

BEING Outdoors CIC Forest School & Outdoor Learning Handbook 2024-25



Contents

Forest School Ethos and History
Site Map and Information – Shield Tree Wood; Thornsett Fields Stream; Thornsett Fields Pond
Policies — Associate & Volunteers; Behaviour & Anti-Bullying; Bookings; Carers; Collaborative working; Communications; Complaints; Confidentiality; Data Protection; Equal Opportunities; Equipment & Tool use; Fire; Food Hygiene & Cooking; Gender Equality & Empowerment of Women; Health & Safety; Illness & Infection Control; Lone Worker; Mobile Phone & Photos; Modern Slavery; Parent Bereavement; Safeguarding & Child Protection; Safer Recruitment; SEN; Terms & Conditions; Whistleblowing
Normal Operating Procedure
Welfare and Weather General Procedure
Fire safety
Litter, Food & Waste Disposal
Missing Child
Rope use
Tick Procedure
Toileting
Tools
Transport & Walking Group
Tree Climbing
Water / Stream Play
Emergency Action Plan including Fire, Evacuation, Emergency First Aid—Shield Tree Wood
First Aid - Action Cards for FS leader, staff and group
Casualty Monitoring Form
Incidents and Accidents report form (for FS Associates)



BEING Outdoors CIC Forest School

Forest School Ethos



Forest School is a **long-term aspirational** programme for learners, young people and adults of all backgrounds and abilities delivered ideally in a woodland setting or any outdoor natural space. We facilitate experiences to promote physical, social and emotional wellbeing in a holistic way. Sessions build on learner-led achievable experiences which nurture a sense of community where the learner can connect with others, developing personal and social skills, nurturing collaboration, team building and the ability to undertake conflict resolution.

By observing changes in seasons, being present in nature and discovering its wonders, learners also develop a **connection with nature**, awareness of their role within the living world and of environmental issues.

We believe in the **power of hands-on and physical experiences** to support the personal development of learners and these will carefully be scaffolded and integrated into our programmes. Offering achievable challenges and taking positive risks such as shelter building, nature art, using tools safely, climbing, woodland crafts and campfire cooking, together with the emotional and social risks associated with them can lead to:

- the development of practical skills – supporting gross and fine motor skills, improved physical health and improved motor abilities
- a better understanding of self – your own feelings and how to manage them, your strengths and challenges and improved self-discipline.
- more acceptance of others, kindness, care, forgiveness and respect.
- the development of a growth mindset – where learners can become more comfortable having a go at a new challenge or being brave.
- the opportunity to problem-solve during hands-on experiences, utilising skills taught within the classroom
- the development of more independent and self-confident learners who can guide their own learning
- the opportunity for all learning styles to be supported and developed
- the opportunity for all learners to succeed and develop their knowledge and skills
- the opportunity to enrich and further extend schools' cross-curricular topic-based approaches



Fundamentally we are passionate about nurturing happy, independent and self-confident learners as they make their way along their personal development journeys. Our moto is simple:

look after ourselves



look after the wood



look after each other



History of Forest School

Outdoor learning has long been part of Scandinavian education since the 1950s, with outdoor living a cultural way of life there. Here in the UK it was not until 1993 that Bridgewater College Nursery Nurses visited Denmark and on their return established their own first UK Forest School at the Nursery. In 1995 the college provided training in the form of a BTech in Forest School with particular support to early years practitioners.

Over the years Forest School provision has spread across the UK with more courses available to practitioners. In 2002 the 1st National Conference for FS practitioners was held which defined Forest School as: 'An inspirational process that offers children, young people and adults regular opportunities to achieve, develop confidence and self-esteem through hands-on learning experiences in a local woodland environment'.

Today FS continues to expand and is gaining an every increasing profile in the national media as the proven benefits of outdoor learning and FS become more widely accepted and reported. It is delivered in a range of ways in school, groups, at centres or independently in school grounds, woodland, parks or other green spaces with opportunities for families and adults to access FS in holidays as well as children within the school term.

History of Shield Tree Wood (BASECAMP)

Shield Tree Wood is located on the Aspenshaw side of Thornsett Fields Farm and named so because the wood of Aspen was traditionally used to make shields. Our wood has naturally formed itself into a perfect environment for learning and we would love to share it.

As well as all the benefits that come from Forest School and Outdoor learning, Shield Tree Wood offers a fun way of teaching Viking and local history to children and adults. The district of Derby was known as Northworthy until the Vikings renamed it Derby (Field of the Deer) in 874. A lot of our language, customs, culture and history derives from the Vikings.



Shield Tree Wood Site Map

GPS: SK 00793 87811 WHAT3WORDS ///dentistry. Solves.sage (Track entrance)
 GPS: SK 00986 87770 ///lows.wobbles.worlds (Parking area)



Shield Tree Wood is a mature Woodland with mature trees, saplings and undergrowth. Steep mainly tree lined slopes run down from the perimeter into the main woodland. The woodland is situated on private farm land and is positioned on the farmland edge with grazing cattle and sheep in neighbouring fields surrounding most of the area. A lane runs alongside one edge of the wood.

The wood has 4 distinct areas at differing levels, all links by naturally trodden pathways. There are also some steep slopes between the areas in parts. During heavy rainfall or snow, a small stream runs off from the top fields down the left hand side of the woodland approximately 1/3 way down the gully.





ASSOCIATES AND VOLUNTEERS POLICY

Rachel, BEING Outdoors CIC associates and volunteers have a common passion for outdoor learning, sharing skills and nurturing our learners' development. They are required to have a basic knowledge of the woodland setting and to support our BEING Outdoors CIC Forest School Ethos.

Rachel and all BEING Outdoors CIC associates carry valid and current enhanced DBS checks. Volunteers are supervised at all times and do not have unsupervised access to children. Safeguarding and confidentiality procedures are fully shared with employees and volunteers. All staff and volunteers are required to place the needs, welfare and wellbeing of our learners as their priority when attending BEING Outdoors CIC sessions.

Our role as Forest School facilitators is aimed at:

- Providing time and space for the children to lead their own learning
- Join in with their learning particularly the group games and reflection time
- Take time to connect with the children - Try to adopt a PACE approach - PLAYFUL, ACCEPTING, CURIOUS, EMPATHY – this may feel uncomfortable at first but can be great for relationships back home or in in the classroom.
- Be a positive role-model
- Be an emotional coach to support with emotional labelling, understanding their emotions and regulating them
- Ensuring the children are safe and intervene where necessary



Volunteers

We welcome parents/carers/family members and helpers from schools we work with into Forest School as well as other volunteers (particularly those interested in FS / Outdoors Learning) as they have a wealth of experience and strengths that can help with the education and experiences of the children. We encourage volunteers to be actively involved in supporting the children's learning, play and safety (rather than a passive adult in the group), but they have a responsibility under the guidance and direction of the Forest School Leader to ensure that guidelines, risk assessments, procedures and policies are followed at all times. Ultimate responsibility lies with the Forest School Leader, but we ask that they contribute to the safety and well being of the group at all times. **All long term volunteers age 16+ will have DBS checks and where DBS checked staff id cards.**

Guidelines for Volunteers

Prior to commencing a session, volunteers have access to our handbook and given a brief introduction to the outdoor learning area, how sessions are run and how the wood / area is managed.

- Volunteers will have read and signed the BOCIC Safeguarding & Child Protection Policy prior to commencing their session(s) with BOCIC
- Volunteers should take part in pre session briefings from the Forest School Leader
- Volunteers will be told that the disciplining of children is the responsibility of the Forest School Leader
- When escorting children to the toilet, volunteers should not go into the toilet – even if the pupil requests help. The volunteer should find a member of staff to assist.
- Volunteers should become familiar with the Forest School Handbook and Procedures
- Volunteers should promote the ethos of Forest Schools to raise self-esteem and confidence
- Volunteers should assist in monitoring children in their experiences—particularly regarding safety and wellbeing
- Volunteers should assist children with their kit when needed



BEHAVIOUR & ANTI-BULLYING POLICY

*‘Every experience we have with a child builds the lens through which they look at life’ - FSE
Archimedes*

At BEING Outdoors CIC we strive to create a safe and secure environment to help our learners explore and develop strategies and skills—practical and emotional.

Clear expectations on behaviour supported by well set routines are integral to our sessions. Consistent boundaries and routines will be established. An ethos where we are each responsible for the safety and well-being of ourselves and others is nurtured and build on over time. Learning opportunities are provided which support the learners’ own interests and are achievable—building confidence and self-esteem. This encourages positive behaviour as the learner becomes self-motivated and can then be challenged with tasks where teamwork, problem solving and sharing are often required.

We support learners to adopt a ‘can do’ approach to all that our learners do and support a growth mindset —shifting from ‘I can’t do that’ to ‘I can’t do it yet’ to ‘I will be able to do it if I stick at it’. This leads to learners developing their understanding of risk taking and dealing with challenges.

Over time our Directors and BEING Outdoors CIC associates will develop trust with learners, nurturing a sense of community where we treat everyone equally. They will start to understand learning and the emotional triggers and difficulties of learners and then be able to offer coping strategies so that they can start to manage their own emotions.

Positive Behaviour

Positive behaviour will be reinforced with praise and encouragement. Our Directors, BEING Outdoors CIC associates and volunteers are expected to behave as positive role models, adopting a friendly, caring and polite manner towards everyone in the sessions.

Behaviour always has a meaning behind it—and reflects a need of that child or young person. It is the role of our Directors, BEING Outdoors CIC associates and volunteers to try to understand why that behaviour occurred and what we can do to help support them. Our Directors, BEING Outdoors CIC associates and volunteers will observe and support learners with timely positive interventions that are age/development appropriate.



Unacceptable behaviour

Our Directors, BEING Outdoors CIC associates and volunteers have a responsibility to make it clear to our learners that it is their behaviour that is unacceptable, not the person. Staff will challenge unacceptable behaviour in a calm and supportive manner to support positive change. Participants may be withdrawn from their experience / group to a safe space until they are ready to return and engage safely. If behaviour is a concern, parents / carers or teachers will be informed and an agreed strategy implemented to support positive change so the participant is able to continue to access provision.

Bullying will not be tolerated at BEING Outdoors CIC sessions or events. Participants who experience bullying should contact their Leader or Rachel Monteath immediately so it can be addressed. Staff and volunteers who experience bullying should contact Rachel Monteath, or visit <https://www.nationalbullyinghelpline.co.uk/employees.html> for immediate advice and support.

Serious incidents of unacceptable behaviour will be recorded on an incident form and fed back to parents / carers. Persistent occurrences of unacceptable behaviour could lead to exclusion from BEING Outdoors CIC.

A child or young person will only be restrained (using safe intervention restraint training techniques) to prevent significant injury or harm to the child / young person concerned or another child / young person—and only following other verbal approaches. A warning will be given that restraint will be used, and minimum physical force should be applied. The incident will be recorded on an incident form and the parents / carers of the child (ren) concerned will be informed at the end of the session.



BOOKING POLICY

School sessions—bookings are secured following discussions between BEING Outdoors and school staff. Pricings will be based on length and frequency of sessions, group size, group needs and staffing costs, and must be agreed prior to the commencement of school sessions.

Public sessions—places to some of our sessions are limited (to ensure appropriate staffing ratios) and are allocated on a first come first served basis. Booking is secured via online booking, messaging, mobile or email.

