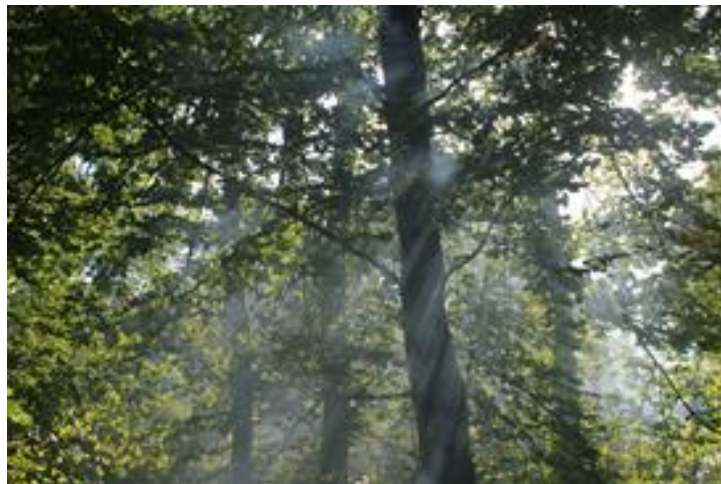




St Thomas More School  
Policies and Procedures Handbook  
Park Farm Forest School  
2018



*"This is not about some luxury, hobby, or a bit of playtime in the garden. This is about the deepest necessity of the human spirit to know itself in nature".*

*Jay Griffiths*

## What is Forest School?

Forest School is an inspirational long-term process that offers children and young people regular outdoor experiences, throughout the seasons and in all weathers. Forest School aims to increase the skills and knowledge of pupils through a child centred, holistic approach.

Forest School education is more than a single subject – it encompasses a vast range of topics and skill sets which are designed to promote independence and self-esteem. The beautiful surroundings and relaxed atmosphere bring new life to learning, as well as a better understanding of the environment and a healthy respect for God's natural world.

## What are the benefits of forest school learning?

- Improved confidence and self-esteem through setting small, achievable steps.
- An active participation in the direction of an individual's own Forest School journey makes experiences relevant to participants, keeping them emotionally involved and thus routing learning more deeply.
- Acquisition of lifelong learning skills such as resilience, resourcefulness, reciprocity and reflection.
- Development of language and communication skills in a real context.
- A better understanding of personal limits through the exposure to and negotiation of risk.
- Tuning of gross and fine motor skills through physical play.
- Creation of a cohesive social group through shared experiences and team work.
- The natural environment provides a stimulating environment full of sensory diversity.

To ensure Park Farm Forest School effectively delivers these benefits we have put together a set of policies and procedures to keep everyone safe, healthy, valued and involved.

Please take time to read them.



