



Lauriston School

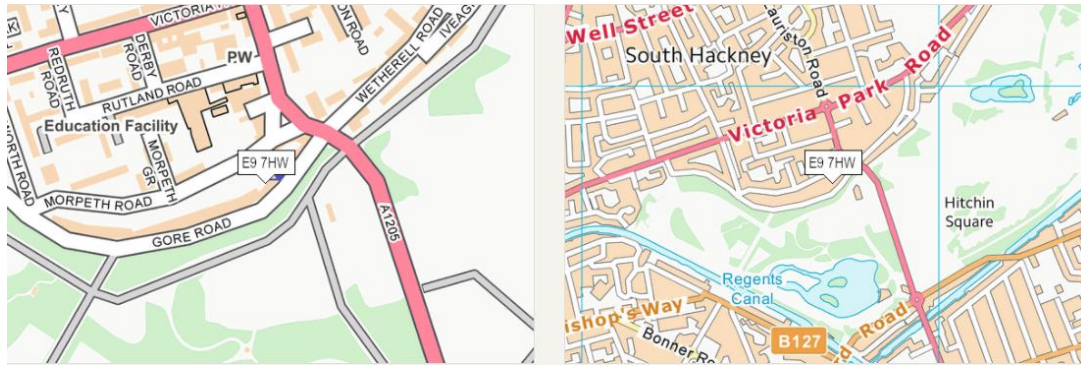
Forest School Handbook

Forest School Lead Teacher
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Blossom Federation





Easting 535705
Nothing 183726
Latitude 51.536135
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Victoria Park
Gore Road
London
England
E9 57H

Handbook first produced in Spring 2022 for launch of Lauriston Forest School in Summer 2022

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Staff and Volunteer Signatures

I have read and understood the Lauriston Forest School handbook and I am fully aware of the responsibilities, policies, duties and ethos of the Forest School approach.

Name of staff	Signature	Date



The Principles of Forest School at Lauriston

At Lauriston School, we strongly believe in the nurture and development of the whole child.

Throughout their time at Lauriston School, children should experience a wide range of activities, challenges, lessons, trips and workshops. We are empowering children with the skills, knowledge, respect and resilience to be successful in the real world. As practitioners we are ensuring the children are engaged, motivated and can think critically and creatively.

The Forest School at Lauriston was set up to continue the child led learning that is so strong in the Early Years. Currently, Reception, Years 1 and 2 take part in these sessions. Completing small achievable tasks will ensure children build up their confidence, self-esteem and a sense of achievement.

The main principles of Lauriston Forest School are as follows:

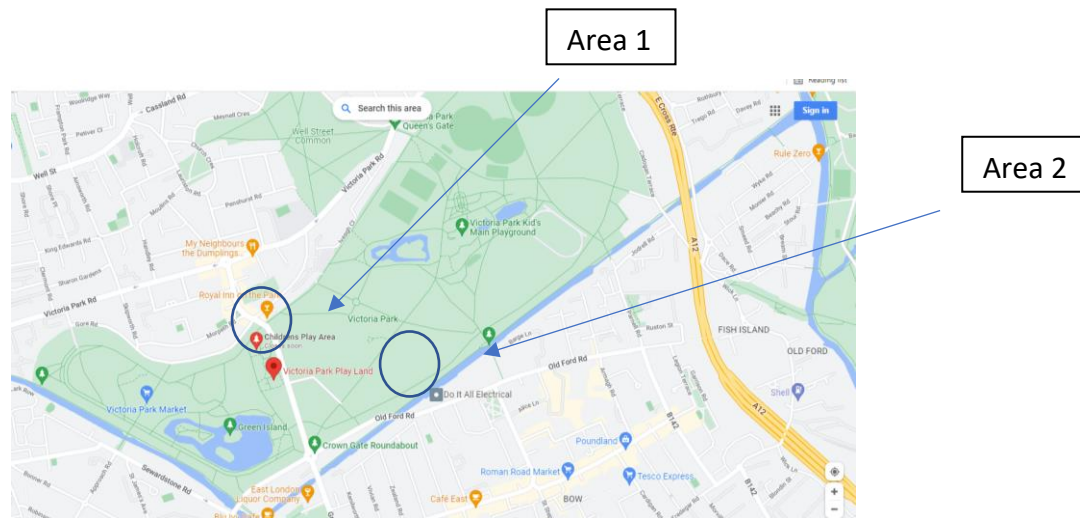
- **Principle 1:** Forest School is a long-term process of frequent and regular sessions in a woodland or natural environment, rather than a one-off visit. Planning, adaptation, observations and reviewing are integral elements of Forest School.
- **Principle 2:** Forest School takes place in a woodland or natural wooded environment to support the development of a relationship between the learner and the natural world.
- **Principle 3:** Forest School aims to promote the holistic development of all those involved, fostering resilient, confident, independent and creative learners.
- **Principle 4:** Forest School offers learners the opportunity to take supported risks appropriate to the environment and themselves.
- **Principle 5:** Forest School is run by qualified Forest School practitioners who continuously maintain and develop their professional practice.
- **Principle 6:** Forest School uses a range of learner-centred processes to create a community for development and learning.