For our Forest School Woodland Camps, family sessions, parties and special events, booking forms and payments must be received before commencing the session.

Arrivals and departures

A signed up-to-date consent form must be received before children, young people or adults participate in our sessions including contact details, emergency contact, allergies, medical needs, additional support, FA and photo permissions. All session participants are registered on arrival by a member of staff.

Departures:

- Only the person(s) listed on the registration form will be allowed to collect that child or young person unless we are instructed otherwise by a responsible adult.
- Young people will only be allowed to make their own way home if permission is given on their consent form.
- Uncollected children will remain on site with a staff member, and parent/carers contacted.



CARERS POLICY

Carers – with prior agreement from BOCIC Directors – may attend our Alternative Provision programmes or holiday club sessions to support the wellbeing and personal development of their child(ren).

Often participation with their child can offer a positive experience for the carer themselves - being in nature and having time to connect with their child in a therapeutic woodland space providing positive wellbeing benefits.

Carers will need to have an enhanced-DBS in place. They will be sent our Carer's Pack prior to attending which will need to be read, completed and signed and includes:

- BOCIC Safeguarding & Child Protection Policy
- Non-Disclosure Agreement
- Next of kin details
- Provision of their DBS number

During a session, to safeguard themselves and the group, we will ask the carer to:

- Wear a green lanyard (db's checked)
- Only take photos of their own child during the session
- Ensure they do not put themselves in a position where they are left alone with a young person.
- Speak to the DSL or lead practitioner immediately if a disclosure is shared



COLLABORATIVE WORKING POLICY

BEING Outdoors CIC are committed to developing and maintaining excellent business relationships for the mutual benefit of ourselves and customers, suppliers and other stakeholders. We carefully identify and select partners to adopt a methodical approach to collaborative working in support of our strategic aims.

Our collaborative working arrangements include:

- Identification and evaluation of strategic opportunities that would benefit from a collaborative approach
- Recruitment and development of talented and passionate people, with the right skills and behaviours for collaborative working.
- Understanding and management of the risks and opportunities relating to effective collaborative working.
- Provision of the necessary resource and infrastructure to support the delivery of collaborative working objectives.

Our collaborative working arrangements will be regularly reviewed and continually improved for the benefit of our customers, selected partners and the wider environment in which we operate.

This policy will be communicated throughout the organisation and is readily available to interested parties on request.

COMMUNICATIONS POLICY

<u>Stakeholder</u>	<u>Communications Strategy</u>
BEING Outdoors CIC Directors and Forest School Associates	<p>Incidents / accidents logged and discussed with BEING Outdoors CIC directors and Forest School associates to raise awareness of any issues and implications. For example:</p> <ul style="list-style-type: none"> • RA changes • accidents / incidents that we could learn from. • Near misses • Safeguarding concerns <p>Staff at STW have access to walkie talkies for groups where staff are split to aid communication between staff when needed and support our Emergency Action Plan.</p>
School Business Manager / Classroom teacher	<p>Group lists with allergies / medical and additional needs are completed prior to each half term block booking / session showing a register of pupils / adults taken to the FS setting. 'About Me' forms are completed to share individual info about a young person and their support needs / interests. School staff have the FS Leader contact number in case of emergencies and the FS session lead has the school office number stored on their phone.</p>
BEING Outdoors CIC associates / school support staff	<p>Prior to sessions starting:</p> <ul style="list-style-type: none"> • email and discuss handbook so staff are aware of policies and / or procedures, EAP, permissions and FS rules • familiarise staff with routines e.g. velcro circle, chime bells, speaking stick, animal calls to gather group, 'Ways of the Wood', visual timetables, reflections, food hygiene and handwashing. <p>Talk through each session beforehand discussing each adult's role including how to support the group / any targeted support.</p> <p>Chat at end of each session to feedback and agree how to follow up in next session. Complete the evaluation form together and share photos on our central whatsapp group where permissions are in place.</p>
<p>Class teachers</p> <p>SENCO</p> <p>Headteacher</p> <p>MAT</p>	<p>Conversations and 1-pager referral form filled in with SENCO prior to programmes for AP young people to inform our bespoke therapeutic programme delivery.</p> <p>Conversations with teacher prior to session:</p> <ul style="list-style-type: none"> • raise awareness of any changes in needs of group • issues to be aware of regarding an individual's well-being and how best to support. • Feedback orally at end of each session: <ul style="list-style-type: none"> ○ overview of group achievements / wellbeing development ○ any individual celebrations / incidents. <p>Email the evaluation to the teacher each week. Email any safeguarding / incident concerns to teacher /SENCO / headteacher / multiagency team where applicable. Longer term assessments of targeted pupils are also possible to provide evidence of learner progress.</p>

Stakeholder	Communications Strategy
Parents / carers— school sessions	<p>All parents / carers receive the BOCIC letter of consent for them to sign prior to FS sessions commencing. The letter / online booking website also provides guidance on suitable clothing to wear for FS sessions and what to expect at the session.</p> <p>An 'About Me' form might also be used to inform us of interests and support needs. BOCIC might share 'About Me' 1 pagers for each staff member involved in the programme and videos of the site / programme.</p> <p>Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given. Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given.</p> <p>FS Leader will try to liaise with parents / carers after FS sessions / or pass on info to class teacher e.g. praising achievements, wow moments, wellbeing, highlighting any issues or areas for future support.</p>
Parents / carers— family / pre-school / woodland clubs	<p>All parents / carers receive the BOCIC letter of consent / online consent for them to sign prior to the FS session. The letter / online website also provides guidance on suitable clothing to wear for FS sessions.</p> <p>An 'About Me' form might also be used to inform us of interests and support needs. BOCIC might share 'About Me' 1 pagers for each staff member involved in the programme and videos of the site / programme.</p> <p>Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given.</p> <p>FS Leader will liaise with parents / carers after FS sessions e.g. praising achievements, wellbeing, highlighting any issues or areas for future support.</p>



COMPLAINTS POLICY

BEING Outdoors CIC is committed to providing a professional and memorable learning experience for all participants and we encourage any participants to report any cause for concerns and aim to:

- be fair, open and honest when dealing with a complaint.
- give careful consideration to all complaints and deal with them as swiftly as possible.
- resolve any complain through dialogue and mutual understanding.
- the interests of the children, young people and adult participants will be put above all other issues in all cases.

Procedure

1. Raise complaints as soon as possible (during or at the end of a session) with the BEING Outdoors CIC director or FS associate leading the session —volunteers should direct complainants to the practitioner and not deal directly with the complaint. All complaints should be shared with the FS Leader as soon as possible.
2. If this is not possible the complainant will be asked to communicate directly with the practitioner involved by phone, email (admin@beingoutdoorscic.org) or via an arranged meeting including the nature of the complain, who was involved, date and what remains unresolved. We hope most complaints are resolved informally at this stage.
3. If the complaint is not resolved the complainant and Rachel will meet and record a written statement agreed with the complainant (including what the complainant feels would put things right, how they can be contacted)
4. The associate / volunteer involved with meet with Rachel (accompanied if they wish) to discuss the complaint and any proportionate changes to address the complaint agreed. Any proposed changes to practise will be then reported back to the complainant. Follow up meeting(s) will be used to check that the complainant is happy with the resolution and the procedure concluded.
5. When a complainant feels that the complaint is still unresolved then they can make representations to Forest School Association: Tel: 01228564407 email: enquiries@forestschoollassociation.org
6. Within school settings— our complaints policy will follow those of the school.



CONFIDENTIALITY POLICY

All staff and volunteers are made aware of the need to keep details (personal, medical or additional needs) of individual children or young people confidential and not discussed with people other than the parent/carer of that young person.

Discussion of participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers.

Discussions with participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers—unless the personal safety of a young person is in question. At this point the Safeguarding & Child protection policy will take priority (see Safeguarding & Child Protection Policy for further details).

For each session, all consent forms and medical forms information for individual children and young people for that session are either held in a folder by the Forest School leader on site or accessible online at our secure booking website. Consent forms, medical information and evaluation forms about all other children and learners are kept off site at the BEING Outdoors CIC office or securely by the FS lead for that programme.

When a hardcopy register is used, a photo of the hardcopy register is taken by the FS leader for that session / programme and sent to one of our Directors. The hardcopy is then burnt or shredded and the photo deleted from the FS Leader phone.

All personal details are stored in accordance with our Data Protection Policy.

All BO CIC annually sign our Non-Disclosure Agreement to support confidentiality and GDPR compliance.



DATA PROTECTION POLICY

BEING Outdoors CIC is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your involvement with BEING Outdoors. This notice explains how we comply with the law on data protection and what your rights are.

For the purposes of data protection we, Rachel Monteath, Graham Fletcher-Shaw, Patsy Leck and Marcella Lee-Gallon, Directors of BEING Outdoors CIC will be the controllers of any of your personal information. Contact details are set out in the "Get in touch" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT

You may provide BEING Outdoors CIC with or we may obtain **personal information** about you via a s c h o o l / o r g a n i s a t i o n / L E A, such as:

- Information via the website at www.beingoutdoorscic.org (our Site), the facebook page or via our email addresses. This may include personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- Information provided via our booking website (www.bookwhen.com/beingoutdoorscic) when attending our sessions or joining our waiting lists, such as name, DOB, contact email, phone number, age, looked after, young carer, FSM, additional needs, allergies, dietary needs, medical needs,, emergency contact details, photo / video permissions.
- Group information for programmes with schools provided electronically. All documents shared are password protected.
- Records of your interactions with BEING Outdoors CIC such as verbal and telephone conversations, emails and other correspondence and your instructions to us;
- Details of your use of and movements through our website, including, but not limited to, traffic data, location data, personal identification numbers, IP addresses, weblogs and other communication data, whether this is required for billing purposes or otherwise, and the resources that you access;
- Any other information you voluntarily submit or give permission for, including quotes, photographs and videos.

We do not collect or process any "Special Categories of Personal Information".



2. WHEN WE COLLECT PERSONAL INFORMATION

BEING Outdoors CIC collect personal information from you when you or your school / organisation:

- **Book onto our sessions via our booking website**
(www.bookwhen.com/beingoutdoorscic)
- **Sign up to our waiting lists via our booking website** – name, email and phone number are gathered. These are optional and you can opt out of receiving email updates at any time.
- **Visit the website (www.beingoutdoorscic.org)** - In common with most websites, BEING Outdoors CIC logs various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / timestamp. We may use this information to analyse trends, administer the site, track your movement around the site and gather broad demographic information. This is a legitimate interest, to allow us to develop a website that our clients will find useful
- **Interact with our site and social platforms** - you may voluntarily share information about yourself on our posts and blogs, and other services to which you are able to post information and materials (including the BEING Outdoors CIC social media platforms). Please note that any information you post or disclose through these services will become public information, and may be available to other site visitors, social media platform users and to the general public. We urge you to be very careful when deciding to disclose any information about yourself or your family via the social sharing features of our platform.
- **Receive data via our stakeholder organisations we work with (such as schools or local authorities)**

3. HOW WE USE YOUR PERSONAL INFORMATION DATA

We use the data to inform our practice when we deliver programmes at BEING Outdoors – both at schools and at our private woodland, Shield Tree Wood.

Administration – for past, current and potential future participants of our programmes and parents / carers. This ensures the safe provision of our programmes.