## How we will look after the environmental wellbeing of Park Farm Forest School?

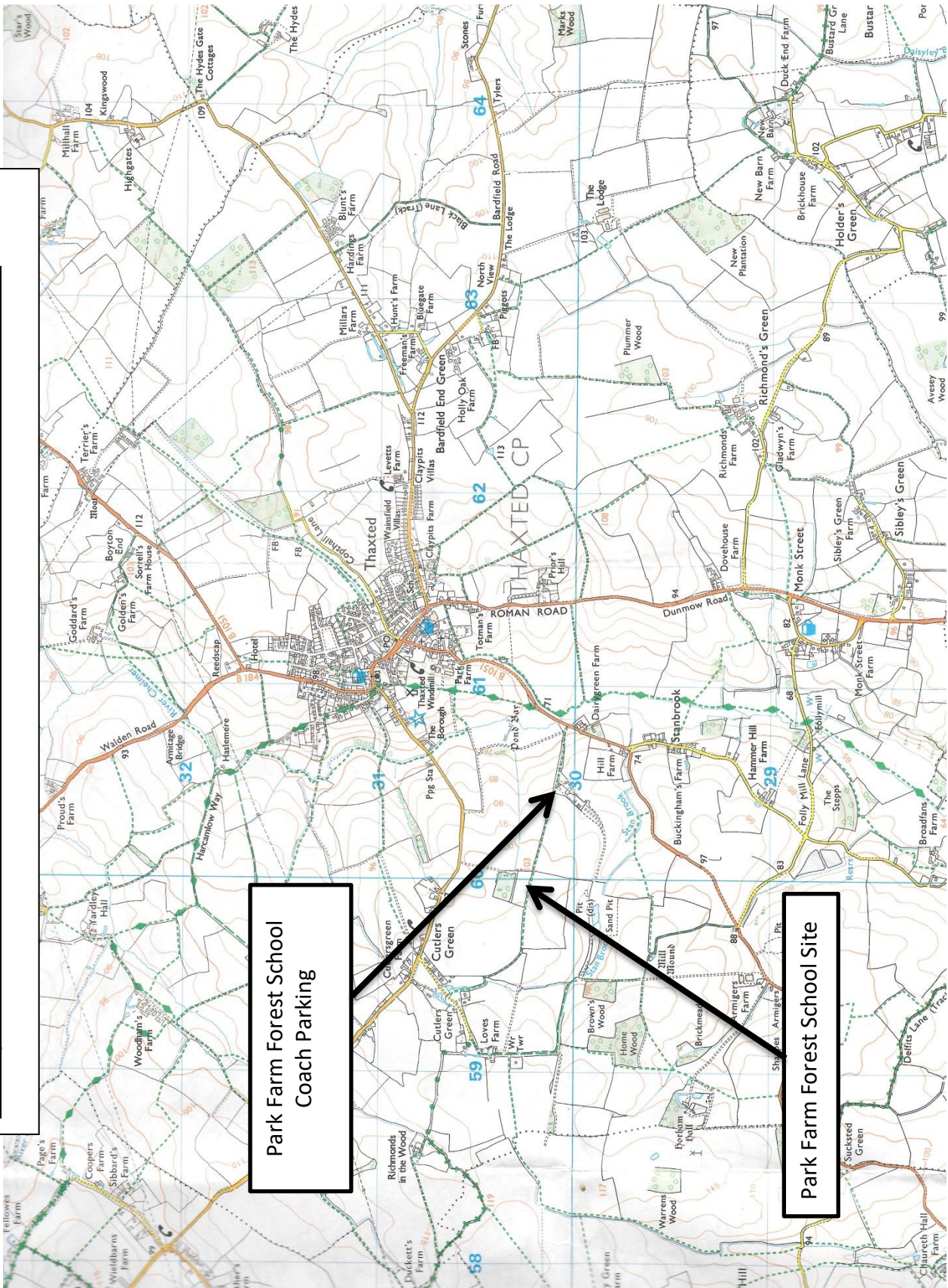
**We feel very privileged to be using the woodland at Park Farm and will do our very best to behave in a manner that promotes good environmental awareness and sustainable practise at the site.**

- We will learn about the ecology of the site, identifying species and mapping them so we have a base line to evaluate any negative impact we have on the site.
- We will regularly monitor environmental changes caused by our interaction with the site. These will be shared with the landowner and if our activities are having a detrimental impact on the forest school setting activities will be amended, suspended or cancelled.
- We will visit the forest school for no longer than 3 hours a week, to ensure we are not overly intrusive to the local wildlife or causing irreparable damage to the area.
- Park Farm woodland will be given a season to “breath” without footfall on an annual basis (the school summer holidays).
- Children shall be encouraged to take responsibility for the protection of plants and animals and understand that small actions play a big part in conservation.
- Plants will not be picked unless they are unprotected, growing in abundance and non-toxic.
- If any wildlife on site is identified as a rare or protected species that area will be cordoned off from Forest School activities. If necessary the Forest School site will be shifted to ensure these species are not damaged.
- We will not litter.
- We will not remove any flora and fauna from its habitat.
- Our fire circles will be temporary and will move periodically to ensure local environmental impact is minimised.
- We will respect that Park Farm is a working arable farm. We will stay on paths when walking to and from the site to avoid damaging crops.
- We will only use environmentally friendly products on site e.g. Eco Soap for hand washing.