Vision Statement

With the natural world as the classroom, children will become healthy, engaged, self-motivated and resilient life-long learners.



Our Lauriston Forest School Sites in Victoria Park



We have the option of using two sites in Victoria Park which are slightly different landscapes. An enclosed woodland which is part of the naturalistic area and an open space on the right of the park that has shaded areas and a small 'hill'.

All the sessions are planned and led by a qualified Forest School lead teacher with the assistance of teachers & LSAs. Child-led learning is the main focus of the sessions. As children become more confident in the locations they will be given more freedom and responsibility to explore their interests and initiate their own learning.

Site 1: Enclosed Woodland

The whole park is managed with biodiversity and habitat provision in mind, however this area of the park truly celebrates nature.

The park was designed by James Pennethorne (1801-71), with planting by Samuel Curtis (1779-1860). Pennethorne's plan of 1841 was modified several times before work started in 1842. The park was opened to the public in 1845.

Victoria Park is a great showcase for the diverse range of trees that can grow within our cities; there are **over 4500 trees** in the park.

It is well established and seems to have been there for many years. The woodland was planted with a mixture of native woodland trees and shrubs and provides extensive cover for the local bird population as well as a buffer to the flats on one side and the grassed area towards the river and also the adventure playground. The grass area is an open field for the general public to use. Also the grass is kept short, the Parks Team leave the edges to allow



wildlife to flourish and breed. The park, especially the woodland recognised by the GLA biodiversity group as an area of significant local interest for wildlife.

Woodland management seems to be very little. The ethos for the park is to let nature grow and only cut back or down if really needed. Local children have over the years created their own paths that lead into a little open area where the ground is bare apart from fallen leaves. Pathways have been created through the woodland areas of dead wood, these not only provide great habitat for invertebrates, and they create an interesting landscape.

Site 2: Open Area

This part of the parks backs on to the houses on one side and a re- vamped children's playground on the other side of the path that leads onto another entrance to the park. Running alongside the houses are lots of elder bushes and newly planted cherry blossom trees.

The grassed area consists of a flat area but also a small hill. On top of the hill are a few trees that provide more shade in the area. The area is well know by local children who play in this area and have picnics. It becomes very busy with the local children after school but is quiet and peaceful during the day. It's a great place to lay back, watch the clouds, and listen to the birds or just to day dream. Many families also use this area at weekends for birthday parties.

There is a very popular adventure playground offering risky play to local children aged between 3 and 15 years of age.

Lauriston Forest School uses the natural world and resources to stimulate imagination, creativity and investigation.

Activities will include:

- Shelter building
- Natural art
- Learning to use knots and lashings
- Bug hunts
- Physical activities such as climbing and lifting
- Knowledge of flora and fauna
- Using tools to make games, toys, instruments, jewellery, decorations
- Making habitats
- Team building games
- Storytelling
- Exploring!



Links to the curriculum will be made at all times and planning alongside class teachers will help children to make links to what they have learnt in the classroom. At Lauriston we follow a topic-based curriculum that will be relevant in the woodland setting too. In the Autumn term our topic is "Intrepid Explorers", Spring term is "Time Travellers" and in the Summer term is our creative topic "Beautiful or Useful".