Keeping you informed – for past, current and potential future participants of our programmes and parents / carers.

- Keeping you up to date on current programmes, any changes, cancellations and new schedules
- Sharing news about BEING Outdoors CIC and our services via our email mailing lists.

4. WHO WE SHARE DATA WITH

We may share your personal data with the following parties

- **Our staff within BEING Outdoors CIC** - for example our DSL, freelance Forest School Leaders, Outdoor learning assistants, After-School Club support staff. This will include any Pastoral or Safeguarding matters
- **Our stakeholder organisations** - for example schools, youth organisations and local education authorities.
- **Our grant / funding providers:** for example HAF programme funders to monitor who attends and eligibility for our holiday clubs, local, regional and national grant provider.
- **Our HR team:** (email marketing specialists, payment processors, data analysis, and IT services).
- **Our social media followers:** where you have voluntarily submitted your information to us, our social media platform or our site.
- **Schools, LEAs, The Government, police or other enforcement agencies:** where we are required to do so by law or to assist with their investigations or initiatives;
- **Emergency services:** in the case of a medical emergency we will provide details of any medical conditions of your child or you to the emergency services as provided by you.



- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- **Any party approved by you**

We are obliged to share confidential information WITHOUT authorisation from the person who provided it (or to whom it relates) if it is in the public interest to do so. Such situations may include (amongst others):

- When it is to prevent a crime from being committed or to intervene where one may have been;
- To prevent harm (physically or emotionally) to a child or adult;
- When not sharing the information could be worse than the outcome of sharing it.
- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm;
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm;
- To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime

5. LINKING WITH THIRD PARTY SITES

If you are linked to this Site from a third-party site, we are not responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

The inclusion of a link on our services does not imply our endorsement of the linked site or service.

6. WHERE WE STORE YOUR PERSONAL DATA

ONLINE BOOKING SYSTEM: We use the booking website bookwhen and your data is stored and accessed on their software according to their GDPR.

EMAIL SOFTWARE: Mailing lists are stored and accessed on our email software – TITAN via our website service provider WORDPRESS.

GOOGLEDRIVE: Electronic paperwork containing personal data is encrypted and stored securely on our googledrive. Photos and videos are also stored here for marketing use (with permission).



SITE PHONE / TABLET: Photos and videos (with permissions) are stored on our site phone or tablet for the duration of the programme or transferred to googledrive for future marketing use.

PAPER FILING SYSTEM: All paper copies of personal data are stored securely in a locked filing system and field according to the programme in the administrator's office.

7. WHERE WE PROCESS YOUR PERSONAL DATA

We use third party storage systems (detailed above). Therefore, personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

8. HOW LONG WE KEEP YOUR DATA FOR

We will retain your electronic Personal Information for as long as **you're happy for us to use it**. You can ask us to remove personal data from our website or social channels at any time by using the contact details below.

For schools' / LEA / organisation programmes - We will retain your electronic Personal Information for 2 years after the end of the programme or sooner if requested by the stakeholder. Electronic documents will be permanently deleted from our secure electronic drive.

Where personal information is stored securely on paper, we will keep paper copies for 2 years after the end of you or your child's time with BEING Outdoors and will then shred copies securely.

9. HOW WE KEEP YOUR DATA SECURE

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.



10. YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Under the General Data Protection Regulation (GDPR) 2018, you have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the [Information Commissioner's website](#).

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Get in touch" section below.



If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

11. CHANGES TO OUR DATA PROTECTION POLICY

Any changes we make to our data protection policy in the future will be posted on this page and, where appropriate, our social media channels. The date of the latest version will be included on the Policy introduction.

12. GET IN TOUCH

Questions, comments and requests regarding this data protection policy are welcomed and should be sent to:

Rachel Monteath (Director)
admin@beingoutdoorscic.org
07970 644753



EQUAL OPPORTUNITIES POLICY

BEING Outdoors CIC is committed to an inclusive ethos where everyone is equal and where difference and diversity are celebrated.

BEING Outdoors CIC directors, associates and volunteers at BEING Outdoors CIC are pro-active — adopting a reflective approach — to ensure that no person is discriminated against because of their gender, race, skin colour, national origin, religion, age, disability, attainment, background, neurodiversity, marital status or sexual orientation.

At BEING Outdoors CIC all children are celebrated—our learner-centred approach supporting all to explore their own interests and achieve – building confidence and raising self-esteem.

Our reflective practise utilises the beginning and end of sessions to reflect on wellbeing and any incidents so that negative stereotypes can be challenged and positive respectful attitudes promoted. We are passionate that all learners feel they have a voice and are valued and respected within the sessions.



EQUIPMENT AND TOOL USE POLICY

Types of equipment

A variety of craft equipment, resources and tools are used during our sessions, including parties to support our learners on their development journeys. Equipment is selected to match the interests and needs of the learners in the session and we ensure that sufficient equipment is provided so all learners can access what they need and progress. We build on equipment use based on their skill level and interests so that learners are sufficiently challenged.

Our tools include: fire-steels, potato peelers, shovels, spades, loppers, secateurs, palm drills, hand-drills, hammers, rubber mallets, billhooks, hacksaws, bow saws, folding saw, pull saw and sheath knives. All forest school participants will be introduced to the tools in a structured way with the emphasis on teaching tool safely.

Tool safety

All directors, associates, volunteers and children will be trained in correct and safe use of all tools - following the tool talks cards.

All children will access tools only when they are emotionally ready and calm and will be supervised by adults whilst using tools, 1:1 initially then group supervised when competency is established.

All tools are counted out and in, must be returned to the tool box or designated tool area after use and safety checked before next use by BEING Outdoors CIC.

Checks

Natural and recycled materials are checked prior to use to ensure they are clean and safe to use.

All resources and equipment are checked regularly. We repair and clean, or replace any unsafe, worn out, dirty or damaged.



FIRE POLICY

Campfires and our fire-circle play an integral part in all our sessions. Children, young people and adults are all made aware of fire safety rules and procedure prior to any fire use.

- Fires will only be lit within the permanent firepit in the fire circle.
- The fire blanket/heat proof gloves, burns kit and large bucket of water are always on hand during fire sessions
- Seating is recommended at 2 metres from the fire pit. BOCIC staff will use their professional judgement when this is not practicable.
- Children are supervised whilst around the fire at all times and BEING Outdoors staff (or support staff where considered competent to do so) will always remain by the fire.
- When accessing or moving around the fire, children must walk around the outside of the fire-circle, then remain sitting whilst they are around the fire
- Children are only allowed to enter the firepit area when invited by BEING Outdoors staff
- Children/staff are not permitted to throw anything onto the fire
- Fires will not be lit in strong winds
- Only dry wood and natural kindling are used on the fire—no flammable liquids or plastics
- At the end of the session, the fire is extinguished with water until all smoke and steam has stopped.
- Children are permitted to light fires ONLY under the direct supervision of a member of BEING Outdoors CIC team in the designated campfire area.



FOOD AND HYGIENE POLICY

BEING Outdoors CIC maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food. All procedures are adopted with the aims to prevent the growth of bacteria and food contamination.

All food / hand washing hygiene materials are kept separate to the toilet area materials.

All food based experiences follow the cooking risk assessment procedures. All staff cooking food hold a Level 2 Food Hygiene Certificate and all food preparation by children, young people and adults will be under the guidance of staff. All food allergies recorded on the permissions forms will be taken into consideration when preparing food for sessions.

Hand hygiene— When food items are to be consumed during a session, running water with anti-bacterial soap (or antibacterial handwash) is provided for hand washing and paper towels / hand towels for drying. Children and adults will be required to wash their hands immediately prior to preparing and/or eating food.

Food purchase— Food is purchased and used within the Best Before Date' and stored prior to use in a refrigerator where necessary or drawer to prevent dust accumulation. It is checked prior to use for contamination (pests, mould etc).

Food storage during sessions—all products requiring refrigeration are stored in a cool-bag during transportation and storage on site during the sessions. These products must be consumed after removal from the cool-bag within 2 hours.

Food Preparation

- Hand washing following the hand hygiene procedure prior to the preparation and cooking of food. Any cuts are covered with a waterproof plaster.
- All food preparation surfaces are wiped with an antibacterial before use and covered with a wipeable table cloth when necessary. Surfaces can also be disinfected by rinsing with hot water above 82°C (just boiled) and left to air dry.
- All utensils, crockery etc are checked to ensure they are clean before use. (can disinfect by rinsing with just boiled water)
- Raw and cooked food is handled separately with different utensils / chopping board / bowls.
- All food /drink is covered either in Tupperware / lid or with a clean tea towel to avoid insects.

Raw food

If preparing raw food, ready to eat food will be prepared first, our surface cleared, then the raw food will be prepared on our separate chopping board / utensils (labelled).

Afterwards, our work surface will be cleared, raw food waste disposed of in our food waste bin, raw utensils / chopping board placed in the washing up bucket away from the table and our surface cleaned with antibacterial cleaner, so that the work surface is ready for serving food with separate serving utensils.



Precooked food—chilling procedure—chill cooked food to below 10°C within 2 hours and store in sealed Tupperware in a refrigerator until the session.

Food cooking

Only level 2 Food Hygiene certificate staff will cook food or supervise children involved in the cooking process.

Heated food

heat until steaming and simmer for 5 minutes.

Reheating overcooked/ processed foods (that have been in danger zone 5-63°C)

- do not reheat after 2 hrs
- reheat above 75°C (simmer) for 5 minutes.
- only reheat once

Allergens (presence of specified allergies in foods)

An allergen summary chart is displayed for our carers / young people to see at our woodland basecamp area when preparing meals at our holiday clubs.

For small group sessions, food packaging is used to show / share with our young people / school staff / carers if any specified allergens are contained in the foods we use.

Monitoring food hygiene

All food handlers and staff follow our laminated check list summary of our Food Hygiene and Cooking Policy when preparing, maintaining and closing our food preparation and cooking table at Shield Tree Wood.

Food handlers adapt this check list for individual school programmes when using small tables for food preparation and cooking.

Waste food

Waste food will be disposed of promptly following our waste disposal procedure. We have a sealed waste food container next to the washing up bucket and children are encouraged to dispose of all waste food following snacks / meal times.

Staff / volunteer sickness

Food handlers are excluded from handling open food after having diarrhoea or vomiting for 48 hours after symptoms stop.



GENDER EQUALITY AND EMPOWERMENT OF WOMEN POLICY

1. THE POLICY STATEMENT

It is BEING Outdoors CIC's moral and legal responsibility to engage in a gender equality approach in all its policies, programmes and projects in order to ensure fairness in the treatment of women and men. Given ingrained disparities, equal treatment of women and men is insufficient as a strategy for gender equality. Specific measures must be developed to identify and remove the underlying causes of discrimination in policies, procedures, beliefs, practices and attitudes that maintain gender inequality. This can only be achieved from a multi-dimensional approach that focuses on all aspects both internal and external to BEING Outdoors CIC.

BEING Outdoors CIC is firmly committed to supporting the achievement of equality between women and men to ensure sustainable development.

2. THE POLICY OBJECTIVE

The main purpose of this policy is to serve as a tool and framework for enhancing gender equality in the workplace and to enable BEING Outdoors CIC to integrate gender into key organisational practices. Further, it suggests the development of specific interventions to meet the practical and strategic needs of women in order to ensure the empowerment of women as a step towards gender equality.

