

Two Muddy Boots

Handbook for parents

Table of Contents

Introduction	3
Daily Session Routine	4
Balcombe Forest	5
Emergency Contact Numbers	5
Local Medical Facilities:	5
Emergency Action Plan	5
Health and Safety Policy	6
1st Aid Policy	6
Emergency Procedure	6
Behaviour Standards	7
Adult Roles	7
Inclusion Policy	8
Safeguarding and Data Protection	8
Food Safety	8
Toileting	8
Clothing and Kit	9
Tools, Fire and Activity Guidance	10
Bow saw or pruning saw:	10
Loppers and secateurs:	10
Knives:	10
Ropes and knots:.....	10
Fire Safety:	10
Two Muddy Boots Child Consent Form	11
Two Muddy Boots Child Medical Detail Form Summer Holiday Sessions 2017	12

Introduction

Forest School comes originally from Scandinavia and was introduced to the UK in the 1990's.

It offers children opportunity to develop self-confidence, independence and self-motivation in an outdoor setting. Promoting physical fitness and wellbeing, it also teaches appreciation of the natural world.

Principles of Forest School:

1. A long-term process of frequent and regular sessions in a woodland or natural environment. Sessions establish behavioural and physical boundaries and over time, are structured as necessary to enable children's progress in outdoor learning to develop at their own pace.
2. Takes place in a natural wooded environment, supporting the relationship between children and the natural world. Forest School uses natural resources for inspiration and monitors its environmental impact, aiming to foster a respectful and beneficial attitude to the natural world.
3. Aims to promote the holistic development of all involved, creating resilient, confident, independent and creative learners.
4. Offers children the opportunity to take supported risks appropriate to the environment and to themselves. A high adult:child ratio allows tailored mentoring appropriate to the child, and gives opportunity to build on the child's innate motivation and attitude.
5. Run by qualified Forest School practitioners who continuously maintain and develop their professional practice. Leaders are required to hold a minimum of Level 3 Forest School qualification. They are subject to relevant check to ensure suitability for prolonged contact with young and vulnerable people. Leaders must hold up to date first aid qualifications and relevant working documents including policies, procedures and risk assessments for all activities, staff and volunteers.
6. Forest School uses learner-centred processes to create a community for development and learning. Play and choice are an integral part, and leaders are responsive to the needs and interests of learners, providing a stimulus for all preferences. Leaders teach and partake in reflection of each session, enabling understanding of the children's achievements and development of their emotional intelligence.

Daily Session Routine

Equipment:

- First Aid Kit and Accident Book
- Register of attendees
- Emergency Bag containing first aid kit, emergency action plan card, participants medical information and medication, whistle, emergency blanket and roll mat, risk assessments
- Mobile phone
- Personal Protective Equipment (PPE) ie gloves
- Fire Blanket, gloves and buckets
- Water container
- Tools

Setting up:

- Risk assessments carried out daily
- Check mobile phone signal
- All adults briefed on daily activities or issues

Opening the session:

- Meet the children and introduce new faces
- Check children properly attired and toileted
- Choose what equipment to bring for activities
- Walk to site
- Safety talk (ie what to do if lost) and discussion of behavioural expectations and site boundaries
- Begin activities

Continuous Assessments:

- All equipment checked by adults prior to use
- Head counts made
- Safety precautions observed

End of Session:

- Closing fire circle – reflection on the session by all
- Fires extinguished
- Check site for litter
- Tools and equipment counted and stored securely
- Return to car park

Balcombe Forest

The Forest School site is within a privately owned 50 acre woodland which itself is part of the larger Balcombe Forest area in West Sussex in the central Weald. It is owned and managed by the Worrall family. The woodland is mixed broadleaf with oak, beech, birch, chestnut and hazel dominating, with bracken undergrowth. Some rhododendron is present. The area was used for charcoal burning until the middle of the 1900's.

Access is by road only on the B2110 between Handcross and the Cowdray Arms Public House. Parking is available at Silver Birch Farm, High Street, Balcombe, RH17 6JY. Turn off the High Street down a track, and the entrance to the site is on the left after a field, about 150m up the track.

Grid Reference: TQ 291 317

Emergency Contact Numbers

The leaders will always have a phone with them in the woods. There is usually a 4G signal.

Perri 07879 458073

Jenny 07944 159340

Local Medical Facilities:

The nearest 24/7 Accident and Emergency Department is at:

Princess Royal Hospital, Lewes Road, Haywards Heath RH16 4EX.

Phone: 01444 441 881

The nearest non emergency walk in centre is in Crawley at:

Crawley Urgent Care Centre, Crawley Hospital, West Green Drive, Crawley RH11 7DH

Phone: 01293 600300 ext 4141 or 4142

Emergency Action Plan

Ring Emergency Services Immediately on 999 or 112

Give:

- Your Name
- Your phone number
- Your location: Grid Ref TQ291317 Silver Birch Farm, High Street, Balcombe RH17 6JY
- The time and brief description of the incident

Emergency services to be met by a leader at the junction of the farm track with the B2110. Air Ambulance can land in the field by the road.

Health and Safety Policy

In order that participants can:

- Learn to manage risks for themselves in a safely managed and supervised environment
- Benefit from associated development gains
- Build character and foster resilience and self-confidence

Forest School offers activities that may be considered higher risk than usual, and therefore has a framework of policies and procedures in order to minimise that risk.

- Leaders have undergone training with a recognised training provider, and hold Outdoor First Aid qualifications and full DBS checks.
- Risk and Benefit Assessments, including General, Site, and Relevant Activity have been carried out and are updated daily by The Leaders and supporting adults. Copies are available on site.
- Safety equipment is kept on site (Personal Protective Equipment, Fire Buckets, etc)
- A First Aid Kit including medical forms and individual medications, and mobile phone is kept on site and to hand.
- The Company TwoMuddyBoots has full Public Liability Insurance from a specialist Forest School Specialist Provider.

1st Aid Policy

- Parents must fill in a medical consent form prior to commencement of a session giving medical details and emergency contact information, which will be held confidentially within the daily handbook.
- Only trained leaders will administer first aid to children and adults attending – volunteers will make leaders aware if they are approached by a child needing care.
- All adults will be made aware of any medical details, such as allergies, affecting children or attending adults on a need to know basis.
- We will have an 'emergency action plan' card which will be kept with the first aid kit and be made available to all adults present to familiarise themselves with before the session commences.

Emergency Procedure

In the event of an emergency:

- An adult will give 3 sharp whistle blasts
- A Leader will take the First Aid Kit to the incident site
- The group will assemble at the Fire Circle Meeting Point. In the event of the fire circle being the incident site, an alternate site will be designated.

In the case of injury:

- A Leader to give First Aid and decide if an ambulance is needed

- Next of kin to be contacted if appropriate and asked to attend
- A Leader or other adult to meet Emergency Services at the track/main road junction and escort them to incident site. A Leader to accompany them to hospital if next of kin have not arrived.

In the case of a lost child:

- Lost child should remain still and shout the 'Lost' signal ("1-2-3 WHERE ARE YOU")
- Leaders make a headcount of assembled group and note the time. One Leader to remain with the group at the fire circle, other adults to begin search
- Adults to note what missing child is wearing/distinguishing features/any special medical or personal needs
- Emergency Services to be called if child not found

In the case of fire:

- Two buckets of water, fire retardant gloves and a fire blanket will always be kept in the fire circle
- Fire safety will be taught and observed as per the risks assessments
- Children will be removed from the fire circle and assemble elsewhere
- A Leader will decide if adults can extinguish the fire or to call the fire brigade
- An adult will meet the fire brigade at the track/main road junction and escort them to the site

The Leaders will make a record of any incident as soon as possible. Incidents leading to admittance to hospital for more than 24 hours or requiring 3 or more days off work will be reported to RIDDOR (Health and Safety Executive) within 24 hours on 0845 3009923.

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Behaviour Standards

Children

The Forest School ethos aims to encourage good self-esteem, self-motivation, personal responsibility, independence and co-operation within a learner-led environment. The children learn through self-directed play, and will be supported in learning to develop and explore their own interests by the adults.

- Adults will model good behaviour, respect for the environment, and best practice at all times.
- We will discuss with the children at the start of their sessions our expectations for their good behaviour and invite them to help set standards which they should adhere to.
- Any child found to be behaving in a manner which is unsafe to themselves or others will be asked to sit aside from the activity for a short while.

Adult Roles

The leaders and other adult helpers will facilitate the learning environment by providing a safe framework within which the children or participants will be supported in experimenting, developing and achieving their personal goals.

Adults will:

- Promote the safety and well-being of the children at all times.
- Carry out daily and ongoing risk assessments.
- Carry a secure emergency first aid kit and administer first aid as required.
- Create a positive, respectful and encouraging learning environment in order to appreciate each child's effort and contributions.
- Promote kindness, fairness, politeness and honesty through example.
- Ensure all children are treated equally regardless of race, gender, religion or ability.

Inclusion Policy

- We will not discriminate against any child or adult on any grounds.
- We will, wherever possible, make adjustments to activities in order that we can accommodate children with allergies, medical conditions or behavioural issues.

Safeguarding and Data Protection

- We believe that every child has the right to be kept safe from danger, and to learn in a safe and secure environment.
- All adults hold a current DBS certificate.
- All concerns and disclosures are confidential between the leaders and individuals.
- The leaders will not use named photographs of any children on our promotional material.
- The leaders will seek permission from the parent or guardian of any child for any photographs that we might want to use on our promotional material
- The leaders will not use any images for any purpose other than on our promotional material.
- The leaders will not share confidential information about any children or adults with any other parties.

Food Safety

- All leaders hold a basic food hygiene certificate.
- Good hygiene practice will be followed at all times.
- Children and adults will be required to wash their hands before eating or preparing food.

Toileting

- Toilets, handwashing facilities, and private changing areas are available a short walk from the woodland, and we will encourage children to use the toilet there before they start.
- While in the woods we will operate a handwashing station for all children and adults with soap, water, and wipes.
- In the woods we will encourage the children to use a designated toileting area or to dig a hole in the ground with a trowel kept for this purpose.

Clothing and Kit

We operate outdoor sessions in all weathers except electrical storms and high winds (over 25 mph). It is essential that participants are dressed appropriately. A complete spare change of clothes and shoes should also be bought, in addition to the details below. We have a secure indoor area in which to store bags.

Footwear

Sturdy and waterproof shoes or boots such as hiking boots are best all year round. Gumboots are ok in the summer wet but are not at all warm in the winter. No open toed shoes, sandals or flip flops are allowed.

Summer Clothing:

- Long sleeved tops and trousers to protect from ticks, scratches and the sun
- waterproof coat and trousers for wet days
- warm jumper/hoodie
- sun cream and insect repellent, and hat
- water bottle and any essential medication

Winter Clothing:

- Layers of warm clothing ie. vest, t-shirt, long sleeve top, warm jumper/fleece/hoodie; tights or leggings, long trousers, warm socks and extra socks, hat, scarf, gloves.
- Waterproof coat (warm, not just a thin raincoat) and trousers
- Water bottle and any essential medication

Lunch:

- Please supply your child with a packed lunch and plenty to drink for our day sessions. We will have fresh water to refill emptied water bottles. We may provide opportunities for campfire snacks sometimes during a session if the children decide they want to cook something on the fire.

Tools, Fire and Activity Guidance

Tools will be stored in a locked container and will be checked daily for wear, and counted out and in. Safe tool transportation will be demonstrated. Correct procedure will be demonstrated by a trained leader and all participants will be expected to observe the safety rules.

Bow saw or pruning saw:

- Children will be supported 1:1 by an adult and good practice demonstrated
- Guard to be in place when not in use
- Use in a designated area away from others

Loppers and secateurs:

- Children will be supported 1:1 by an adult and good practice demonstrated
- Use in a designated area away from others
- To be kept closed when not in use

Knives:

- Children will be supported 1:1 initially and then 1:2 depending on age, by a leader, and good practice demonstrated
- Knife users to be sat down in a designated area away from others
- Knife should be used away from the body
- Knives to be kept clean and covered when not in use

Ropes and knots:

- All ropes to be checked daily for fraying
- Children to not wrap rope around their bodies
- Children to be encouraged to learn simple knots
- If tying ropes between trees, rope should be able to be seen and not be a trip or strangle hazard

Fire Safety:

- The fire circle will be our main gathering place in the woods
- Fire will only be lit in the designated fire circle area
- The fire circle seats will be at least 2 metres away from the fire and will act as a ring boundary
- There will be 2 gaps in the fire circle boundary acting as entrance or exit points
- A water bucket, fire gloves and a fire blanket will be placed at exit points
- An adult will be with the fire at all times
- Only those with permission from a leader can approach the fire
- Everyone else should always walk around the outside of the fire circle, never across it
- No putting things on the fire without permission of the adult
- Loose hair and clothing must be tied back

Two Muddy Boots Child Consent Form

I give permission for my child

- To take part in Forest School activities managed by Forest School Team Leaders

Indemnity Statement

Taking part in Forest School activity is conditional on individuals recognizing that these activities are activities where the potential for misadventure exists, including personal injury.

Participants shall be aware of and accept these risks and agree to be responsible for their own actions and involvement.

I declare that in the event of any claim of compensation for an incident, the claim will only be against another party directly involved in that incident. No compensation will be sought from the Company or directors unless they are found, by law, to have acted in a negligent or illegal manner.

It must be remembered that safety is the responsibility of ALL participants who are each responsible for the safety of themselves and other participants.

All safety rules and procedures must be followed. Any hazards found in / on the site must be reported to a Forest School Leader who will take all reasonable steps to ensure every participant is made aware of the hazard.

I declare that I have read and agree to the content of this document.

I have discussed the content with my child/ren and made them aware of their responsibilities.

I can be contacted on (home no.)

or (mobile no.)

Signed

Date

Two Muddy Boots Child Medical Detail Form Summer Holiday Sessions 2017

Childs name:

Parent/Carers full name

Childs home address

.....

Contact telephone in case of emergency:

Primary Contact:

Name:.....

Phone:

Name and address of family doctor.

..... Phone.....

Does your child have any of the following:

Please circle yes/no

Asthma or bronchitis	YES	NO
Sight or hearing disabilities	YES	NO
Heart condition	YES	NO
Fits, fainting or blackouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known drugs	YES	NO
Any other allergies, e.g. material, food, Medicine, pollen, dust	YES	NO

Other illnesses YES NO

Any disabilities YES NO

Is your son/daughter normally treated homoeopathically? YES NO

Does your son/daughter have any special dietary requirements? YES NO

Has your child been treated with antihistamine cream before YES NO

Has your child had an adverse reaction to antihistamine creams YES NO

Has your child been stung by a bee or wasp before YES NO

Has your child shown any adverse reaction to a bee or wasp sting before YES NO

If the answer to any of these questions is YES, please give details below. Continue on a separate sheet if necessary.

Is your child up to date with their tetanus vaccinations YES NO

As the parent/carer of the child named above, I have read, fully understood and am satisfied with the handbook supplied regarding Forest School activities, and agree for my child to take part in them.

I know of no medical reason why he/she should not participate.

In the event of a minor accident, I agree for first aid to be administered by a qualified First Aider, which could include the use of tick removal tools, an antiseptic, anti-histamine or appropriate cream, and/or plasters.

SIGNED DATE

NAME.....

Relationship to child