**A map to show the location of Park Farm Forest School, Thaxted**



**Park Farm Forest School  
Coach Parking**

**Park Farm Forest School Site**

## What are our forest school rules of conduct?

**We will behave in a manner that ensures we stay safe at Park Farm and Look after our forest School Site. These basic rules will be clearly stated to the children at the beginning of EVERY forest school session.**

- We won't put our fingers or anything else in your mouth.
- We will ALL stay within the boundaries marked, we don't go over it, we don't go under it and we certainly don't go through it. This includes adults unless specifically requested to for emergency procedures.
- We stay outside of the fire circle and do not run within 5 meters of the fire circle regardless of whether a fire is burning or not.
- We will look above, below and around for hazards.
- We will not wantonly damage wildlife.
- We will play and explore with sticks, stones and mud but will never throw them with force or in the direction of another person.
- We will follow the instructions of the forest school leader at all times.
- We will only use tools in the manner we have been instructed to do so and will never remove a tool from the site.

## What will happen at the setting before a forest school session starts?

**There are many changes that can happen at the forest school setting between and during sessions. In order to keep everybody safe a thorough check of the forest school site will be undertaken immediately prior to the start of session as is practicable. The forest school leader will: (Appendix A -Pre-visit check list)**

- Sweep of the site to check for any litter, glass, animal faeces etc. Any such items shall be collected using plastic bags and disposable gloves. A written record will be kept of each sweep. This shall state what, if any, hazards were found and how they were dealt with.
- Trees will be checked for any broken or dead branches which may fall. Any dangerous trees will be cordoned off from the forest school site and reported to the landowner.
- Check weather conditions. If it is unduly windy, temperatures are extreme or a thunder storm is imminent or has commenced then a Forest School session will be cancelled.
- Ensure an emergency kit (first aid kit, storm shelter, survival bags, high energy food, clean water spare clothes, emergency procedure check list) is fully stocked and highly visible at the site.
- Gather information on individual's medication needs and check what, if any, medications need to be dispensed during a forest school session.
- Check the emergency access gate is unlocked and open.
- Mobile phone is charged and a mobile signal is available at the site.



## What do we need to do before leaving the school?

**For forest school to be a successful, safe and positive experience, all children and adults will need to be fully prepared for the session BEFORE leaving the classroom. The Forest School Leaders will be onsite prior to the start of the forest school session and will not travel with the class. In their absence, a nominated classroom teacher or LSA must ensure the following actions are taken:**

- Take registration and make a copy for Forest School Leaders.
- Check adult/child ratios are sufficient.
- Allocate the children into two forest school groups (Kestrels and Buzzards).
- Check every child (and adult) is suitably dressed in forest school clothes (see clothing requirements) with their school shoes on.
- Remind everyone to go to the toilet before they leave.
- Make sure the bags of school shoes have been loaded onto the coach.
- Collect children's named drinks in a separate bag for the Kestrels and Buzzards and load these onto the coach.
- Collect all personal medications and instructions for dispensing medicines and load onto the coach.
- Take the sick bucket, emergency drinking water and school standard first aid kit for the journey.

## What is the policy for clothing?

**As the weather changes throughout the year the clothing requirements will change. However, there are some clothing requirements which must be followed by all children and adults to make sure everyone is safe and comfortable. Please not that failure to dress suitably for forest school may result in the exclusion of a child from a forest school session.**

Everyone should:

- Wear layers of clothes appropriate for the outside temperature. However, long sleeves and long trousers should always be worn to protect against grazes, stings and exposure.
- Woolly hat or Sun hat (depending on the season)
- A waterproof coat or jacket
- Waterproof bib and braces (provided by the school)
- Sturdy waterproof Footwear- Wellies/Boots
- An emergency change of clothes and a carrier bag for dirty/wet clothing will be carried in the forest school kit. This is not for issue to children who have forgotten appropriate clothing but for emergency use only.

