



**Grange
Academy**

Belong · Believe · Achieve

Article 13: You have the right to find out things and share what you think with others, by talking, drawing, and writing or in any other way unless it harms or offends other people.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 29: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people

Forest School Procedures

Policy Status: Other

Review Cycle: 3 Years

Owner: Rachel Timms - Headteacher

Date: September 2022

Approved by: SLT

Date: September 2022

Review Date: September 2025

Although the Forest School area is situated within the school grounds the nature of the activities undertaken means that there is the possibility of an emergency situation occurring. Therefore, the following steps will be taken:

- A mobile phone will be carried by the Forest School leader when undertaking sessions at the school.
- An emergency Walkie Talkie will also be taken.
- During all sessions a basic first aid kit will be carried. In addition, it will be the responsibility of the Forest School leader to ensure any necessary medication for children is also carried.
- During sessions when there is fire lighting taking place there will be a fire first aid kit available in addition to the standard first aid kit plus a fire bucket with water, a fire blanket or wet towel and a container with clean water for immersing burns.
- An information card detailing the location of the site will be carried so that the information can easily be related to emergency services if required. The information on the card will be as follows.

Grange Academy
Halsey Road,
Kempston,
Bedford.
MK42 8AU
Tel: 01234 407100

Access to site through the main school entrance located on Halsey Road.

- Following any emergency incident all relevant incident and accident reports will be completed in line with current legislation and school policies.

Emergency Procedure

Prior to any Forest School session participants are briefed regarding what they will be expected to do in the event of an emergency situation. The site is fully fenced and enclosed. The procedure is as follows:

In the event of an emergency on the Forest School site the following steps will be taken.

1) Immediate safety of other group members will be self-assessed.

An adult will blow the emergency whistle 3 times and the children will congregate in front of to the FS Shed (this area is next to the Forest School area).

2) Attend to casualty and make as comfortable as possible.

3) Make sure the group is safe sending them to the Primary Area. At same time use walkie talkie/mobile phone to contact the school office.

An additional adult is to ensure that the rest of the group are safe and away from any dangers. If necessary, pupils will be sent back to class.

4) Administer First Aid

A qualified First Aider (who is the LSA/contacted via the School Office) will attend to any casualties with adult helper and with regard for maintenance of required supervision ratios for the rest of the party. At least one first aider must be on site at all times. A record of

changes in casualties' state and anything administered to them to be made if possible
The school office will inform Mrs Timms (the Head Teacher) as soon as they are able to.

5) If necessary, contact emergency services.

This will be done via the school office. A charged walkie-talkie and mobile phone will be taken to every session. A designated adult will be sent to meet the emergency vehicle at the entrance leading off Halsey Road. Give the following information to the 999 operator:

- Turn on to Halsey Road from the main (Bedford) Road; this is a circular road and will lead to the school gates where you will be met by a member of staff
- Continue through the gates and down the pathway, round the back of the school, keep going until you can go no further
- The gate should be open and vehicles can proceed onto the field area.
- Continue to the far right corner.
- Grid reference - TL 0276 4746

6) Where appropriate the next of kin should be informed as soon as practicably possible after the incident. The school office is responsible for doing this.

7) An incident report must be filled in on site, and then logged when back at school.

Forest School: Policy and Procedure for disposal of food, litter and wastewater

Forest School Policy and Procedure for disposal of food, litter and wastewater

It is inevitable when we are using open fires, preparing and cooking food as part of our Forest School activities, that a certain amount of waste will be produced. In order to minimise our own impact and to embed good practice the following procedures have been adopted:

- **Bin bags should be carried on all forest school activities**
 - If there are recyclable materials amongst the waste, it is best to sort them at this stage so they can be placed in the relevant recycling bin. The school currently has bins for paper/card and mixed waste recyclables, this includes glass, tins and plastics.
- **Concentrate any activity which is likely to generate waste into one area**
 - Putting a hardy tarp on the floor, can help to avoid waste becoming lost in the leaf litter.
- **Take all litter and food waste away from site**
 - Ensure it is disposed correctly when arriving back in school.
- **Do not waste water**
 - Water is likely to be used for food preparation and for cleaning.
 - Water that has simply been used for rinsing uncooked fruit or vegetables can effectively be disposed of on site, with minimal environmental impact.
 - Choose an area away from the working area and away from any open water courses.
 - There is no open water on our site.
 - Once it becomes, what is often described as, grey water through contamination with soaps and food stuffs it needs to be disposed of more carefully.
 - Where possible wipe and rinse rather than washing fully on site and then wash fully once you have returned to school.
 - Where it is necessary to reuse utensils then on a site such as ours it should be possible to return the grey water to the school building and dispose of it in the normal way.
- **Good Fire Management**
 - As is outlined below good management of a fire should help to reduce the amount of potential waste that is used.

- Using a permanent site for the campfire can help to minimise the amount of impact. This can be reduced further by using a fire pan.

Summary of procedures for the Grange Academy Forest School Area:

- Carry bin bags on each visit.
- Sort on site and recycle where possible.
- Remove all waste generated by the group along with any other litter found whilst on site. Leave the site better than you found it
- Minimise water use.
- Transport grey water off site and dispose of in the normal way.
- Clear cold ashes and small coals for disposal on the compost heap.
- Stack any unused or part burnt firewood for use by future learners.

Forest School: Managed Fire Safety Policy and Procedure

Use of fire within Forest School

Campfires are an important part of Forest School and are used in many sessions. The Forest School leader will aim to ensure that all children and adults participating in Forest School sessions with fires will do so safely and with as little risk to their health as possible.

Location

- There will be an established fire area which will be the only area where fire will be permitted.
- The Forest School leader will establish the area.
- The site will be chosen so as to avoid tree roots, peaty soil, deep leaf mould and uneven ground etc.
- The fire pit will be central to the area and surrounded by logs or bricks to help prevent the spread of fire.

Seating Arrangements

- Children will be seated approximately 1.5 metres from the fire pit this area being demarcated by seating logs: Exit points will be created at regular intervals around the fire circle and logs.
- When the campfire is in use, participants are not permitted to access the area immediately surrounding the fire without permission.
- All participants will be taught how to change seats by standing, stepping back over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Participants will be advised how to deal with fire smoke in an appropriate way.
- Where there is an obvious wind direction seating in the line of smoke will not be used. Wherever possible, asthma sufferers will be seated in positions well away from the line of smoke.

Safety

- When a fire is being used there will be a fire first aid kit available in addition to the standard first aid kit.
- A fire bucket containing water will be available on site and its position indicated at the start of the session.
- Either a fire blanket or a wet towel will also be made available and its position indicated.
- A container of fresh clean water will be available to immerse for immersing a burn should it be required.
- Before a fire is lit participants must demonstrate that they are able to follow instructions.

- Weather conditions should also be considered - High winds or very dry conditions would mean that fire lighting does not continue.
- Participants working with the fire should ensure that long hair is tied back and loose clothing is fastened or secured.
- Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School leader.
- No more than participants to be invited into the fire area at any time.
- Fires may be lit in a variety of ways but flammable liquids are not permitted.
- When children are invited to add fuel to the fire this will only be undertaken with adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire. A fire glove should be used.
- Plastics are not to be burnt.
- Fires should never be left unattended.

Extinguishing Fires

- All fires must be extinguished at the end of the session.
- Whenever possible, fires should be allowed to burn out naturally (with careful management this is easily achievable).
- If larger logs have been used these should be separated out from other ashes.
- The fire must be doused down with water. It is advisable that ashes are stirred once doused in case there are any hot spots remaining (a good indication that the fire is fully extinguished is when all smoke and steam has ceased).
- It is advisable to remove a build-up of ashes from the site.

Managed Fire Risk Assessment

A risk assessment has been prepared for fires bases around this method of management. However, as with any risk assessment it is advisable to review and modify as appropriate dependent upon the individuals involved and specific conditions.