Forest School Rules and Countryside Code

The Countryside Code

The Countryside Code outlines ways to help you enjoy your time in the countryside whilst also being responsible and helping to maintain and protect the environment. Although the Lauriston Forest School is situated inside Victoria Park, the principles are still the same.

- Be safe, plan ahead and follow signs
- Leave gates and property as you find them
- Protect plants and animals
- Leave no trace and take your litter home
- Be considerate to other people



Lauriston Forest School Rules

- Look after your Forest School and leave no trace
- Do not pick anything growing
- Do not put your fingers, or anything else in your mouth
- Stop at the boundary markers
- Maintain the Lauriston Expectations at all times – The forest is our classroom too!



Entering Victoria Park

When the children enter Victoria Park they are representatives of Lauriston School and will follow the Lauriston Expectation at all times.

Lauriston Expectations

We are kind, respectful and helpful towards everyone

We listen to each other without interrupting

We work hard and challenge ourselves

We follow instructions straight away

We are always in control of our behaviour

We move around the school sensibly and safely

We look after our school

Detailed Activity-Based Rules

Boundaries

Before each session begins children are made aware of how far that they can explore. The area in Victoria Park is marked out by red signs pegged to trees before each session. If children move to explore hidden areas an adult should also move into the cover deep enough to be able to see the children but allowing the children the freedom to explore independently. If you lose sight of a child shout "1...2...3... where are you?" The children have been taught to respond "1...2...3...I am here!". This enables the leader to trace children who have strayed. Children who are known to need 1-1 support are given the support needed. The children are also taught "1...2...3... back to base camp" and will return to the established base camp immediately.

Stick play

Children can carry sticks shorter than their arm's length but are encouraged to think about how close they are to other children. Longer sticks may be dragged and not lifted above waist height. Sticks must not be thrown or used as swords for fighting. Sticks must not be pulled from living trees.

Stone play

Children can play with stones and use them for creative activities but throwing of stones is strictly forbidden. They should be encouraged to be respectful of the insects and wildlife under the stones.

Collecting objects in the area

Care should be taken when picking up any objects in the Forest School. A safety sweep is carried out before the session to ensure any litter or drug paraphernalia isn't present. Children will be required to wash their hands at the end of the session and can also use antibacterial gel during the session.



Rope and string use

Rope and string can be used in creative activities, den building and knot practice for example. Children are not permitted to tie other children or adults up and should remember to leave no trace. All rope and string will be collected at the end of each session.

Use of tools

All tools have their own clear code of conduct for correct use which will include consideration of specific personal protective equipment, correct use of a specific body posture, and consideration of the appropriate types of activity that each tool may be used for.

Eating and Drinking

Food is not permitted during Forest School and the children are actively encouraged to not put anything in their mouths. Water is available to drink from the allocated adult who has brought the water and cups.

Digging

Children should stick to the designated digging area away from tree roots and habitats. They should remember to leave no trace and not leave any holes at the end of the session.

Carrying and transporting

Children are encouraged to roll, lift, drag and to pull materials, either by using their hands or by using ropes. We encourage safe lifting by bending our knees and keeping our back straight. Safe lifting should always be modelled by adults. Heavier objects should be rolled, lifted or carried by more people working together.

Tree Climbing

An adult must be present when children climb trees in the Forest School. The ground cover should be checked for 'sharp objects' and the tree marked as suitable for climbing. A visual check must be made for loose and rotten branches. Children are permitted to explore to their own limits or to a maximum height of 1.5m. Adults should be near enough to catch if a child should fall but far enough away to not be invasive to the children's exploration.

Fires at Forest School

Fires and barbecues are not permitted in Victoria Park. However, at the end of each term we may have a fire in the established camp fire on school site. A separate risk assessment will be carried out.

When lighting a fire, the Forest School leader will take control of the operation and all accompanying adults will be briefed before we start. The person in



charge of the fire safety and management will wear a clear and visible symbol as a visual cue to the children, we suggest a high visual jacket. A lit fire will not be left unattended at any point. A fire may not be lit until it has been confirmed to all that our fire safety equipment is in place. Open fires will be built within a fire square.