## How can we ensure the journey is safe and comfortable?

**Safety and comfort of the children is our primary concern during the journey. A nominated classroom teacher or LSA will take responsibility for the conduct, safety and wellbeing of the children during the journey. They will need to:**

- Load children onto the coach, taking care to check that EVERY child is wearing a seat belt and is verbally reminded to sit on their bottoms, facing forward.
- Take a head count of children and adults to ensure prior to departure.
- Distribute adults amongst children on the coach so they are on both the right and left side and front and back.
- The journey to and from Park Farm should take approximately 10 minutes each way.
- The coach will park at Hill Farm, just off Park Street, Thaxted.
- The coach will be met by two forest school leaders who have carried out the pre-visit check.
- Children should remain seated, with their seatbelts on, until told to disembark.
- Unload the water bottles any other forest school kit that has been transported by coach. School shoes should be left on the coach unless a change of coach has been communicated.
- A headcount of children and adults will be taken.
- The children should walk up to the woodland along the track in pairs with an adult at the front and rear of the group.
- At the edge of the woodland we will be welcomed by Mother Tree and the forest school session will start!

The procedure for the return journey is the reverse. However, children and adults will need to remove wet and muddy footwear and waterproofs. These will be transported back to school in individual named bin bags which are put in "Ikea" holdalls. The children should change back into their school shoes as they board the coach for the return journey.

## What will a forest school session be like?

**The child-centred, flexible learning approach of a Forest School session means that no two sessions will be the same. There will however be some structure in the sessions to impart safety information, check on the wellbeing of the participants and share experiences.**

- The Forest School session will last around 2 hours.
- The session will start at the Grandmother Tree on the periphery of the site.
- Circle time will provide an opportunity to discuss activities, give safety briefings and inspire the children.
- A boundary game will remind everyone of the limits of their exploration.
- A minimum of 2 “1,2,3....Come in please” musters will take place through the session.
- There will be a Snack time preceded with hand washing.
- A talking stick will be used for children to share experiences and plan future sessions.

## Who are the forest school leaders and what are their responsibilities?

Mrs Poulter and Mrs Todd are on their final assessment as Level 3 Forest School Leaders. Miss Jolly is a fully qualified Level 3 Forest School Leader and will support them during the Forest School Pilot Scheme. Their responsibilities are:

- To plan and lead all Forest School activities within the capabilities of the children taking part.
- To take responsibility for behaviour during Forest School sessions (see Behaviour Policy).
- To prepare and communicate the Site Benefit Risk Assessment.
- To prepare and communicate Activity Benefit Risk Assessments.
- To have an up-to-date Outdoor First Aid qualification and to ensure all relevant first aid kit and individual medications are available at the forest school.
- To ensure that all participants follow the Clothing Policy.
- Inform staff, volunteers and children of potential hazards and methods of working in order to minimise risk.
- To carry out a pre-visit site check to remove hazards and identify areas of risk.
- To ensure all Forest School policies are regularly reviewed and that review is informed by observations and developing knowledge of the Forest School setting.
- Provide clear communication to children, parents, staff and volunteers on how children will benefit from every forest school session.
- To observe and record the play and learning at forest school.
- To plan Forest School on a weekly basis based on observations and reflection of the learning of participants in previous session.
- To model appropriate behaviour at forest school to ensure children are safe and engaged in learning.



## What are the responsibilities of accompanying staff and volunteers?

- To be aware of whom the forest school leaders are and take instruction from them.
- To know who the Outdoor First Aiders are and the location of the first aid kit and defer to them when first aid treatment is required.
- To take an active role in Forest School activities and assist with any discipline issues within the group.
- To assist with the transporting of children on the coach and on off-road foot paths to access our forest school setting.
- To assist with the Forest School Leader in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately.
- To support forest school activities in accordance with the activity Benefit Risk Assessment.
- To record the issuing of tools in the "Tools Book".
- To assist the Forest School Leader in teaching children to maintain their own and others' health and safety
- To report accidents or hazards to the Forest School Leader immediately.
- To provide their own suitable outdoor clothing and footwear within the remit of the clothing policy.
- To model appropriate behaviour at forest school to ensure children are safe and engaged in learning.

### **A note to volunteers**

We welcome parents and members of the wider community into school and value their input into the education and experiences of our children. We will provide them with adequate information to play an active part in forest school learning without putting them in position of burdensome responsibility. They should be reassured that ultimate responsibility rests with the Forest School Leader but there will be an expectation for them to contribute actively in the wellbeing and safety of the group.