BEING Outdoors CIC give commitment to the conduct of its business in line with the highest ethical standards and in compliance with applicable legal requirements.

The highest standards of behaviour is expected of all employees, directors, consultants, business partners, and company representatives with emphasis on performance with integrity. This means that in performance of our duties and achievement of results, we must strive to conduct ourselves in line with our corporate values because our corporate values are the starting point and foundation of our ethics. Ethics involves distinguishing between what is right and wrong and then making the right choice, acting responsibly and taking accountability for our actions. BEING Outdoors CIC's commitment to ethics is about ensuring we understand and demonstrate acceptable standards in the conduct of our daily work, in decision making, in our relationships internally and with our stakeholders; doing so with transparency, dignity, honesty and integrity. The basic requirement is that we must act in the best interest of BEING Outdoors CIC in line with our values in spite of the pressures we unavoidably experience in the process.

As a company, our employees come from diverse backgrounds and cultures. What brings us together as a dynamic work force is our corporate culture. Our integrity will be measured in terms of how well we live our values in spite of the pressures experienced while conducting our business and activities in the various environments in which we are present, how well we can be trusted to do what we say we will, and how well we each act consistently with honesty and accountability. Compliance with our acceptable standards of behaviour is mandatory for all of us. It applies to all subsidiaries, managed joint ventures and service organisations. Our reputation is important. Our stakeholders expect and trust us to conduct our business in a manner that demonstrates consistency with our corporate values and that is in line with the highest standards of ethics.

3. SCOPE

The policy sets broad guidelines for BEING Outdoors CIC in order to achieve gender equality. The Women's Empowerment Principles include:

- Leadership Promotes Gender Equality.



- BEING Outdoors CIC promotes Equal Opportunity, Inclusion and Non-discrimination.
- BEING Outdoors CIC will provide working conditions that promote the Health, Safety and Freedom from Violence for its employees.
- BEING Outdoors CIC will provide equal access to Education and Training.
- BEING Outdoors CIC will support gender equity through Community Leadership and Engagement.
- BEING Outdoors CIC will promote equal opportunity in Enterprise Development, Supply Chain and Marketing Practices.
- BEING Outdoors CIC will make public its gender policy and support its implementation through Transparency, Measuring and Reporting.

4. GUIDING PRINCIPLES

The policy is constructed on the following guiding principles:

- Women's rights should be seen as human rights.
- Gender equity is a principle that guides interventions.
- Fairness of treatment for women and men, as well as equal access to opportunities.
- Fairness in the treatment of different categories of women. Women are not a homogenous group, i.e. the situations and experiences of women vary.
- Affirmative action programmes targeting women to be developed as a corrective measure to equalise opportunities and access.
- That appropriate training be provided to improve knowledge, skills and attitudes towards gender equality.

5. ACCOUNTABILITY AND RESPONSIBILITY

The policy is ratified at Director level, and is the accountability of all Directors to ensure the policy is communicated to all BOCIC staff.

It is the responsibility of every BOCIC Associate or volunteer to ensure that behaviour that could constitute discrimination on the basis of gender is discouraged.

Directors and BOCIC programme leads have a further responsibility to ensure that BOCIC Associates and volunteers in their programme / session are aware of this policy.

Directors and BOCIC programme leads should initiate corrective action when discrimination is observed or reported.



HEALTH & SAFETY POLICY

Parent / carer consent forms

All forest school participants, parents/carers, staff and volunteers will be registered on arrival. Adults are made aware of the system for arrivals and departures.

Parents/carers are asked to provide any medical needs (including allergies to plasters) dietary, specialised treatments or additional needs required for themselves or their children and emergency contact details. Permission to store the information (following Data Protection policy) and join our mailing list is also given and register / consent forms kept electronically on the BEING Outdoor CIC tablet or via our online booking system (bookwhen.com) or hardcopies if not electronically accessible.

Parents/ carers are asked to give written permission for emergency medical advice or treatment when necessary by First Aid trained staff and for the application of insect repellent spray. (Avon So-soft spray).

BEING Outdoors CIC “Ways of the Woods” safety guidance

At the beginning of each session, we will inform children, parent/carers, school staff and volunteers how to stay safe by going through our BEING Outdoors CIC Forest School “Ways of the Woods” safety guidance. The aim is to minimise the hazards and risks and to enable learners to take appropriate positive risks, stay safe and have fun.

Health, safety and personal hygiene are an integral part of all the learning opportunities at our sessions. Routines we follow including basic hygiene of hand washing with soap, use of hand gels where necessary prior to drinks and snacks, sneezing/coughing into your elbow or back of hand, using paper towels, disposing of tissues.

Staff Walkie-Talkies

Staff will each have a walkie-talkie during sessions to provide quick lines of communication particularly when out of sight and to support quick response during site evacuations or group emergencies.

Ear pieces are worn to ensure confidential communications when needed.

The lead for each programme is responsible for charging and distributing walkie-talkies each session.

First Aid provision

A basic first aid kit is kept for the treatment of minor injuries by qualified staff. At least one member of staff present will have current paediatric forest school first aid training. The first aid qualification includes first aid training for infants and young children. Our first aid kits: complies with the Health and Safety (First Aid) Regulations 2013; are regularly checked by our Directors & Associates and re-stocked as necessary.

A record of all incidents is kept on site in our Incidents Duplicate Book. A mobile telephone will be carried at all times by BEING Outdoors CIC directors and FS associates. A copy of the incident is given to the parent / carer at the end of the session. Any specific injury or incident requiring hospital treatment to a child, parent/carers, volunteer or visitor will be reported to the local office of the Health and Safety Executive.



Disposal of waste

Staff are aware of the first aid procedures for HIV and AIDS, including the disposal of sanitary waste and uphold hygiene regulations accordingly. Protective equipment will be used by staff when dealing with spills of bodily fluids and the handling of toilet waste is required.

All toilet waste is contained safely in our compost toilet.

We have bins for recycling and general waste. We also compost food by collecting in a food waste bin and taking away to dispose in green bins at home.

Enhanced DBS checks

Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children. This might include helping them with toileting or recording a disclosure.

Equipment / materials

Large equipment is installed with care and checked regularly. The site and installed equipment is checked daily for hazards (see **Daily Site Risk Assessment** for further details). Children are taught to handle and store tools safely and follow the Tool Talk rules. All craft materials are non-toxic. e.g. glue / paint. Children do not have unsupervised access to hazardous materials. (See **equipment and tools use policy** for further details).

Fire

Smoking is not permitted on our site. Fire safety equipment is checked regularly and staff know how to use it. A burns first aid kit, fire blanket, fire gloves and bucket of water are kept in the fire circle during all sessions. (See **Fire Policy** for further details)



ILLNESS AND INFECTION CONTROL POLICY

Children must not attend BEING Outdoors CIC sessions if they have vomited or had diarrhoea in the last 24 hours.

Children with an infectious disease or contagious illness e.g. COVID, flu, chicken pox; measles, mumps, scarlet fever must not attend until the recommended incubation period has passed or when symptoms have passed.

Children with head lice must not attend until treated to safeguard the health of other children and staff.

Staff who have had sickness or diarrhoea or have a family member with these symptoms must not handle food during sessions until 48 hours after symptoms stop.



LONE WORKING POLICY

This policy applies to all lone workers who work 1:1 with a client.

It is responsibility of lone workers to ensure that they have told someone (their 'buddy'):

- Where they are running the session / working 1:1 with a client (and provide maps and a proposed route for remote sites);
- a contact number (mobile) or passed on a walkie talkie for direct contact to another adult / buddy (e.g. classroom teacher / SENDCO / headteacher / BOCIC staff member if working at the same site
- what time they are expected to return or phone in.

The lone worker should contact their buddy:

- if their return time changes via their mobile / walkie talkie
- to confirm when they have left their lone working setting

Lone workers must also ensure that their mobile phones / walkie talkies are charged and switched on when out on site.

In the event that a lone worker does not return or phone in at the agreed time, their buddy should:

- try contacting them on their mobile phone / walkie talkie;
- then go to the site where the lone working was taking place

When BOCIC staff carry out woodland management at a BOCIC site as a lone worker and use their partner as a buddy—they must ensure that they have told one of the directors (via BOCIC staff group whatsapp chat) what arrangements have been made.

All BO CIC director and partners of BOCIC directors should ensure they have the contact details of all BO CIC Directors stored on their mobile in case of emergency.



PHONE AND PHOTOS POLICY

1. COMPANY MOBILE PHONE POLICY

The Company may issue you with a mobile phone to assist you in the delivery of sessions at Shield Tree Wood.

All client contact details and communications should be stored and used on Company mobile phones only not personal phones.

The Company will pay the standing charges and cost of all business calls.

If you are issued with a mobile phone, you acknowledge that the phone and any associated equipment is the property of the Company.

The operating system on company mobile phone allows access to an 'App Store', please note that inappropriate applications should not be downloaded onto your Company mobile. Restrictions also apply to the use of your Company mobile to access social networking sites.

The phone must be PIN code protected and kept locked at all times to minimise security risks, particularly if the phone is lost or stolen.

Company mobile phones are for UK use only, do not take the phone abroad.

In the event that a mobile phone is lost or stolen, you should inform a BOCIC Director immediately.

Do NOT open email attachments that look suspicious. Always refer to a BOCIC Director any suspicious emails.

2. MOBILE PHONES AND DRIVING

In view of the risks associated with the use of mobile phones whilst driving, BOCIC has prepared this policy concerning the use of mobile phones which you must adhere to. Failure to follow this policy may result in disciplinary action being taken against you in line with the Company's disciplinary procedure.

In line with current legislation, you can get an automatic fixed penalty notice if you are caught using a hand held phone whilst driving with penalty points and a fine. The rules are the same if you are using a hand held phone when you are stopped at traffic lights or queuing in traffic.

Mobile phones must not be used whilst at the wheel and whilst in control of a vehicle, unless whilst using a hands free kit.

No-one driving on Company business shall be required to communicate by hand-held mobile phones or other communication devices. Phones should be kept switched off when driving and use voicemail or call diversion.

The use of hands-free kits fitted to vehicles (i.e. where the phone is either secured in a cradle or is operated by



buttons on the steering wheel) is permitted but only where the driver deems it safe to do so, as telephone conversations may cause the driver to become distracted. You are encouraged to only use your mobile phone after you have stopped in a safe place.

3. DIGITAL IMAGES / VIDEOS TAKING AND STORAGE

- Carers and adults are asked to give permission for the taking of photos / videos during sessions.
- The BOCIC staff lead is responsible for ensuring that all staff are aware of who hasn't got permission to have photos taken.
- When permission is given, photos / videos are taken on the BOCIC phone, BOCIC tablet, personal phone, or school tablet.
- If permission is given for a photo to be taken but not to be shared on social media, we will aim to avoid photos or videos and block out faces of the children concerned if present.
- Photos taken by BOCIC staff are shared onto a private BOCIC staff whatsapp group and used for sharing the sessions with parents / carers and promoting the work we do to a wider audience on our social media channels.
- The photos / videos are then stored securely on our googledrive - available for further social media use for up to a maximum of 2 years.
- All photos / videos are immediately deleted from the phone once passed on.
- Carers attending sessions to support their young person are not permitted to take photos of group members (regardless of permissions) and should only take photos of their own child.