An open fire will be lit within a fire square or stone circle. A fire circle using log sitting stools may be established around the perimeter, 2.0m from the fire square. No one may enter the fire circle perimeter unless invited to do so by an adult. There is no running past the fire circle. No items must be carried and placed within the fire circle unless by an adult. If you wish to move around the fire to a new stool you must step out of the circle and walk around the outside of the log circle. Even when the fire is unlit we will treat it as if it is lit.

Ecological Impact and Three-Year Sustainability Plan



Tower Hamlet Park Team are responsible for the maintenance of the park and their management plan can be viewed [following the link below](https://www.towerhamlets.gov.uk/lgnl/leisure_and_culture/parks_and_open_spaces/parks_and_open_spaces.aspx)

https://www.towerhamlets.gov.uk/lgnl/leisure_and_culture/parks_and_open_spaces/parks_and_open_spaces.aspx

The Park Team currently undertake and maintain arboricultural work. They monitor and maintain protective tree measures and lay dead wood in the woodland area. They also have a successional tree planting plan.

The team's planting program also includes the planting of perennials instead of annuals to reduce environmental impacts and address the issues of climate change. The plants they choose are drought tolerant and low maintenance. The team have also added felled logs and clippings which will be very useful marking out our area for our forest school sessions!



The role of the Forest School Lead Teacher will be that of monitoring the use of the area and ensuring its sustainability and minimising the environmental impact of our sessions. Duties will include:

- Teaching the children about the growth cycles of the flora – not to pick or damage new buds or seedling and only to pick up sticks and leaves that are dead
- Children not to use areas that have been excessively wet or muddy because of the rain.
- Flora and Fauna audits to be carried out to ensure impact is kept to a minimum
- Constant review of the three-year sustainability plan

Three-Year Sustainability Plan

Year 1

September – December

- Nature audit: including photographs of Autumn flora and fauna
- Site assessment
- General risk assessment including poisonous plants
- Setting up of Basecamp
- Develop resources

January – March

- Nature audit: including photographs of Winter to Spring flora and fauna

May – July

- Nature audit: including photographs of Spring flora and fauna
- Possible low-level planting in accordance to the guidance of the Parks Team

August

Site rested

Year 2

September – December

- Nature audit: including photographs of Autumn flora and fauna
- Identify areas in need of recovery and possibly move areas – such as the digging area.
- Climbing tree relief
- Identify weeds or poisonous plants

January – March

- Nature audit: including photographs of Winter - Spring flora and fauna

May – July

- Nature audit: including photographs of Summer flora and fauna

August

Site rested



Year 3

September – December

- Nature audit: including photographs of Autumn flora and fauna
- Review whether another site is required

January – March

- Nature audit: including photographs of Winter - Spring flora and fauna

May – July

- Nature audit: including photographs of Summer flora and fauna
- Possibly replenish or replant in any damaged areas

August

Site rested

The Sessional Procedures for Forest School

Before the session

- Check first aid kit and necessary medication
- Complete risk assessments
- Complete Sebright off site form to hand into the office
- Safety sweep and record findings
- Check equipment and count in
- Brief adults and helpers on focus for the session today
- Check children's suitability of clothing
- Toilet
- Register
- Ensure 1:1 or specific children's needs are catered for
- Count out children and ensure all adults know how many children there are
- Remind children of rules and expectations and head out!

During the session

- Welcome routine and aims for the session
- Reinforce rules and identify boundaries
- Identify risks for the day and how to manage them
- Model specific skill or task that will be covered that session
- Reinforce forest school ethos with attending adults
- Count children regularly

After the session

- Children return to basecamp for plenary and reflection
- Clean and count in tools and equipment
- Register
- Count children and head back to school



Back at school

- Lock away any tools
- Clean any items that couldn't be cleaned in the forest
- Dry and fold up any borrowed clothing and see if any need washing for next week

Additional Adults' Roles and Responsibilities

- To be clear of the Lauriston Forest School handbook
- To be aware of responsibilities in case of an emergency
- Supporting children where necessary when on site
- Modelling the expectations and rules
- Taking children to the toilet
- Taking photos
- Observing the children and making notes
- Supporting of the tidying of the site before the children leave
- Know when to stand back!

Job cards can be developed and handed out during sessions to guide and assist additional adults when at Forest School.

What to say instead of "Be careful!"

Help the children foster awareness by saying:

- Notice how...?
- Do you see...?
- Try moving....?
- Try using your...?
- Can you hear....?
- Do you feel...?
- Are you feeling...?

Help the children problem solve by saying:

- What's your plan...?
- What can you use...?
- Where will you put...?
- How will you get...?
- Who will help you with...?



Legislation and Health and Safety Policies

As our Forest School is our outdoor classroom, the same legislation applies.

- Health and Safety at Work act 1974
- Children's Act 1989
- Liability insurance
- Disability Discrimination Act
- Race Relations Act
- Sexual Discrimination Act
- DBS checks
- Every Child Matters
- School Policies: Safeguarding Policy
- GDPR

Health and Safety at Work Act

The HASWA outlines the responsibilities of employers (in this case the Forest School Leader) and also of employees (being additional adults working in the group). The main considerations relevant to Forest School sessions are detailed below:

Employers must	How this will be done
Tell you about the risks to your health and safety	Adults will be asked to read the risk assessment(s) at the beginning of the session
Tell you how to do your job safely	The Forest School Leader will introduce the adults involved in the activities and inform them of safety considerations
Ensure that safe working practices and appropriate policies are in place to safeguard its staff and users	Adults will record accidents and incidents, and review whether they could have been avoided. The Forest School Leader will make appropriate changes to procedures and policies, as necessary.
Inform you how to get first aid	The Forest School Leader will have a First Aid kit and administer first aid
Tell you what to do in an emergency	Staff will be given a copy of the handbook with procedures
Provide you with the protection you may need to fulfil your role	Relevant safety equipment will be given to anybody who needs it
Take care of their own health and safety and that of people who may be affected by what they do (or don't do)	Adults must actively manage risks by reporting, reducing or removing them where possible, providing it is safe to do so.
Co-operate with others on health and safety, and not interfere with, or misuse anything provided for health and safety or welfare	Follow the health and safety advice given during the session by the Forest School Leader, or seek advice if uncertain.



The Forest School Health and Safety Policy is an addition to the School Health and Safety Policy and does not change the school's policies on Health and Safety.

For Forest Schools to run safely, the Forest School Lead Teacher will:

- Ensure that at least one qualified first aider is on site at all times
- Establish and maintain a safe and healthy environment
- Follow policy and practice found in the Handbook
- Make sure all adults on site have knowledge of all guidelines
- Ensure that all adults are familiar with all emergency procedures, reporting and recording
- Make and share risk assessments before sessions
- Ensure that additional adults are aware of their responsibilities towards the children
- Fully investigate any accidents and use information for future risk assessments
- Make sure all safety equipment is in good working order
- Keep to the recommended adult: child ratio

The Forest School Lead Teacher is responsible for the maintenance of the first aid kits and any tools that are used on site.

In the event of a fire, the school emergency bell can be heard on the Forest School site, plus we will be informed by use of a mobile phone from the school office. We have a register of pupils in Forest School and also the class teacher has a copy of the pupils that are in the session. As a group we will join the rest of the school on the KS2 playground and follow the drill as normal.

First Aid

The Forest school Lead Teacher should always have an up to date paediatric first aid qualification. Additional adults should also have first aid qualifications to ensure the children are kept safe. The school policy of recording injuries should be followed at all times. In the event of a serious injury, the Forest School Lead teacher will call for an ambulance and phone Louis Harris, Head of School.

Pupil responsibility for Health and Safety

- Following the Lauriston Expectation and procedures plus any instructions given in an emergency.
- Taking reasonable care of themselves and others
- Co-operating with Forest School Lead Teacher and any other staff and volunteers on site
- Using equipment in the way they have been instructed
- Remembering to use personal protective equipment provided when needed



- Dressing appropriately for weather conditions and safety
- Abiding by all safety requirements when using a fire pit
- Reporting to the Forest School Lead Teacher or staff member of anything they think could be harmful or dangerous on site

Essential Equipment for Forest School

- | | |
|--|---|
| <ul style="list-style-type: none"> • First Aid Kit • Handbook • Medical information • Medication for children and adults • Risk Assessments | <ul style="list-style-type: none"> • Mobile phone • Water • Whistle • Accident forms • Appropriate clothing • Tools and equipment |
|--|---|

Clothing

The following requirements for Forest School will supplement the school uniform policy. This clothing ensures children are kept safe and comfortable in the natural environment.

Footwear: Sturdy shoes or waterproof wellingtons will ensure children can get a good foothold and not get wet socks! If children come to school in light sandals or canvas shoes they can borrow the school wellingtons.

Trousers and long sleeves: Long trousers long sleeves should be worn to protect legs from brambles, nettles, insect bites and possible sunburn.

Waterproof trousers and jackets: Lauriston school will ensure all children will have waterproof jackets and trousers. The size and suitability will be assessed by the adults. This will either be from the budget or the PTA fund raising.

Cold weather wear: Children will be responsible for wearing their own clothes to keep them warm in the colder months. These items of clothing should fit underneath their waterproofs. Hats, gloves and scarfs should also be encouraged to keep children warm.

Hot weather wear: Children should wear their own hats and have their sun block applied before they come to school in the morning. Adults cannot apply sunblock onto children.

The Forest School Lead Teacher will ensure children are suitably dressed before leaving for the site.



First Aid Kit

A green box first aid kit suitable for primary school aged children will be regularly checked and equipment replaced after use. In the event of an injury that cannot be seen to on site, and if safe to move, children will be taken back to school.

- 6 x Medium Sterile Dressings
- 2 x Large Sterile Dressing
- 3 x Triangular Bandages
- 12 x Safety Pins
- 3 x Eye Pad Sterile Dressings
- 60 x Sterile Adhesive Dressings (Plasters)
- 30 x Sterile Cleansing Wipes
- 1 x Adhesive Tape
- 9 x Nitrile Disposable Gloves (Pairs)
- 3 x Finger Sterile Dressings
- 1 x Resuscitation Face Shield
- 2 x Foil Blanket
- 2 x Hydrogel Burn Dressing
- 1 x Shears
- 2 x Conforming Bandage
- 1 x Koolkids Washproof Plasters (Pack of 120)
- 1 x Gauze Swaps (pack of 100)
- 1 x Emergency Spill Sachets
- 1 x Green Case



Weather and Cancellation Policy

Children will be encouraged to attend Forest School in all types of weather and wear suitable clothing to keep comfortable.

“There is no such thing as bad weather... just bad clothes!”

Unfortunately, in some cases, we may need to cancel the forest school session at short notice. This decision will be made by the forest school lead teacher.

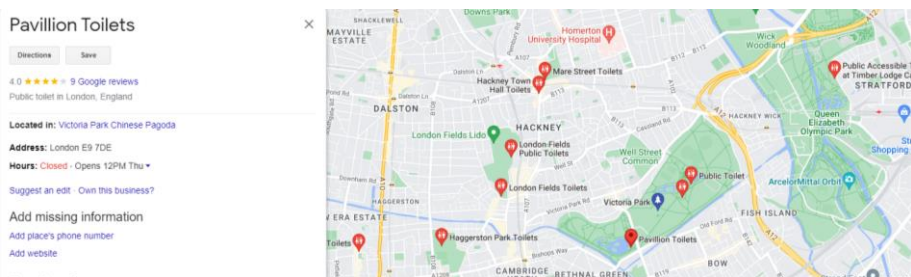
- Wind
 - If the risk of falling branches is too high, we will have to cancel the session.
- Rain
 - The children will attend the session when it is raining. However, during periods of sustained heavy rain we may need to cancel to protect the ground and maintain the forest school site.
- Snow and Ice
 - Snow can be very exciting during forest school sessions. However, if the risk of slipping due to ice is too great we may need to cancel the session.
- Hot weather and Sun
 - Children should have sun block applied before coming to school and have the necessary clothing to protect from sun burn. If the heat is unbearable and the risk of sunstroke and dehydration is too great we may need to cancel the session.

Toileting considerations

Children will be encouraged to go to the toilet before we leave for Forest School.

In the event that a child needs to go there are two options:

1. Use the toilets that are located in Victoria Park



2. Use the toilets back at school.



“Wild wees” are not encouraged as the site has many footpaths around and members of the public are often close by.

Medical and Emergency Contact Details

The Forest School Lead Teacher is responsible for taking along the medical details of all children and staff for each session.

The medical information sheets that the school keeps on all children will be laminated and included in the first aid kit.

In the event of needing to contact a child’s parent, a call will be made to the school office. They will then be able to contact the parents.

School Office: 02089856331

The Forest School Lead Teacher’s first aid certificate expires in 2022.

Risk Assessment

At Lauriston we follow the 5-step approach to risk assessment for all Forest School activities:

- Look out for hazards
- Decide who may be harmed and how
- Evaluate the risks and decide whether existing controls are adequate or whether more should be done
- Record findings, including daily amendments to standing risk assessments based on site visits and observations
- Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary

Along with our Lauriston School Risk Assessment form that needs to be filled out any time children leave the site; a separate risk assessment will be required when using the forest school sites in Victoria Park. This form also includes the risk benefits and management required to ensure children are safe.

This risk assessment will be carried out once a term and is a working document that can be changed if required.



Lauriston Forest School Risk Assessment

Date..... Signed.....

Hazard	Risk	Risk Management	Risk Benefit
Trip hazards	M	Safety sweep of the area. Highlight any roots that poke up. Maintain the no running rule	Physical development, walking on uneven terrain
Low branches	M	Remove low branches that pose a risk to eyes	Being aware of surroundings
Loose branches and tree damage	M	Remove any large, dead branches overhead if possible. Rope off any dead trees or dangerous branches	Being aware of surroundings
Brambles	L	Not many brambles at our site but teach children about tripping and scratching	Physical development
Insect bites, ticks and stings	L	Session on insect bites First aid kit	Life skills – you're going to get bitten again and now you'll know what to do
Poisonous plants	L	Sessions on identification of poisonous plants Maintain the no pick no lick rules No eating at the forest school site	Independence and self-regulating behaviour
Harmful litter	M	Safety sweep	Knowing not to touch discarded rubbish as it could be dangerous
Weather considerations	L	See separate forest school weather policy	Resilience and fun being out in all weathers
Faeces	L	Safety sweep will look for poo. Children to be vigilant and notify adults if found	Identify the types of animals at our site by the poo
Tool usage	M	Follow separate risk assessments Teach about blood bubble and responsible use	Develop fine motor skills, independence, self-regulation
The Pond outside the boundary	H	Beyond the boundary and children are taught not to go near the pond without an adult and as a group	Being safe near open water
Stranger danger	M	Sessions on what to do if an unidentified member of the public talks to you or comes into the site	Safety when out of the house
Dogs	M	Teach children about "x-factor" approach of crossing arms and looking down	Confidence and happiness near animals Aware of dangerous animals



Safety Sweep

This form must be completed before each session at Lauriston Forest School.

Name:	Date:	Time:	Weather:
-------	-------	-------	----------

Checklist	Y/N	Comments:
Fallen branches		
Low branches		
Protruding thorns		
Brambles/nettles		
Slippery areas		
Broken glass/needles		
Vandalism/ intruders		
Weather effects		
Standing water		
Boundary line/fence		
Base camp		
Tool area roped off		
Emergency ruck sack		
Equipment ready		
Spare clothes		
Dead wood		
Poo removal		

Signature.....



A copy of each sweep will be filed away in the Forest school risk assessment and safety sweep folder at the end of the session.

Risk Management of Tools and Equipment

We will remind children of the Lauriston Expectations: We look after our school . Children will be taught specific skills and techniques to keep the tools and equipment clean, safe and in good working order. Damaged or blunt tools should not be used and the Forest School Lead Teacher will be responsible for regular checks. If a tool does break on site the adults and children will notify the Forest School Lead Teacher immediately.

Penknife

- Must be with the Forest School Lead Teacher
- Always sit down when using the penknife
- Ensure penknife is closed and locked when not in use
- Maintain a “blood bubble” with plenty of room around you
- Open the penknife away from you sitting down
- Always use the penknife away from your body
- Always insure that the children are supported when using the penknife on a 1:1 or 1:2 ratio dependant on their age and experience



Potato Peeler

- Similar rules for the penknife
- Sit down when using the potato peeler
- Always use the peeler away from your body
- Maintain a “blood bubble” when in use.
- Replace the peeler to the tool box when finished



Bow Saw

- Ensure that the guard is in place when not in use
- Must only be used with the Forest School Lead Teacher
- Must only be used in the designated tool area
- Must be used with a safety glove on the hand that is keeping the wood steady
- Should be used with a saw horse where possible
- Talk to the children about how to hold a bow saw
- Ensure safe storage and safe handling in Forest School



Bill Hook

- Ensure that the bill hook is in its protective sheath when not in use
- Must only be used with the Forest School Lead Teacher
- Must only be used in the designated tool area
- Ensure safe storage and safe handling in Forest School
- Talk to the children about how to hit the Bill Hook for example how to pull the bill hook out if it gets stuck and how to strike it with another piece of wood



Pruning Saw

- Ensure that the guard is in place when not in use
- Care must be taken when folding out the pruning saw maintaining a “blood bubble”
- Must only be used with the Forest School Leader
- Talk to the children about how to hold a Pruning Saw
- Ensure safe storage and safe handling in Forest School



Loppers and secateurs

- Ensure that the lock is in place when not in use
- Care must be taken when unlocking and maintaining a “blood bubble”
- Talk to the children about how to use loppers and secateurs responsibly and sustainably. i.e the best place on the plant to prune
- Ensure safe storage and safe handling in Forest School



Emergency Procedures

Missing child:

1. Forest School Lead Teacher to call group to base camp or designated safe area
2. Forest School Lead Teacher to take register to clarify who is lost
3. One staff member to take the group for story/singing whilst other adults look for child
4. Start search close to camp and immediately look near the pond.
5. Search for 5 minutes and then contact Mr Harris, Head of School on his mobile immediately. Continue search
6. Phone emergency services and school to contact parents
7. Take advice from police

First aid incident (Minor)

- Take advice from Forest School Lead Teacher
- All Lauriston staff members can administer minor first aid
- Fill out accident form

First aid incident (Major)

1. Call children back to base camp, supervise and keep them calm
2. Be ready to follow evacuation procedures if instructed to by Forest School Lead Teacher
3. Upon instruction from Forest School Lead Teacher, call emergency services on mobile
4. Call school office or Mr Harris mobile to inform them of emergency, ask for assistance.
5. School office to contact parents

Evacuation

- Return to base camp
- Supervise assembled line of children as they leave forest school until they arrive safely back at school.
- Follow instructions from Forest School Lead Teacher

Fire


We will be making our fires in Lauriston School grounds as fires are not permitted in Victoria Park.



Insurance and School Policies

Copies of all policies relating to Lauriston School can be found on our website:

Insurance information: Our Insurance company has been informed of Forest School.


QBE

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Name of policy holder Policy No **Y09636QBE0121A**
London Borough of Hackney

2. Date of commencement of insurance policy 01 April 2021

3. Date of expiry of insurance policy 31 March 2022


We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney, or any offshore installations in territorial waters around Great Britain and its Continental Shelf (b); and;

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c); or
(b) ~~the cover provided under this policy relates to claims in excess of (£) but not exceeding (£).~~

3. the policy covers the holding company and all its subsidiaries

Signed on behalf of QBE UK Limited (Authorised Insurer)



Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(f) of the Regulations.

(c) See regulation 3(1) of the Regulations and detail whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Important
Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.
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“There is no way that we can help children to learn to love and preserve this planet if we don't give them direct experiences with the miracles and blessings for nature.”

Anita Olds