All volunteers, whether parents, other relatives or members of the community must hold a current DBS certificate.

## Responsibilities of the Children

- To take personal responsibility for their own safety as well as the safety of others.
- To listen to and follow safety information given to them.
- To bring appropriate clothing and footwear to Forest School sessions.
- To behave according to the school's Behaviour Policy.

## How do we support forest school learning?

**Forest school takes place in a beautiful setting and promotes a relaxed atmosphere in which play and learning can flourish. We will actively promote child-centred independent, creative learning in a style that supports the needs of the child.**

- Stand back and observe – you do not have to be actively involved.
- Listen to everything the child has to say.
- Encourage children to lead their own play and learning.
- Use POSITIVE language.
- Celebrate achievements, big and small.
- If asked for answers to problems, offer choices not answers to stimulate curiosity and initiate independent learning.
- Support and guide, but do not direct.
- Find the child in your and join them exploring their surroundings.
- Be a positive role model.
- Offer support in a sensitive way.
- Always discuss any concerns regarding safety issues with a forest school leader.
- Plan activities for the following weeks guided by the interested displayed by the children.
- TRUST THE CHILD

## What about going to the toilet?

**Park Farm does not have flushing or chemical toilets but we will ensure that children needing to go the toilet can do so in a hygienic and private fashion we will:**

- Provide a shallow bush toilet in the woodland.
- Screen the bush toilet from view with a tarpaulin or wind break.
- Ensure DBS checked staff member or parent volunteer accompany a child to the compost toilet but standing a discrete distance away to allow privacy.
- Provide toilet paper for cleaning and a waste bag for the disposal of soiled toilet paper. This should NOT be dropped into the bush toilet.
- Instruct children to cover up waste with a small spade of loose soil. Providing still water to wet hands, eco-friendly hand washing soap and a squeeze bottle of clean water for rinsing hands.
- Briefing everyone on how to signal the toilet is engaged.



## How do we promote good behaviour at Forest School?

Forest school offers a vastly different learning environment to the classroom. It is hoped that the natural setting and wide boundaries will inspire spontaneous learning, build self-esteem and develop confidence. As a school we aim to:

- Promote awareness, respect and care for other individuals and for the natural environment
- Reinforce collaborative behaviour.
- Develop awareness of acceptable behaviour and responsible attitude in an outdoor environment.
- Take pride in our achievements.

In order that these aims are achieved, the standard of behaviour expected at Forest School will be sustained and reinforced as a continuum of expectations within conventional school time (see St Thomas More School Behavioural Policy).

However it should be noted that the presence of natural missiles (sticks and stones) and tools at Forest School gives a potential for escalating behavioural issues (high jinks or aggression) to endanger the safety of other child or adult more than in a classroom situation.

### Staff and volunteers will:

- Create a positive environment which encourages and reinforces caring, nurturing and acceptable behaviour towards one another, the environment and equipment
- Promote effective relationships in which all are accepted, valued and treated equally.
- Be mindful of the need to maintain safety at all times.
- Establish clearly defined standards of behaviour.
- Provide a positive role model for all children and volunteers.
- Place the needs of the children, including needs linked to their preferred learning styles, social and behavioural needs at the centre of the Forest School curriculum to maximise individual success and raise self-esteem.
- Give verbal praise and recognised rewards to children demonstrating good work, good behaviour, cooperation and team work skills.
- Recognise that it is the behaviour of the child that is unacceptable not the child themselves.
- Remove missiles or tools from a child that is not behaving responsibly around them.

### Children will:

- Listen carefully and respond to instructions and requests, especially those concerning safety.
- Develop and maintain an acceptable attitude towards one another, adults, the environment and all equipment

Should sanctions need to be given for behaviour; the Forest School Leader will ensure the following steps are adhered to:

1. The Forest School Leader, staff or volunteer will try to re-engage the child in the first instance
2. A verbal warning will be given by the Forest School Leader or Volunteer by taking the child to one side and reminding them of the importance of acceptable behaviour.
3. The children will be given time out from the activity. They will be moved away from the activity to a designated area.