4. MOBILE PHONES AND YOUNG PEOPLE DURING SESSIONS

- We ask that mobile phones are not brought into Forest School as by their nature can be a distraction from the therapeutic effects of our woodland spaces.
- If mobile phones are brought into a session the young person will be asked to keep it switched off unless it is collectively agreed with BOCIC staff that it would enhance the learning experiences taking place during the session (eg. nature photography, bird song research, plant id).
- Mobile phones are not to be used to take photos of group members during the sessions.



MODERN SLAVERY POLICY

1. POLICY STATEMENT

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. RESPONSIBILITY FOR THE POLICY

The directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

Rachel Monteath (Director) has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

Directors and staff programme leads at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

You are invited to comment on this policy and suggest ways in which it might be improved.

Comments, suggestions and queries are encouraged and should be addressed to Rachel Monteath

3. COMPLIANCE WITH THE POLICY

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.



You must notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager as soon as possible.

If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the compliance manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

4. COMMUNICATION AND AWARENESS OF THIS POLICY

Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

Our zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

BREACHES OF THIS POLICY

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.



PARENTAL BEREAVEMENT POLICY

1. Parental bereavement

This policy sets out the arrangements for parental bereavement leave, which is a type of compassionate leave intended to help employees deal with the death of a child or a stillbirth after at least 24 weeks of pregnancy.

For compassionate leave in other circumstances please see our Holiday and Absence Policy.

This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.

2. Entitlement to parental bereavement leave

You are entitled to parental bereavement leave (PBL) if a child (under the age of 18) has died or been stillborn after 24 weeks of pregnancy, and you or your partner:

- are their parent or foster parent;
- have had the child placed with you for adoption (whether by a UK adoption agency or from overseas);
- are their intended parent under a surrogacy arrangement;
- are the natural parent of a child who has since been adopted by someone else, and there is a court order allowing you or your partner to have contact with the child;
- look after the child in your own home, other than as a paid carer, and have done so for at least four weeks (a parent "in fact").

Parental bereavement leave can be one week, two consecutive weeks, or two separate weeks.

It can be taken at any time during the first 56 weeks after the child's death.

3. Parental bereavement pay

You may qualify for statutory parental bereavement pay (SPBP) during parental bereavement leave if:

- you have at least 26 weeks' continuous employment ending on the Saturday before the child died; and
- you earn at least the lower earnings limit for class 1 national insurance contributions.

SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay.

The rate is set by the government each tax year.

4. Leave in the first eight weeks

In the first eight weeks after a child has died, there is no need to give advance notice to take parental bereavement leave.

Please notify your line manager as soon as you can on the day you want your leave to start, preferably before the time you would normally start work, where possible. Someone can do this on your behalf if necessary.



If you have already started work, then your parental bereavement leave period will start on the following day. We would usually allow you to take the rest of the day off as compassionate leave.

You can cancel any planned parental bereavement leave in the first eight weeks by telling us at any time before the leave starts, and no later than the time you would normally start work on the first day of the leave period. You cannot cancel leave once it has started.

5. Leave after more than eight weeks

To take parental bereavement leave more than eight weeks after the child has died, please give your line manager at least a week's written notice.

Parental bereavement leave can be cancelled with a week's written notice, and can be re-booked by giving a week's written notice.

6. Written confirmation

We will ask you to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:

- your name;
- the date the child died or was stillborn;
- the dates of paid or unpaid parental bereavement leave taken; and
- your relationship to the child.

7. Stillbirths, neonatal deaths, adoptions and surrogacy

Entitlement to maternity leave and pay (see our Maternity Leave Policy) is not affected if your child has died or been stillborn. You can take maternity leave in addition to parental bereavement leave.

You may be entitled to adoption leave and pay as a result of a child being placed with you for adoption, or because you are an intended parent under a surrogacy arrangement (see our Adoption Leave Policy). If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner). This is in addition to your right to parental bereavement leave.

You may be entitled to paternity leave and pay as a result of the birth of a child (including a birth to a surrogate mother), or the placement of a child with you for adoption (see our Paternity Leave Policy). If your child has died or been stillborn you can take paternity leave in addition to parental bereavement leave.

8. Further Information

For further information and/or guidance please contact your Line Manager.



SAFEGUARDING AND CHILD PROTECTION POLICY

SAFEGUARDING LEAD

The Designated Safeguarding Lead for BEING Outdoors CIC is Rachel Monteath. Our Deputy Safeguarding Lead is Graham Fletcher-Shaw.

They can be contacted as follows:

Rachel
DESIGNATED SAFEGUARDING LEAD
07970 644753
admin@beingoutdoorscic.org

Graham
DEPUTY SAFEGUARDING LEAD
07790 280724
admin@beingoutdoorscic.org

SAFEGUARDING CHECKS

As part of our professional standards and to ensure the safety and wellbeing of all our participants, staff and partners, **BEING Outdoors CIC** undertake the following required employment checks for all on all BEING staff who are employed by us, associates and volunteers (age 16+) as well as our partners who we work with collaboratively as part of our work.

- Enhanced DBS
- 2 References
- Public Liabilities Insurance up to 5M
- Paediatric Outdoors First Aid training – programme leader as a minimum
- Food Hygiene Level 2 certificate - for those who offer campfire cooking and snacks
- Experience of working with children in an outdoor setting (Forest School Leader, Teacher, Childcare, Teaching Assistant)
- Driving license /minibus license and business insurance for staff who are involved in transportation of children.

Employment checks including enhanced DBS checks are undertaken as part of the safer recruitment process and we further require that all of our staff are rechecked every 3 years unless on the UPDATE SERVICE which is reviewed every year end of February.

As part of our ongoing professional development to support the safeguarding of children and staff, all our Directors and Freelance staff are required to:

- Take part in the BO CIC annual safeguarding review including Online Safeguarding Training
- Read and confirm their understanding of the D of E guidance for schools: 'Keeping Children Safe in Education' annually
- Follow our Safeguarding and Child Protection Policy 2024-25
- Have agreed to and signed our BO CIC Non-Disclosure Agreement 2024-25



- Receive regular safeguarding updates via Newsletter emails.
- Adopt the BO CIC Disclosure procedure and use the accompanying reporting template to record and report all incidents and disclosures to our Safeguarding Lead - Rachel Monteath
- Keep an ongoing electronic trackable record of 'near misses' for each programme - staff lead then highlights any patterns that then inform future practice.
- Gather group information incorporating allergies, medical and additional needs at the start of a programme to inform session planning and support.

All staff carry ID badges which confirm to schools and other settings that they are subject to the safeguarding process as outlined above.

DBS checked volunteers & carers carry green lanyard staff ID badges and visitors without DBS checks carry red lanyard visitor ID badges.

GROUP REGISTERS

The details of all visitors to Shield Tree Wood are recorded in our online booking system and / or session registers. BEING Outdoors CIC directors and associates take steps to ensure that only DBS checked persons has unsupervised access to the children / young people.

SAFEGUARDING CONCERNS

Where a safeguarding concern is raised by staff or a carer regarding a BEING Outdoors CIC director, associate, carer or volunteer this should be referred to the Designated Safeguarding Lead who may then decide to refer the matter to the Local Authority Designated Officer (LADO). **Action will be taken within 1 working day.** If the concern relates to the Designated Safeguarding Lead – Rach (07970 644753 / admin@beingoutdoorscic.org) this should be referred to the LADO within 1 working day.

LEA	LADO REFERRAL WEBSITE	LADO EMAIL	Telephone
CHESHIRE EAST	https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-checks/safeguarding-unit.aspx	LADO@cheshireeast.gov.uk	01270 685904
DERBYSHIRE	https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/allegations/	professional.allegations@derbyshire.gov.uk	01629 531299
STOCKPORT	https://www.stockport.gov.uk/contacting-the-lado		0161 474 5657
TAMESIDE	https://www.tameside.gov.uk/tscp/professionals/managementofallegations	ladoreferrals@tameside.gov.uk	0161 342 4343 (select option 3 for advice)

If a member of staff or volunteer is dismissed from BEING Outdoors CIC or internally disciplined because of misconduct relating to a child, we will notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.



Where we feel that a child / young person may be suffering from neglect, physical, sexual or emotional abuse, their wellbeing and safety is of paramount importance.

DISCLOSURES

Where a child makes a disclosure to a BEING Outdoors member of staff / volunteer they will:

- 1 offers reassurance to the child;
- 2 listens to the child without comment; and
- 3 give reassurance that she or he will take action.

Our disclosure procedure is as follows:

- **listen** to the child / young person (do not interrupt) and allow them to talk freely – accept what is said without judgement
- Ask only **open ended questions following our safeguarding incident reporting form template** in order not to lead the child in any way e.g.
Is there anything else you want to tell me?
- Stay **calm and reassuring**—let them know they have done the right thing.
- Let them know it is not their fault, they have done nothing wrong and that you **believe them**.
- Explain that you CANNOT promise to keep what you are told a secret – **you will need to tell some people but only those who are there to protect children**. Ask if that is ok? (you can and will need to share if consent is not given though)
- Explain **what action you will take now**:
 - o who you will speak to
 - o that you will share what they have shared with you
 - o and that only staff who need to know will be told
- **Report** orally to our Designated Child Protection lead - Rachel Monteath or our Deputy Safeguarding Lead Graham if not available immediately
- **If you need to leave the child** to get advice, make sure they are left with a suitable adult not associated with the disclosure
- **Record** the incident using the BOCIC safeguarding incident report form template which:
 - o Includes the date, time and place
 - o State clearly the facts and the words spoken by the child / young person
 - o State how the child appeared to you (not your interpretations or assumptions).
 - o State action taken to date and who it involved
 - o Records who was present and signature of the record.

When on a school setting, we will record any disclosure and pass onto the school Safeguarding Lead immediately.



If our designated Child Protection Lead – Rachel Monteath, BEING Outdoors CIC, directors or associates then feel that further action is need—e.g. contacting partnership organisations or contacting Social Services - then we have an obligation to protect the child and will do so. Any further action will be recorded and dated for future use and filed according to GDPR.



SAFER RECRUITMENT POLICY

- All staff will be interviewed by at least 2 members of the team and **references** sought from their previous employers to check suitability.
- Following receipt of all training records and certificates and suitable references, only then will the applicant be offered a position within BO CIC.
- All sessional staff, associated and volunteers must have an up to date enhanced DBS before starting work with BOCIC. If this is not possible, the must be supervised by another DBS checked person at all times.
- All staff who lead sessions will have undertaken a minimum level 2 safeguarding training by an external body e.g. NSPCC. This training is updated annually.
- Associates and volunteers who work with other organisations and have completed safeguarding training within 3 years, need to provide evidence of this training.
The training must be updated within three years from the original training – this is monitored centrally by BOCIC.
- All sessional staff and volunteers will receive a copy of the BO CIC safeguarding policy as part of their induction and must read and sign the document to confirm they have read and understood it.
- **Newly recruited sessional staff and volunteers will receive BO CIC safeguarding training within 1 month of starting with BO CIC.**
- In some cases, it is in the best interests of the child for their parent to accompany them to Forest School. In these cases, clear guidance must be provided for both volunteers, practitioners and the parent involved. Unless they have appropriate DBS clearance, the parent does not work with any other child other than their own and is also supervised by a DBS-cleared volunteer or practitioner at all times. **The parent must receive a copy of the safeguarding policy and sign confirmation.**



SPECIAL EDUCATIONAL NEEDS POLICY

Our sessions will all take place with child-centred learning at its heart. Children, young people and adults will be able to lead their own learning at their chosen pace with resources, tools and equipment offered that are tailored to individual needs to support their physical, behavioural, social and / or emotional growth. As sessions develop, a sense of community is nurtured where children and young people feel valued and respected.

We welcome children with special needs. Our staff have experience in managing additional learning and social needs and will consult with all carers, the school and other agencies to make any changes or adaptations to our sessions to meet the individual's specific needs.

We adopt a therapeutic approach to our Forest School provision with hands-on experiential opportunities and skills integrated into sessions to help all learners access provision. Our lead practitioners are trained in Therapeutic practice And all our [Alternative Provision](#) programmes are delivered under the supervision of our Certified Outdoor Mental Health Practitioner – Rach. A member of the Therapy Adventure Outdoor Therapy Clinical Supervision Group – our team has access to a therapeutic multi-disciplinary team, including Occupational Therapists, Psychologists, Counsellors, and Outdoor Mental Health Practitioners, enabling opportunities to draw on for support, insights and reflection for all our young people accessing our Therapeutic programmes.

Children who require a one-to-one worker within the educational establishment would be expected to have their carer accompany them on school sessions both at Shield Tree Wood or at their school setting. They would not be counted within staffing ratios.

We aim to have regard to the DFES Code of Practice for Special Educational Needs and also the provisions of the Disability Discrimination Act 2005 (as amended by the Special Educational Needs Act of 2014).

We have a zero-tolerance approach to discrimination and ensure that children access a safe and secure learning environment.





TERMS AND CONDITIONS 2024

At BEING Outdoors CIC, we want to keep our terms and conditions straightforward.

We hope you feel these provide clear guidelines of what we can expect from each other during our time together.

Payment, refunds & Cancellations of sessions

All sessions / programmes must be paid in full online at the point of booking at our booking website www.bookwhen.com/beingoutdoorscic or by BACS.

Cancellations by parents / carers

For our block booking programmes if you cancel within 1 week of the programme starting, we will issue a full refund. Cancellations less than 1 week before the programme starts cannot be refunded.

As our sessions are priced to provide value for money as well as to provide experienced FS leaders and low adult to child ratios, we are unfortunately unable to process refunds due to you no longer being able to attend sessions within the block. You are welcome to gift your space to a friend (do let us know if this is the case so we can arrange for permissions to be processed).

If there are exceptional circumstances for absence contact one of our directors and we will see if we are able to carry the session over to another programme.

For our parties, we need 2 weeks' notice to refund your deposit.

Cancellation due to staff illness

If any of the BEING Outdoors CIC staff are too ill to run the session, we will try to replace them to ensure the session can still go ahead. If this is not possible the session will be postponed and we will offer everyone an alternative date / session in lieu for the next half-term or a refund.

Cancellation due to extreme weather

At BEING Outdoors CIC sessions, we go out in all weathers except extreme conditions where safety is our top priority. If there is strong wind or extreme thunderstorms which pose an unacceptable risk the session leader will decide to cancel. We will rearrange the session or provide a session discount on your next block booking / session.



Consent Forms for medical, allergies, food preferences and photography permissions

These must be completed online at our booking website www.bookwhen.com.beingoutdoorscic when you book.

For parties, all participants must complete an online booking form at our booking website at least 48 hours before the commencement of a party for which you have booked.

We also require any changes to information submitted on our medical/consent forms to be shared with us, for the comfort and safety of all attendees.

Inhalers / Epipens / insulin dependents

If you or your child requires any of the above, the medication must be brought to the session/s for use in case of an emergency by the parent / carer of the child or a First Aider, and be clearly labelled with you or your child's name.

NB If you or your child arrives for a session without their emergency medication then the session Leader may refuse entry to the session (for the protection of both session participant and staff/volunteers)

Clothing and Kit Tips

Suitable clothing, for the environment and the weather are really important. The following has been prepared as a guide to help you prepare your child for his/her Forest School experience.

Old clothes and layers work really well and extra socks!!!

Suitable clothing (dependent on the season!)

- Long sleeved T-Shirt or shirt
- Fleecy top or jumper
- Long trousers
- Thick Socks that stay up inside Wellington boots
- Wellington boots or waterproof shoes/boots if you have them (we have spares)
- Waterproof coat / thick coat in colder weather
- Waterproof bottoms for those who like enjoy getting muddy
- Hat / cap / sunhat
- Gloves
- Spare socks, jumper / hoody / trousers



We have spare tops / wellies / waterproofs / hats and gloves as well to support the wellbeing of the children.

Our Policies and Procedures to ensure everyone has a safe time

All our policies including Safeguarding, Data Protection and Health & Safety can be found in our BEING Outdoors CIC Handbook which is available at our booking website or online at: www.beingoutdoorscic.org.

Protecting your privacy

Any personal information, stored on paper, relating to adults or children attending sessions will be destroyed after they have finished their attendance. Emails provided for booking purposes will not be automatically added to our mailing list, you will always be asked if you want to subscribe to our list via the booking website to receive regular news and updates about our sessions.

Any photos and videos taken during the sessions for marketing or social media purposes will only be taken with permission of participants / parents /carers.

Feedback and Concerns

We encourage all participants and carers/parents to give us feedback about their experience at any of our sessions. We actively encourage a two-way conversation about anything that has caused/is causing concern. Feedback can be given verbally, in person, by telephone, or in writing by email.

We aim to be as open, honest and as straightforward as possible with carers/parents to maintain a constructive two-way flow of communication.



WHISTLEBLOWING POLICY

BEING Outdoors CIC operates with the highest standards of honesty and integrity and aims to ensure that the highest standards of care are maintained for all children at all times, and that parents feel confident in staff members' abilities. Children must be kept safe as outlined in our child protection and safeguarding policy.

It is therefore vital that we have a transparent culture within our setting where everyone feels able to raise any concerns they may have. If any staff member has concerns regarding the way children are being cared for or regarding the practice of another member of staff / volunteer, then they must report them to their line manager or Designated Safeguarding Lead. All concerns raised will be taken seriously and fully investigated.

1. Duty to report misconduct

The following are scenarios which must be reported by you:

- Where a criminal offence has been committed, is being committed or is likely to be committed;
- Where a person has failed, is failing or is likely to fail to comply with legal obligations to which he or she is subject;
- Where a miscarriage of justice has occurred, is occurring or is likely to occur;
- Where the health or safety of an individual has been, is being or is likely to be endangered;
- Where the environment has been, is being or is likely to be damaged.

The aim of this Policy is to enable you to share your concerns about any wrongdoings, as previously identified, in the workplace. If you raise such concerns, you will be protected by law if you have a reasonable belief that the wrongdoing is being committed, has been committed or is about to be committed.

However, if wrongful, reckless or malicious allegations are made then this may result in Disciplinary Action which may include summary dismissal on the grounds of gross misconduct. False allegations can of course threaten a career which is why such sanctions are necessary against an accuser of this type.

2. Procedure

If you have an honest and reasonable belief that some sort of malpractice is happening or contemplated, either by the Company or during its programmes, you should immediately discuss your concerns with your Line Manager, including the nature of the complaint, who was involved, date and your concerns - unless for any reason it is inappropriate in the circumstances to do so. They will try to resolve the matter promptly.

You may be asked to put your concerns in writing if this is appropriate. In all cases the matter will be discussed fully with you, in order to address the concerns and in strictest confidence.

The Line Manager will respond to the concerns within 10 working days including how the concerns were investigated, the conclusions and who to contact if you are still not satisfied.

If you are not satisfied with the decision, or the proposed actions suggested by your Manager, or if it is inappropriate to involve that person you should refer the matter to a Director who will meet and record a written statement agreed with you and take further action.



If a staff member feels unable to discuss the matter with their line manager, or Director then they can:

- make a referral to the Derby and Derbyshire Safeguarding Board by completing the Derby and Derbyshire LADO form on their website and can also find further information about local procedures at Professional.Allegations@Derbyshire.gov.uk
- contact Ofsted directly on 0300 123 3155. <http://www.ofsted.gov.uk/contact-us/whistleblower-hotline>.
- contact the NSPCC whistleblowing helpline which is also available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 10:00 PM, Monday to Friday 9:00am-6:00pm weekends and Email: help@nspcc.org.uk

3. Protection of identity

BO CIC will do as much as is reasonably possible to preserve the anonymity of anyone reporting their suspicions. There may also be occasions when the anonymity must be waived because of the nature of any such allegations.

BO CIC will use all reasonable endeavours to ensure that if you have made a bona-fide complaint under this procedure that you will not be subjected to any detrimental treatment as a result of that disclosure.



NORMAL OPERATING PROCEDURE (NOP)

All sessions are run by at least 1 qualified Forest School Leader. Further trained staff, teachers/teaching assistants, volunteers and parent/carers may also be present at sessions. These additional assistants may not have a formal Forest School qualification, but they will have received a briefing on the session, how to use basic equipment safely and how to support learners in the fire-circle and within the woodland setting. They will also be made aware of the risk assessment and the safety measures put in place to reduce the risks.

Kit for all sessions:

- First aid kit & FA records books
- Campfire burns kit / safety blanket / water bucket / fire gloves
- Mobile phone
- Shelter & survival blanket
- Water & Snacks
- Hand gel / handwash
- Spare clothes (gloves, hat, socks, top, bottoms, waterproof warm coat)
- BEING Outdoors Folder—RA (electronic), handbook (electronic), safeguarding booklet & pen (STW shed or HAPPY BAG)
- Walkie-talkie(s) for self and staff

Adult:child working ratios for Forest School sessions at STW / Schools:

- 1:2 for children aged under 2.
- 1:4 for children aged 2—3.
- 1:8 for children aged 4 - 8 (1:6 whenever possible).
- 1:8 for children aged 9-12.
- 1:10 for children aged 3—18.

N.B. Some learning opportunities may require lower ratios as agreed by the session leader based on SEM needs of the children in the group.

Arrivals and departures

A signed up-to-date consent form must be received before children and young people participate in our sessions. All forest school participants at Shield Tree Wood and after school clubs are registered on arrival by a member of staff.

Departures:

- Only the person(s) listed on the registration form will be allowed to collect that young person unless we are instructed otherwise by a responsible adult.
- Young people will only be allowed to make their own way home if permission is given on their consent form.
- Uncollected children will remain on site with a staff member, and parent/carer contacted.

WELFARE PROCEDURE

The happy bag and appropriate kit bag for the session should always be accessible by the fire-circle at the start of each session. The happy bag should contain FS first aid kit, emergency survival bag, roll mat, hygiene gloves, trowel, hand gel, sealed water (wound washing etc), rubbish bags, spare clothing, snacks, mobile phone, inhalers and essential medication, folder of docs - Emergency Action Plan; casualty assessment sheets; accident and incident forms; safeguarding booklet; Site RA & Group information (electronically accessible on mobile / tablet).



