



COMMUNICATIONS POLICY

<u>Stakeholder</u>	<u>Communications Strategy</u>
BEING Outdoors CIC Directors and Forest School Associates (SAFEGUARDING)	Incidents / accidents logged and discussed with BEING Outdoors CIC directors and Forest School associates to raise awareness of any issues and implications. For example: • RA changes • accidents / incidents that we could learn from. • Near misses • Safeguarding concerns 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 Plans.
School Business Manager / Classroom teacher	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.
BEING Outdoors CIC associates / school support staff	Prior to sessions starting: • 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. Talk through each session beforehand discussing each adult's role including how to support the group / any targeted support. 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 (no faces / heads) on our central whatsapp group where permissions are in place. Whatsapp groups are used to create a central discussion place for planning, reflections and programme development.
Class teachers SENCO Headteacher LA MAT	ALTERNATIVE EDUCATION: Conversations and pupil placement plan referral form filled in with SENCO prior to programmes for AP young people to inform our bespoke therapeutic programme delivery. On-going conversations with teacher prior to session: • raise awareness of any changes in needs • issues to be aware of regarding an individual's well-being and how best to support. • Feedback orally at end of each session: ○ overview of group achievements / wellbeing development ○ any individual celebrations / incidents. Email the evaluation to the teacher / LA each week. Email any safeguarding / incident concerns to teacher / SENCO / headteacher / Local Authority / MAT where applicable. 1/2 term assessments of AP pupils are carried out to provide evidence of learner progress.



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Parents / carers— school sessions	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. 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. Pictures of sessions (no faces / heads) 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. FS Leader will 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.
Parents / carers— family / school / woodland clubs	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. 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. Pictures of sessions may be shared on social media via facebook, twitter and Instagram where permission is given. FS Leader will liaise with parents / carers after FS sessions e.g. praising achievements, wellbeing, highlighting any issues or areas for future support.