Should behaviour escalate to the point of endangering other Forest School participants the school will be telephoned for someone to drive out and collect the child. If this is not possible, the Forest School Leader will make the decision whether to send the child back to school escorted by an adult or, if supervision levels would be compromised or if there is a danger of the child absconding, the whole group will be taken back to school.

In such cases a letter will be sent home to parents explaining the situation.

Where the behaviour is deemed to have been very unsafe, the child will be excluded from the next Forest School session.

If behaviour is deemed to have been less severe, the child will follow the school's behaviour policy and will receive a red card at school.

In all of the above cases, an incident report will be completed by the Forest School Leader.

## *What about the mud and mess?*

**At Forest School children should be fully engaged with their environment. We want them to use all their senses to explore the potential resources and mud will be one of them. We will not tell children to stay out of mud and we will not tell them to avoid getting dirty. We want their play and exploration to be as uninhibited as possible to get the maximum value from each Forest School session. As a forest school saying goes "It's not dirt.....it's learning!"**

- Children will be issued with fully water and mud-proof bib and braces to protect their home clothes from getting dirty.
- Wellies must be worn to keep feet clean and dry.
- Hands will be thoroughly washed and sanitised before eating.
- Children will be verbally reminded not to put their hands in their eyes, mouth or nose at forest school.





## How do we keep everyone safe?

Part of forest school is teaching children about risks and how to evaluate them. It is our Forest School policy that the children will be taught about how to add fuel to a fire, cook over an open fire, climb trees, negotiate rope courses and use tools, including knives. These activities will be introduced as the children in the group are ready for them and will be carefully supervised by an adult. By allowing children to take these measured risks, we help to prepare them for making choices when they are older and teach them to be actively responsible for themselves, their choices and actions.

To support this learning in a safe environment:

- The forest school leader will be fully qualified and at least two members of staff will be outdoor first aid qualified.
- The adult/child ratio will be higher than in a classroom setting.
- The site will be carefully assessed for hazard and the associated risk using a Site Risk Assessment Form. This will be reviewed regularly.
- Daily pre-visit checks will be made prior to the forest school session for new hazards.
- All forest school activities will be assessed for risk using an Activities Benefit Risk Assessment Form. Activities will only be carried out if the overall risk is deemed to be LOW.
- Children and supporting adults will be given clear training for all of the activities. Any risks associated with an activity will be clearly noted.
- The weather forecast will be checked for conditional that may make a forest school session too risky. This would include extremes of temperature, electrical storms or high winds.
- Emergency procedures for the site will be explained to all staff, children and volunteers.
- All accidents will be recorded in a log book.



Please see St Thomas More School Safeguarding Policy for more information.

## What if there is an unwanted visitor?

**Park Farm woodland is a privately owned and we have been assured that aside from the occasional dog walker we will have the site to ourselves. The forest school leaders and other adults should be vigilant of strangers and it is prudent to have a policy in place in the unlikely event we have an unwelcome visitor. It will not be acceptable for a stranger to be within the boundaries of the Forest School site during a visit.**

A stranger within the boundaries of the forest school site should be approached in friendly fashion by an adult to enquire why they are there. It should be explained to them that the site is being used for educational purposes and it would be helpful for the stranger to take a different route for the duration of the forest school session.

Should the stranger refuse to leave or is showing unwanted attention towards the children or adults at forest school, the "1, 2, 3...come in please" muster procedure should be used to call children back to the fire circle where a headcount will be taken. If a child or adult is missing the Missing Child Policy should be put into place.

Should the stranger persist in bothering the forest school group, become aggressive or display inappropriate behaviour, the forest school leader should call 999 and report the incident to the police clearly stating our location which can be found the Forest School Emergency Procedure.