Clothing:

We will go out in all weather (excluding high winds) so wearing the right clothing is key to a happy child at Forest School. The thickness of clothing will depend on the season. We recommend wellies or boots, socks (thick ones in winter), long trousers, long sleeved top, waterproof jacket (warm / thick in winter), waterproof over trousers, woolly hat and thick gloves. An extra layer (old jumper or fleece top) is useful in case the weather changes, or the wind has a chill. Lots of thin layers are best for warmth and can always be removed if too warm. Please use old clothes and we ask you support your child before we start in letting them know that at Forest School they CAN GET DIRTY and you don't mind! It is important that the children learn to cope with the elements and appreciate their individual points, and opportunities for learning. If the weather is cold but mainly dry then appropriate clothing will make the experience much more enjoyable and fun.

Group information:

Group registers including children's and adults' emergency contact information, permissions, medical and other needs are kept electronically on the BEING Outdoors CIC tablet or as a hardcopy and stored following our Data Protection policy.

Site visits:

A site-specific risk assessment must be completed for each site being visited with consideration to the weather paramount and reviewed every term. All adults are briefed about the session, are aware of the risks and risk assessment relating to the session/activity. Children are encouraged to do visual checks and are made aware of risks before starting the session.

All boundaries and safe working areas are identified and explained to adults and children. Visual clues such as paths, grassy section, brightly coloured rope can be used to identify the limits and perimeter. Children know the 'return to leader call and emergency whistle' and both are regularly practised so they become second nature to the children.

The location of sharp, stinging and or poisonous plants and fungi should be communicated readily to the group and precautions discussed. The group (leaders and children) should be made aware of slopes, slippery ground, trip hazards and uneven ground. Visual checks must be a daily routine and children should be encouraged to partake in the check. 15 pairs of eyes are better than 1!

Children and adults are advised of risks and instructed to not touch any objects that may be a hazard (glass, tins, sharps) as well as fungi (no pick, no lick, no kick). Children are encouraged to tell adults of any hazards found and these are removed by an adult in a bag / box with gloves from the site where the activity is taking place and disposed of safely.



PROCEDURE FOR FIRE LIGHTING

This procedure should be read in conjunction with the risk assessment for Fires. Children must be supervised at all times.

The fire pit must be prepared and set up as a fire circle with clearly identified entrance and exit routes. All participants must be aware of the health and safety procedures before entering the fire circle. Failure to adhere to safe practices by a member of the group will lead to that person being escorted away from the fire circle area for their own safety.

Only one nominated person will be responsible for preparing, tending and extinguishing the fire until BO CIC staff feel the child(ren) are competent enough to safely and calmly taken on these responsibilities and only following a long period of skills development. The fire should be sited away from hanging branches and fire area free of leaves. Wind direction should be considered when designing fire circle, and when lighting in relation to where the group sits.

No objects must be kept within the fire circle that could cause obstruction, be a tripping hazard or hamper the emergency exit from the site of the fire. This includes sticks, personal belongings, bags and clothing. They should be stored under the kit tarp. Cooking utensils, pots and pans, kettle, safety gauntlets, a bucket of water, burns kit, fire blanket and first aid kit must be located near the fire.

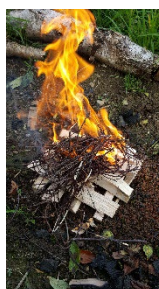
Children will enter the fire circle and find a seated position. They should not move in that area unless permitted by the responsible adult in charge. The risks of poking the fire or throw anything into it are discussed regularly with groups. Persons aiding in stoking the fire will be under direct supervision, use fire gauntlets/ gloves and shown how to place wood safely onto a fire. On leaving the fire area children will be instructed to exit calmly and slowly.

All children and adults must wear appropriate clothing and footwear.

When making the fire pit we referred to the FSE Archimedes guidelines for guidance and support.



DATE WRITTEN: SEPT 2024



VERSION: 3



REVIEW DATE: SEPT 2025



PROCEDURE FO THE DISPOSAL OF FOOD, LITTER AND WASTE WATER

In Shield Tree Wood we actively recycle materials and collect compostable waste to minimise our general waste using clearly labelled bins for all users of the wood (general waste—recycling waste—compostable waste).

It is important to remove all food and litter waste from the site ground to avoid a long term environmental impact, including contamination of water sources, danger to animals (wire, plastic bags, glass) and to leave the site as you found it. An ethos of 'leave no trace' should be employed at all times and encouraged and maintained by leaders and children. We all know natural degradation of waste can take a very long time, from paper—2 months or more to plastic—30 years and more.

Food does not burn completely in a fire and animals with their keen sense of food can dig up buried food, bones etc. ALL FOOD SHOULD BE REMOVED FROM THE FIRECIRCLE AREA and placed in the composting waste bin for future removal from the site for disposal elsewhere. When at schools / public green spaces, we remove the food, bag it in a waterproof, leakproof bag/container and dispose of off site.

We only burn wood—no trash, paper, aluminium, cardboard wrappers or any packaging (particularly plastic as this will not burn completely and also may give off toxic fumes). The fire pit on inspection the next day should have no evidence of foil, bottle caps, melted plastic etc. The ash from fires can be placed at the base of fruit trees to provide nutrients when cooled.

Dishes and dishwater

Scrape all food out of dishes and or make sure children have eaten everything they have been given. Place waste in our composting bin. All used plates and utensils are placed in a bucket for removal off site and cleaned in a dishwasher. Any greywater from rinsing plates and cup can be drained through a pair of tights or sieve to catch any food matter and place this in a plastic bag. The grey water should be cast and dispersed by broadcasting it over wide area (throw out in a wide arc to disperse as much as possible, thus helping in evaporation). This also reduces unwanted attention by animals.

At all day sessions dishes, cups and cutlery may be washed in a large bucket using hot soapy water and rinsed with hot water before air-drying.



PROCEDURE FOR A MISSING CHILD

BEING Outdoors CIC puts the safety of its children and young people foremost and to achieve this the boundaries of each session are defined / reviewed at the beginning together during circle time at each session. Physical boundaries will be used such as ropes / pallets and physical high viz markers when considered necessary (e.g. for younger children / those who need extra visual support with boundaries).

In the event that a child or young people is discovered missing from a group, a whistle will sound 3 times for all children to gather around our base camp (fire pit). An adult will check the site. Another adult will be designated to keep the children occupied with an activity at base camp or other area where appropriate.

When in schools, the staff support will contact the main school building in case the child has gone back into school for toilets or any other reason.

If after 5 minutes the child has not been located, if at a school setting, the school office will dial 999 to alert the police then contact parents to inform them of the situation. Alternatively the FS practitioner will dial 999 and then contact parents directly.

Staff will record details of the situation, including the last known position of the missing child and any timings. These will be recorded on the incident form.

All staff must be wearing earpieces with their walkie-talkies to ensure conversations can remain confidential.

Supporting the wellbeing of the group

In this situation we need to be mindful of the potential emotional impact of the presence of emergency services and a missing child on the remaining group. Loud noises, sirens, change in routine can all be potential triggers. Their wellbeing needs to be supported and the situation explained with sensitivity taking into consideration the SEMH of each child in the group.

PROCEDURE FOR USING ROPES

This procedure should be read in conjunction with the Risk Assessment for using rope.

The Forest School leader / BEING Outdoors CIC associate is responsible for checking the condition of all rope, paracord, twine and string used in the Forest School sessions. All materials should be checked for integrity, evidence of fraying, general condition and stored correctly. Rope with fraying or other deterioration in condition must be replaced immediately or removed from the site.

Children should always be supervised when using ropes. They should be trained in the safe use of ropes – appropriate heights, knots, how to use the ropes safely. Care should be taken in particular, to reinforce the safe height for rope use in the wooded areas where they may be camouflaged. Where possible, particularly with young children, brightly coloured paracord and climbing ropes should be used.

Where ropes are used for 'bridges' and to support children's weight or heavier tarpaulins or weights (branches, etc), a responsible adult must check that knots and bindings are secure, and where appropriate, will take the weight of the adult. Ropes and other materials must not be used to tie children together or tie children to things (or things to children). Children should be advised to let go of ropes where other children are tugging/pulling strongly to avoid rope burn and they should tell the other child they are letting go to avoid injury to the other party.





PROCEDURE FOR TICKS

Ticks are small, spider-like creatures that feed on the blood of animals, including people. They are usually found in woodlands, grassland, moorland, heathland and some urban parks and gardens. Ticks can transmit bacteria that cause diseases such as Lyme disease, which can lead to very serious conditions if left untreated.

Symptoms of Lyme disease can include flu-like symptoms, fatigue, muscle and joint pain.

After your child has attended a BEING Outdoors CIC session, check your child for ticks -remove your child's clothes and having a good look and feel for any tick, especially the groin area, waist, arm pits, behind the knee and along hairlines – ticks love warm, moist areas. Ticks can look like a small freckle or a speck of dust so look out for anything small as well.

Ticks commonly bite young children on the head/scalp so they would need to be carefully checked around the neck, behind the ears and along the hairline.

If you find a tick, remove the tick as soon as possible by using a pair of fine-tipped tweezers, or a tick removal tool. Grasp the tick as close to the skin as possible and pull upwards slowly and firmly, as mouthparts left in the skin can cause a local infection.

Once removed, apply antiseptic to the bite area, or wash with soap and water and keep an eye on it for several weeks for any changes. Contact your GP if you begin to feel unwell and remember to tell them you were bitten by a tick or have recently spent time outdoors.

For more information, visit go to the 'Be Tick Aware Toolkit':

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149305/Be_tick_aware_toolkit.pdf

<https://www.gov.uk/government/publications/tick-bite-risks-and-prevention-of-lyme-disease>

PROCEDURE FOR TOILETING - DISPOSAL OF URINE AND FAECES

BEING Outdoors CIC operates sessions from between 1.5 hours to full days.

Our main provision at Shield Tree Wood is a permanent composting toilet: We provide 2 enclosed wooden toilet cubicles for private toilet use. This functions as a long-term composting toilet. The toilet has a sign showing what can and cannot go into the toilet with visuals to support. Sawdust is added after each use and the toilet cleaned at the start and end of each day. All other products including sanitary products, nappies, wipes (brought in by parents) are bagged and placed in the bin provided.

In an emergency, weeing on the ground is generally acceptable as long as it isn't in the same place in the site and out of sight. Males are often advised to write their name while peeing so the urine is dissipated. All learners then use the soap / handgel and water hand washing facility.

On sites other than STW, we may provide portable camping toilets in a toilet tent for privacy. Waste is collected in the bucket within the toilet—lined with a biodegradable toilet bag. Saw dust is added and then double bagged when full. The waste is transported at the end of each session in a lidded, sealed bucket to our composting toilet at Shield Tree Wood / home toilet for disposal.



PROCEDURE FOR THE TRANSPORT, MAINTENANCE AND USE OF TOOLS

This procedure should be read in conjunction with the risk assessment for the transport, use and maintenance of tools.

Tools will be stored in lockable tool boxes / or designated tool area when not in use and removed from site after each session. No tools are left in the lockable shed at Shield Tree Wood overnight.

Storage, maintenance and supervision will be the responsibility of the Forest school leader. Blade guards and knife sheaths must be placed onto the tool immediately after use. The Forest school leader is responsible for giving tool talks at the beginning of each session ensuring that all learners are familiar with safe carriage, handling, use and storage of tools.

All tools must be kept in the designated tools area which is clearly identified.

All users must wear suitable clothing, footwear and gloves (tool specific) as advised by the forest school leader.





PROCEDURE FOR TRANSPORT

This guidance should be read in conjunction with the RAMS for a specific programme.

Rachel is fully minibus MIDAS trained (Minibus Driver Awareness Scheme) and holds a minibus drivers pass for Derbyshire County Council.

A minibus service between school and our basecamp in Shield Tree Wood is available for local schools, community groups and not for profit organisations that require transport provision to access Shield Tree Wood within Derbyshire (subject to availability from local minibus providers).

Guidelines for children

Seatbelts are to be always worn when the vehicle is in motion. All luggage will be positioned securely ensuring a clear walkway off the minibus for all passengers.

The driver will ensure the minibus is parked within the farm grounds or with door access on the pavement and an adult will supervise learners entering and exiting the vehicle.

Younger children will walk in pairs holding hands / single file if necessary, when walking between the school and minibus. An adult will lead the group and another will walk at the back.

Walking Groups

Children will wear hi viz jackets and walk in pairs, or single file for narrower roads and paths with a ratio appropriate for the group. An adult will walk at the front, rear and in the middle depending on ratios. Children are made aware of road safety– no overtaking people, no running, listening for the 'stop' call and an understanding of when to cross the road safely.



PROCEDURE FOR CLIMBING TREES

Children are made aware of suitable climbing trees during sessions and are encouraged to be part of the decision on their suitability. Height, suitably sized branches, health of the tree, number of children on a tree at one time, 3 points of contact, weather and the ground conditions are all taken into consideration collaboratively and agreed.

The ground around the tree should be checked prior to use for roots, fallen debris and branches and cleared.

Children are encouraged to explore their own limits within the agreed tree climbing boundaries. Adult supervision is always needed when children climb —making sure you are close enough to observe and support but sufficiently away to not impact on the children's exploration.

Tree climbing is not allowed in wet conditions or high winds.



PROCEDURE FOR SESSIONS NEAR WATER / STREAM PLAY

This should be read in conjunction with the relevant risk assessment.

Prior to a session the leaders must check the area beside the stream for trip and slip hazards. The depth of water and speed of flow should be assessed. Rubbish / glass and any large obstructions should be removed particularly if the children are going to work in the stream. The briefing to the group must include a discussion of the activity, its location and the associated risks of the water course. Children must be made aware of trip and slip hazards and potential dangers of drowning. Awareness of potential risk encourages safe play and the children to take charge of their environment. Children should always be part of the visual check encouraging co-operation, teamwork and responsibility.

Weather conditions should always be a major consideration and will affect the flow rate and depth of the stream as will severe cold and potential for ice and danger of slipping.



EMERGENCY PROCEDURES FOR BEING Outdoors CIC

Rachel Monteath / Graham Fletcher-Shaw / Patsy Leck / Marcella Lee-Gallon
Forest School First Aid trained

FS LEADER: Administer emergency First Aid to casualty.

FS Assistant/2nd FS leader: Make emergency call.

FS Assistant/2nd FS leader: Gather group to agreed safe area. Support **LEADER** with FA if required. If unsafe to move casualty FS Assistant to take rest of group to agreed safe area. Head count register, keep children calm.

EMERGENCY CALL

- 1) dial 999 for ambulance/ police / fire brigade
- 2) Ask for required service
- 3) Give as many details as possible, including
 - Telephone number
Rachel-07970 644753 Graham-07790 280724 Marcella-07946 733720
FARM: Kerrie—07734 590408 Rick —07793 711685
 - Details of location Shield Tree Wood Grid Reference:
 - ◇ Main Forest School Entrance: SK 00793 87811
 - ◇ Thornsett Field Farm Entrance: SK 00986 87770
 - Your name
 - Description of problem/injuries
 - How crew can locate you or be met by a member of the group.
 - Inform the crew of injury and condition of patient , where and when accident happened.
- 4) Monitor breathing, pulse, awakesness of patient using Casualty Monitoring Form.

EMERGENCY PROCEDURES FOR BEING Outdoors CIC —STW EVACUATION

ALL STAFF HAVE:

- **WALKIE TALKIES (WTs) WITH EAR PIECES**
- **WHATSAPP LOCATIONS STORED ON PHONE**
- **SCREENSHOT OF EMERGENCY PROCEDURES ON PHONE DURING SESSIONS**
- **SITE PHONE STORED AS EMERGENCY CONTACT (07736 753288)**

FS LEAD PRACTITIONER IS RESPONSIBLE FOR:

- Liaising with staff via WTs to agree group meeting point (field entrance, track entrance, top of stream)
- Allocate staff member to gather group and head count (keeping children calm)
- Confirming the safe space for the group to relocate to (Thornsett Farm Field / Brewery Parking / Brewery / Track field)
- Allocate staff member to make emergency call

EMERGENCY CALL

1) dial 999 for ambulance/ police / fire brigade

2) Ask for required service

3) Give as many details as possible, including

- **CONTACT MOBILE PHONE NUMBER**

SITE PHONE— 07736 753288

Rachel-07970 644753

Graham-07790 280724

Marcella-07946 733720

Patsy—07527 343150

FARM: Kerrie—07734 590408

Rick —07793 711685

- **ACCESS LOCATION FOR EMERGENCY VEHICLES:**

◇ **Track Entrance:** SK 00793 87811 what3words: ///dentistry/solves.sage

◇ **Thornsett Field Farm Entrance:** SK 00986 87770 what3words: ///low. wobbles.worlds

- **YOUR NAME**

- **DESCRIPTION OF PROBLEM / INJURIES**

- **HOW CREW CAN LOCATE YOU / BE MET BY A MEMBER OF THE GROUP. GIVE WHAT3WORDS LOCATION IF DIFFERENT TO EMERGENCY VEHICLE ACCESS LOCATION**

- **INFORM SERVICES OF INJURY AND CONDITION OF ANY PATIENTS, WHEN AND WHEN INCIDENT HAPPENED**

4) Monitor breathing, pulse, awakesness of patient(s) using Casualty Monitoring Form.





In case of Fire

Shield Tree Wood (SK22 1AY)

1. Withdraw to Field by Thornsett Fields Farm entrance or by the river bank if not accessible



2. Call fire brigade

LOCATIONS:

Forest School Entrance:

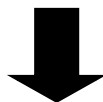
SK 00793 87811

///dentistry.solves.sage

Thornsett Fields Farm Entrance:

SK 00986 87770

///lows.wobbles.worlds



3. Arrange for group to be met by Farm owner

Rick— 07793 711685

Kerrie—07734 590408



If FS Leader is giving emergency First Aid:

1) Administer emergency first aid



2) Ask FS Assistant to Dial 999 for ambulance/ police / fire brigade



3) Ask for the required service



4) Provide the following information to FS Assistant / TA:

⇒ **Telephone number**

Rachel - 07970 644753 Graham—07790 280724 Marcella—07946 733720

Details of location including Grid Reference:

Main FS Entrance: [SK 00793 87811](#)

[///dentistry.solves.sage](#)

Thornsett Field Farm Entrance: [SK 00986 87770](#)

[///lows.wobbles.worlds](#)

⇒ **Your name**

⇒ **Description of problem/injuries**

⇒ **How crew can locate you or be met by a member of the group.**

⇒ **Inform the crew of injury and condition of patient , where and when**



5) Ask FS Assistant or call Farm for them to meet emergency services / walk them in and meet group to support

Rick Hanford (07793 711685) / Kerrie—(07734 590408)



6) Check children calm , warm and happy



If FS Leader is giving emergency First Aid:

1. Take the group to agreed safe area



2) Head Count to register



3) Dial 999 for ambulance/ police / fire brigade (if 3rd adult not available)



4) Give the following information under FS Leader guidance:

⇒ **Telephone number**

Rachel - 07970 644753 Graham—07790 280724 Marcella—07946733720

Details of location including Grid Reference:

Main FS Entrance: [SK 00793 87811](#)

[///dentistry.solves.sage](#)

Thornsett Field Farm Entrance: [SK 00986 87770](#)

[///lows.wobbles.worlds](#)

⇒ **Your name**

⇒ **Description of problem/injuries**

⇒ **How crew can locate you or be met by a member of the group.**

⇒ **Inform the crew of injury and condition of patient , where and when accident happened.**



5) Call Farm for them to meet emergency services / walk them in and meet group to support

Rick Hanford (07793 711685) / Kerrie—(07734 590408)



**6) keep children calm , warm and happy
(shelter—happy bag)**



If FS Leader requires emergency First Aid

1. Take the group to agreed safe area



2) Administer emergency first aid



3) Dial 999 for ambulance/ police / fire brigade



4) Give the following information:

⇒ **Telephone number**

⇒ Rachel - 07970 644753 Graham—07790 280724 Marcella—07946733720

⇒ **Details of location including Grid Reference:**

Main FS Entrance: SK 00793 87811

///dentistry.solves.sage

Thornsett Field Farm Entrance: SK 00986 87770

///lows.wobbles.worlds

⇒ **Your name**

⇒ **Description of problem/injuries**

⇒ **How crew can locate you or be met by a member of the group.**

⇒ **Inform the crew of injury and condition of patient , where and when accident happened.**



5) Call Farm for them to meet emergency services / walk them in and meet group to support

Rick Hanford (07793 711685) / Kerrie—(07734 590408)



6) Monitor breathing, pulse, awakesness of patient and fill in monitoring sheet (HAPPY BAG) if possible

Helper 1:

1. Take 'First Aid kit' to
FS Leader

Helper 2:

1. Take '_____ ' to
FS Assistant / Group



2) Listen to and follow any instructions



3) Help keep group HAPPY
SING A SONG
PLAY 'I SPY'

Casualty monitoring form

- What happened?
- How are you feeling?
- Do you mind if we have a look?
- Do you mind if I use this monitoring card to remind me of important information?

Casualty name: _____

D.O.B. _____ Home tel no: _____

Home Address: _____

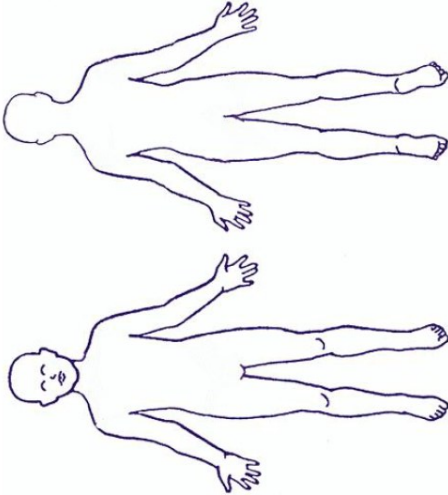
Next of Kin name: _____

relationship: _____ tel no: _____

Address: _____

Information	questions	reply
signs / symptoms	How are you feeling?	
allergies / age / athleticism	Is this the first time this has happened? Do you have any allergies?	
medication	Have you recently taken any medication?	
past history	When did you last visit your doctor or hospital	
last meal	What have you eaten recently?	
events	What happened?	

Comments / drawings of injury site / treatment given to date:



Leader:

Date and Time:

Name of child / learner:

What happened?

What First Aid was given?

Has the parent / carer / school been informed if U18?

What could we have done differently? Any changes to Risk Assessments?

Sent home ☐ Take to hospital ☐ Ambulance called ☐
No further action ☐

Parent / carer signature:

