

We all need to play



Signed by R.Sales Practitioner



Signed by support staff & volunteers

Wye Knot Forest school delivers forest schools to all.

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Wye Knot

Policy and procedures.

Wye knot forest school Community interest company.

We aim to give people with disadvantages a chance and choice to be a part of forest schools. This could be in a care/nursing home or anyone that doesn't get opportunities that others do.

Wye knot aims to bring the community together and offer fun and uplifting activities that anyone of any age can take part in.

Wye knot is an intergenerational organisation, we aim to bring the younger generation and the older generation together.

Insurance. Wye knot is insured with a Brinbeck renewal date of 02/05/2023

Annual review date. April 2023

Working with Wye knot.

Staff and DBS

All members of the Wye knot need to have a DBS check and a good understanding and a passion for working with the community.

They must have qualifications in their early years or in adult social care that covers safeguarding, health & safety, diversity and discrimination.

In every session, one member must be trained in first aid level 3 and mental health first aid.

Daily procedures

All staff will have a meeting before and after each Forest school session, and a session plan with a clear outline of what activities and tasks will take place a week before each session. On the day of the session the practitioner will carry a paper copy of the session plan, risk assessment/benefit-risk assessment, handbook, first aid kit with accident book, numbers of staff and participants,

care plans, emergency details of all staff and participants, ecological report site management report and on-site risk assessment.

Equality. Wye knot does not tolerate any of the following, harassment or discrimination against anyone because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. If someone has a wheelchair at our sessions we accommodate wheelchair access for this site.

Health and Safety-

Before and after each session the area will be checked for rubbish, any sharp objects, animal faeces, falling branches/trees and equipment used.

Prior knowledge of who is going to be on this site and who is going to be visiting the sessions (all staff to be DBS checked) is to be monitored.

All paperwork for emergencies e.g medical/information form with the next of kin contact numbers for staff and participants is to be at hand.

Fire. For the use of fires at the forest school site, only the use of a fire pit raised off the ground with a bucket of water right next to the fire on a minimum of 5 L of water and cloth on top of the water bucket is authorised. We have a Burns kit in our first aid which we carry on site. Fire is to be put out the correct way by adding water slowly stirring adding more water cooling and then dispersing the used wood in a designated area. Permission to have fires is authorised by the land owner. During fire circle exercises one child comes up individually at a time to hold the stick with a marshmallow on the end into the fire. Then once finished they can sit back on their logs and the next person can have a go. Everyone attending the session will follow this procedure and be reminded of the importance of staying at a safe distance of 2 metres from the fire.

Accident and emergency.

In case of an accident or emergency. All participants' information is carried by a member of staff to use if needed.

For residents, this is provided by the carers. In any emergency, it will be the carer goes to the hospital with the resident.

For minor injuries, the first aider will deal with the casualty and for anything more severe the parent will take the child to A&E or wait for an ambulance and the carer in the case of a resident.

A first aid kit will be kept with the practitioner and an accident logbook where all incidents are reported.

A site risk assessment details where an additional first aid kit is located and access for an ambulance.

Lost child.

In case of a lost child, our procedures are to look first if the child is not found within five minutes we will call the police straight away. If there is a child that is likely to run away we would have this in a childcare plan beforehand so we are aware that this is a higher risk.

Cooking/food hygiene

For all cook cooking & preparation, an area to wash our hands is provided and a sterilised preparation area for food is insured. All children are to wash their hands before and after they eat. Food is to be checked on the date and to be disposed of and not left at the site.

Sanitisation our site has access to clean running water and hand sanitises.

Weather & cancellation policy

As this site is not yet established to its full potential we don't have shelter, on wet days we just do wet play and make sure all parents know to bring waterproofs and suitable footwear. If the weather is too severe we do have an area indoors so for the worst-case scenario we will have a session inside. All parents are informed to bring warm clothes and suncream hats for all seasons. If the weather is too dangerous to travel in the session will be cancelled with notice. Cancellation on weather will be given up to 24 hours before the session. Cancellation of the session due to staffing ratio, a minimum of 12 hours will be given before the session starts time.

Before leaving the Forest School site

Before leaving any session at Forest schools we clean up and pick up all rubbish and take it with us, we make sure it's tidy and ready to use for the next session.

Staff ratio

On our policy to staff ratios, we have a minimum of two staff for 16 children if any of the children need extra help they have their assistant/ chaperone with them.

• First aid.

One member of staff will be first-aid trained paediatric first-aid trained and mental health first-aid trained and will be kept up-to-date on training every three years.

On the first day, they will know what to do in an incident and will have one member of staff leave to deal with the rest of the group.

The first aid kit will be regularly checked and updated and in date and not damaged. We also have a burns first aid kit.

. Emergency bag

This bag has an emergency phone and risk assessments and emergency details of anyone participating in our session. Contents include a first aid kit, water, food and blankets.

•Medication. If a child needs medication it will be on their care plan and we will be aware of it with clear guidance on what medication they need and when they need it.

•Manual handling.

All staff are required to have manual handling training as we need to pick up boxes and heavy equipment, this is very important to have working in care homes. Any staff without manual handling will not be moving or lifting.

•Risk assessment/management assessment and risk-benefit assessment.

Every session we write risk assessments dependent on the activities and areas we deliver the session. As each activity has different risks and benefits.

The risk-benefit assessment is carried out with the thought that some risks are necessary to complete e.g. climbing a tree, it's dangerous but the benefits outweigh the risk.

•Tools.

For the use of tools, they are kept locked away in a suitcase for when not in use so no one can get hold of them without supervision.

For safe use of tools, gloves will be on our non-working hands to promote safe use, there's always a member of staff with the group and it's a one-to-one activity so the children will take turns to have a go on the tools.

Tools are cleaned maintained and regularly checked.

•Clothing

We recommend participants wear long sleeve tops and trousers, to be fully covered in case of stings or scratches to the skin. Sensible footwear warm coats, wellies and rain covers for a wet day.

Daily Risk Assessment check/site sweep on site.

Before the session I will ask everyone taking part do you have a clear ground to identify anything that doesn't seem right to them e.g. rubbish, falling trees, branches, stinging nettles and areas of uneven ground just so we are all aware of this together. If any risks need identifying to the group I will let them know at the start of the session.

- **Transport policy** Wye knot does not have transportation.

- **On leaving the site and on return**

to make sure that everyone that is taking part in the session lets the practitioner or any staff member know where they are going and when they return.

- **Roles and responsibilities.** It is myself Rosemary Sales who holds the responsibility for a forest school session, I will be in charge of the risk assessments first aid staff and the day's events.

- **Behaviour policy.** We have a no-bullying policy any person taking part in our Forest school that is bullying or showing signs of aggressive behaviour will be dealt with by myself or a staff member. We will talk and communicate with the person as something might be going on at home or in another setting I will try to get to the bottom of the problem and then if it's something out of our control we will pass it on to the social services authorities. This can help the child as we believe that a child who is expressing this sort of behaviour might have other things happening in their life and they will not be penalised or made to feel unwelcome in our group, we can work on our problems together and resolve them as a community.
- **Inclusion policy.** the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised, such as those who have physical or mental disabilities and members of other minority groups. Everyone is equal in our groups and we make sure that people feel safe and not judged in our care.
- **Permission and storage of children's information.** All important data protection documents and storage items will be locked in my carry-along suitcase with codes that I know and the staff know and it's also on the risk assessment.
- **Safeguarding.** Our safeguarding and procedures are on their separate document. Accessible to all.
- **Staff.** Staff that have worked with Wye knot between April 2022-2023 Trainee Forest School practitioner: Rose Sales 6 training sessions at the military tot's group, 10 sessions in Stretton nursing home, 10 sessions in Newstead nursing home, 15 sessions at Venns Lane care home, 12 sessions at Sidnam house care home, 12 sessions at Blakeney School. Assistant Staff Emma hart (6 sessions for the military tot's group at Credenhill community centre) Vicky Smith 15 sessions at veins lane care home. Jim Bell 12 sessions at Blakey school.
- **Photography policy.** A consent form must be signed for photography to take place. This lies with the parent or carer of the participant.

- **Transport of medication.** It is the responsibility of the teacher/parents and carers to carry medication.
- **Permission and storage of children's information.** Before each session we will have signed documents for the storage of any information of students and staff, this is to be locked up and kept with the school practitioner. We follow the legislation Under the Data Protection Act 2018 and the principles of the Data Protection Act, Lawfulness, fairness and transparency, Purpose limitation, Data minimisation, Accuracy, Storage limitation, Integrity, confidentiality (security) and Accountability.

.Ecological impact on-site assessment.

At each site, Wye knot delivers a Forest school session with its environmental impact risk assessment. This is due to the different sites eg schools care homes and community centres. We will have an ecological impact assessment with us on each site we deliver at.