## What will happen if a child goes missing?

**A register of attendance (taken by the class teacher) will be carried at all times by the forest school leader. If it is discovered that a child is missing from the group at Park Farm or during transportation, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented:**

- The Forest School Leader shall be informed immediately.
- Activity for the rest of the group shall be suspended in order that up to two members of staff, including the Forest School Leader if appropriate may be released to conduct a search which shall last no more than five minutes.
- The remaining children will be given a low risk activity to complete, within the fire circle by the remaining adults, being mindful not to increase anxiety of the group.
- If, after the five minute search, the child has not been located, the Forest School Leader will phone 999 and alert the police clearly stating the forest school location as details in the Forest School Emergency Procedure.
- St Thomas More Primary School will be informed so that they can contact the child's parents and inform them of the situation.
- Staff should corroborate details of the situation; including last known position of the missing child and time they were last seen. These will be recorded on the Emergency Procedures Record Sheet.

## How do we ensure tools are used safely?

Part of forest school is teaching children to use tools and understand their risks. Tools will be introduced to forest school activities as and when it is felt the individuals are responsible enough to use them. By allowing children to take this measured risk we are encouraging them to be responsible for their own actions and building self-esteem. However, to limit risk the following rules must be applied for tool use:

General procedures for tool use:

- All tools will be used as per “*Woodcraft Skills Training Resource: safe use and storage of tools*” (available in the Forest School Folder)
- Tools will be transported and stored carefully at school by a nominated Forest School Leader. Knives will be stored under lock and key.
- Tools will not be stored at the forest school site between sessions.
- Tools will be signed out by the supervising adult using the “Tools log book”. The adult should clearly state their name, which tool, serial number of the tool, time taken and time returned. The adult supporting the tool use is responsible for the safe return of the tool.
- Tools must be stored and used within a designated space at the forest school site. The exception to this is secateurs which may be used where required.
- Tools will be maintained as per *Woodcraft Skills Training Resource: safe use and storage of tools*” (available in the Forest School Folder. They will be clean and sharp before using them.
- Children will use tools on a 1:1 ratio with an adult. The exception to this is potato peelers which may be used on a 3:1 ratio with an adult.
- No other adults or children should come within the “blood bubble” (arm and tools length) of the person using the tool.
- A first aiders and first aid kit will be positioned close by whilst tools are in use.
- The group will not leave the forest school site until ALL tools have been accounted for.



## What is the policy for fires at forest school?

**Fires are an important part of forest school and are used in many sessions. St Thomas more would like all children and adults participating in forest school sessions to experience fire in a positive way whilst understanding the potential risks it poses. It is our policy that we will introduce fire to forest school sessions as and when we are confident that the children are able to behave in a responsible fashion around them.**

### Location of fire pit:

- Only previously agreed and risk assessed areas with no overhanging branches will be used to light fires.
- Campfire areas will be enclosed by logs or large stones to prevent the spread of fire.

### Positioning of children and adults:

- Fire areas will be surrounded by seating logs at least 1.5m from the edge of the fire pit.
- The fire circle will have a clearly defined entrance and exit route.
- When the camp fire is in use the children will not be permitted to access the area without permission.
- When allowed to access the camp fire the children will walk around periphery of the log seating before sitting down.
- The children will sit with their legs drawn into the log and not outstretched.
- Once seated around the campfire, the children will remain seated unless directed to move.
- Children will never walk over the fire pit, even when unlit.





### Fire safety procedures:

- A fire safety kit will be present at the periphery of the fire circle (fire blanket, first aid, fire gauntlets, first aid water, extinguishing water).
- A qualified outdoor first aider will be present at the fire circle.
- Only adults will light fires, unless a single child is selected to strike a fire steel under direct supervision.
- No flammable liquids will be used to ignite or accelerate the fire.
- No plastic will be burnt on the fire.
- If child is to add fuel to the fire this will be done under 1:1 adult supervision.
- Fuel will be placed, not thrown, from the side of the fire. The hand should never go over the fire.
- Fire gloves will be worn at all times when adding fuel to the fire.
- Fuel will be stored outside of the fire circle.



### Extinguishing fire

- All fires will be fully extinguished at the end of a camp fire session.
- The fire will be doused down with water and stirred until all smoke and steam have ceased.
- Extinguishing water will be kept adjacent to the fire at all times.
- Whenever possible all fuels will be burnt off to ash.
- Forest school leaders will ensure that any large remains of wood, especially when using a long log fire are separated from one another.
- Large build ups of potash from several fires will be dispersed when it is totally cooled. It will be finely scattered throughout the woodland to enable natural decomposition.



## What happens if there is an accident or emergency situation during a forest school session?

If an emergency occurs at the Forest school leader will maintain responsibility of the group overall. They will delegate tasks, if necessary, to other members of staff and volunteers. It is imperative that all adults are familiar with emergency procedure and understand their role.

### Designated outdoor first aiders:

Becky Todd (Buzzards)  
Kate Poulter (Kestrels)  
Faye Jolly

Outdoor first aid must not be administered by any other adult at the Forest School site.

### Emergency First Aid Kit:

A full outdoor emergency kit is located in the shed immediately between Camp Buzzard and Camp Kestrel (please see the site map). It is a red, roll top wet bag with black shoulder straps (Please see picture below). It contains: A full outdoor first aid kit, a storm shelter, a comfort kit, tarpaulin, pegs, ropes, survival bags, spare clothes, high energy food, an emergency whistle and high visibility vests.



### The Outdoor First Aider will:

- Establish the nature and extent of the emergency as quickly as possible.
- As a *priority* they will ensure that the entire group are safe and looked after and kept together.
- Allocate roles to other adults (e.g. phoning emergency services, moving other children, accessing the emergency bag, meeting emergency services at the roadside). These roles may be changed as needed. Listen carefully to any job you are asked to do. Do it immediately in a calm manner and confirm to the First Aider when it has been done.
- Administer appropriate first aid.
- Pass information on medical history and first aid administered to paramedics.
- Record the incident in full.
- Call, or delegate responsibility to call, the school to report the incident.
- Complete an accident report form as soon as possible. Contact HSE or LA (R.I.D.D.O.R.)

## **If you are asked to call for Emergency Services:**

Dial 999 and ask for emergency services. Be ready with the following information:

### **1. Situation**

A brief description of the problem (for example, if you are requesting an ambulance you will need to describe the symptoms of the person who is injured/ill)

### **2. Contact Numbers:**

Camp Buzzards – 07877855862 (Mrs Todd)

Camp Kestrels - 07747336411 (Mrs Poulter)

### **3. Details of Location:**

Woodland at Park Farm, Off Bolford Street, Thaxted CM6 2PZ

**Grid Reference TL 60081 30580**

(6 figure reference) **TL600305**

Latitude 51.950680                  Longitude 0.32793760

### **4. Directions:**

Leave Thaxted town centre on Bolford Street (direction Cutlers Green/Debden Green). After approximately 0.5 miles, pass a hard standing on the left of the road (used for parking the coach). The track to the woodland is approximately 100m past the hard standing on the left hand side.

Please state clearly that there is no direct vehicle access to the woodlands. There is a 200m walk on foot along an off-road track to the forest school site.

An emergency crew will be met by a designated adult at the entrance to the site. The adult will wear a high visibility vest.

**NB: this is not the coach drop off location but the nearest access point to the forest school location.**

**Speak clearly and slowly and be ready to repeat the information if asked.**

### **Air Ambulance Access**

Woodland is surrounded by arable farmland on all sides and is suitable for a helicopter landing.

Landing reference provided by East Anglia Ambulance is:

Longitude: 51.949648                  Latitude: 0.326520

We will ensure that a member of staff accompanies casualties to hospital with any relevant medical information. In extreme circumstances (multiple casualties or the Forest School Leader is a casualty) a DBS checked adult may have to take this role.

**NB:** No-one in the group should contact speak to the media, post information on social media or inform the families of the school about any incident. ALL communications will take place via the school office.

## How does the St Thomas More School legally protect its pupils and staff?

The school adheres to the following legislation

- Health & Safety at Work Act 1974
- Children's Act 1989
- Liability Insurance
- The following laws and guidance - Disability Discrimination Act
- Race Relations Act
- Sex Discrimination Act
- DBS Checks
- Every Child Matters

St Thomas More School  
Park Farm Forest School Policies and Procedures

Signed:  
Print Name:  
Date: