child to be on the trip, these consent signatures are on the initial Important Information sheets that parents sign when beginning Nursery and are stored at base
- All parents/carers will have made it known if their child can have their photographs taken, these slips are kept at base
- Forest School Trainer or second in command will contact Base and let them know when children embark the train and arrive at the woods, also when leaving the woods and embarking on the train
- All Data of the children is stored at base and they will be contacted if necessary
- All CRB clearances and necessary paperwork will be kept at the base and can be contacted if needed
- The post code and directions for the journey and the woods are kept in the handbook and taken out on each session

Lost child or abduction



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In the event of a child being lost or abducted we will follow the procedures as if for an accident and call for emergency services and Base camp (see Request for an Ambulance procedure sheet)

Inclement Weather Procedure:

The children are well protected from cold and the rain in their rain suits and wellies however :

In the event of lightening or very high winds:

- If it is high winds on the morning of Forest School the sessions will be cancelled
- If the wind gets up on the journey or whilst in the woods children will be taken home from the woods following the previous travelling procedures
- If we are inside the woods and a thunder storm with lightening strikes whilst inside the canopy we will remain inside
- On hot days children need sun protection cream put on by parents prior to the session or Munchkins if in lunch-club
- Children will need thin layers that cover arms and legs for nettle and bramble protection but also so they do not overheat

In the event of heavy frost/icy underfoot or slushy snow:

- the Forest School (nursery Forest School) will not take place as it would be a danger to walk to the station.