

Well-being and achievement are at the heart of Grouville School so that we can all develop as Life Long Learners and take responsibility for ourselves and the community



Grouville Forest & Beach School Combined Policy Handbook



UNRC Article 3: Everyone who works with children should do what is best for each child.

UNRC Article 31: Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities.

UNRC Article 29: Children's education should develop each child's personality, talents and abilities to the fullest.

CONTENTS

Introduction

- Beach & Forest School Initial Requirements
- Insurance
- Consent and Communication
- Staffing Qualification

Policies & Safety Resources within this handbook are in addition to our main School Policies:

1. Routines
2. Roles and Responsibilities
3. Health and Safety
4. Clothing
5. Welfare
6. Toileting
7. Safety Welfare Bag.
8. Eating
9. Emergency Procedures
10. Missing Child including Department guidance on emergency planning procedures
11. Risk Assessments
12. Transport
13. Behaviour
14. Fire Safety
15. Hand Tool Safety
16. Safeguarding and Child Protection

Appendices

- A - Grouville Incident/ Accident Report Form
- B - Seasonal Risk Assessment
- C - Risk assessment Form for external visits
- D - Tool Guidance



Introduction

At Grouville School we are very fortunate to have our own Forest School to use. Le Pre Arthur is entrusted to us. It is a wildlife meadow and was developed in 2008-2009 and is now under redevelopment.

Forest School offers all children, young people and adults, opportunities to achieve and develop confidence and self-esteem - through hands on learning experiences. It gives children, young people and adults freedom to develop in their own learning style and at their own pace through small achievable tasks. It promotes the skills necessary to become independent lifelong learners.

Working together in small groups and helping each other is a key skill that is encouraged, which promotes a feeling of wellbeing and offers a positive approach to everything and seeks for a pleasurable, successful experience for everyone.

Forest & Beach School promotes lifelong understanding, appreciation and care for the outdoor environment. The environment is framed by strict safety routines and established boundaries yet allowing flexibility and independence for the learner.

Learning is linked to the National Curriculum and the Early Years curriculum. By focussing on small achievable tasks, children can learn most of the curriculum in this environment. This is particularly important for those who find classroom learning difficult.

Forest School offers children, young people and adults the opportunities to take risks, make choices and initiate learning for themselves. It allows for a greater understanding of individual learning styles and abilities. Forest & Beach School maximises learning potential by regular experiences over a significant period of time, throughout seasons and weathers, not one off visits. Regular visits can be weekly, fortnightly or termly. This enables children, young people and adults to become familiar and confident enough to interact with the ever-changing environment. Many of the sessions involve making something to take away. This encourages motivation and interest and reinforces learning.

Forest & Beach School is organised and run by nationally qualified Forest School Staff. Forest School Leaders have the B TEC Advanced Forest School Leaders Award or practitioners have a BTEC Forest School Skills Award Certificate.

This policy aims to give all children and practitioners a collective insight into the ethos behind Beach & Forest Schools. The Beach & Forest School learning environment provides opportunities for children to develop self-esteem, self-confidence, to form positive relationships with others, to develop a growing awareness of their emotional needs and the needs of others, to learn to co-operate and work with peers and adults and develop strategies in order to take risks within the boundaries of safety. The environment itself allows children to engage with the natural surroundings and to develop an understanding of different habitats and their conservation.

Children will go out in all weathers, all year round, exploring and learning from the unique environmental changes that occur with the ebb and flow of the tide and the season variations. The children's interests, along with the varied natural resources found on the beach, are used to stimulate creative thinking, problem solving and skill development.

Beach & Forest School develops:

- Confidence
- Social skills
- Language and communication

- Motivation and concentration
- Physical skills
- Knowledge and understanding
- Learning and development in all areas of the curriculum

The health and safety of the children is of paramount importance, as such, comprehensive risk assessments of the Beach & Forest School areas are always carried out prior to external visits and a site sweep must take place before activities.

Environmental Impact

Every activity carried out in the outdoors will have an impact on the immediate environment. We plan to keep this impact to a minimum. With at least one class participating in Forest and or, Beach & Forest School each week, this issue will have a high profile and steps will be taken before during and after Beach & Forest School sessions to ensure the children understand how to use the woodland area and beach in an environmentally sustainable manner, having regard to the conservation of species and habitats.

Planning

All Forest & Beach School sessions are planned appropriately for the group and the site. Accompanying adults must be aware of the aims and their responsibilities during the session. Some activities may need to be risk assessed separately. Forest Schools is a child-centered approach; the activities planned should reflect the needs and development of the particular children you are working with. The planned activities are only a starting point and children may choose to take activities in a different direction from the one intended or choose not to participate in the activity at all. The emphasis is on a partnership in learning. It is the leader's role to be prepared for this and adaptable enough to develop children's learning in the most appropriate way. Effective observation and evaluation therefore are vital to plan for future sessions and decide which activities to offer.

We aim to leave the outdoors as we found it.



This document sets out a Code of Practice for Beach & Forest School Activities in Jersey. Whilst this is meant to cover most eventualities, the nature of Beach & Forest School means that it cannot be definitive. We have therefore tailored this document to meet the needs of our school and the Forest & Beach School sessions. *This document has been adapted to meet our school needs wherever possible but separate risk assessments can be created by each teaching group, according to need.*

Below are some issues to consider before undertaking a Beach & Forest School session. Your Beach & Forest School site and particular group may have specific needs to be considered that are not documented here.

Insurance *In line with school policy*

Ensure that Beach & Forest School complies with regulations and guidelines of your establishment's health and safety policy. If you work in the States sector and are going off site, you will need to liaise with the school's Education Visits Coordinator and be familiar with the States of Jersey Health and Safety of Pupils on Educational Visits Policy (updated 2011), which can be found on the ESC website.

Please ensure that the procedures you adopt follow the guidelines contained within the above named policy in order to comply with the States public liability insurance. (Policy Number RKJ 344578).

Parent Consent and Communication *Grouville linked Health & Safety Policy. We request parent permission for all external visits off site and are informed, when necessary & appropriate, of planned outdoor sessions on site.*

This is a vital aspect to Beach & Forest School. Parents/carers should be informed about all parts of the proposed visit, and complete the generic trip consent form if in agreement. This is done annually. Emergency contact details and any relevant medical details including allergies will need to be supplied and a summary sheet produced to take on any visit. You could hold a parent briefing to introduce Beach & Forest Schools to others staff and parents, explaining the aims, ethos and an outline of the activities pupils will complete. Ensure that parents know how to dress/what to equip their child with.

Staffing Qualification *Grouville staff liaise with Forest & Beach School Leader prior to any tool or fire activity as these need a qualified leader. All other site activities can be completed as all staff have a basic Inset level of training. New teachers are briefed by Forest & Beach School Leaders prior to outdoor sessions. (SLK, DB, HH, MN, VC) (April 2020)*

Leaders who take groups off site should have the B-TEC Advanced Beach & Forest School Leaders Award and practitioners who lead sessions on site or nearby must have a B-TEC Beach & Forest School Skills Award Certificate. This ensures that safety is not compromised and that the best quality opportunities are offered. Staff who regularly lead off- site activities as part of their role should not need the extra qualifications.

Beach & Forest School Leaders must satisfy themselves that the qualifications of accompanying staff are adequate for the roles and responsibilities assigned to individuals. For example, minibus drivers must hold the appropriate category of licence for the classification of vehicle being driven; nominated first aiders must hold relevant certification, and volunteer supervisors must be vetted by the Disclosure and Barring Service (DBS, formerly CRB).

Routines

Beach & Forest School Leaders at Grouville School will follow a consistent routine before, during and after Beach & Forest School sessions take place.

Before

- Leaders will conduct a pre-site visit of the area.
- Risk assessments for external visits to be agreed with Headteacher or Deputy Headteacher 48 hours before activity is due to take place.
- Leaders to ensure that there are appropriate child to adult ratios in place.
- Leaders will have planning in place identifying aims, resources, curriculum links, the role of the leader and the learners' activity.
- Leaders will have briefed other members of staff on the organisation of the activity and of any class health and safety issues.
- Children will be briefed on health and safety expectations and purpose of activity. Ensure children are appropriately dressed for the time of year and nature of the activity.
- Staffs ensure kit/equipment is checked and available for use. Kit bag put together for trip (see section below on Beach & Forest School Welfare Bag).
- Registers completed and head count taken.

During

- Just prior to the children's arrival, a member of staff will conduct a quick site inspection to identify any hazards.
- Boundaries are put in place and children are reminded not to cross the boundaries. Further safety message given to children. NB ensure gate is closed.
- Leader to introduce activity and set children to the task. Leaders to coach/mentor/support children throughout activity.
- Head counts to be conducted regularly throughout duration of activity.
- Ensure that all equipment has been collected and nothing left in the meadow or on the beach which has been used by the group.
- Leader to ensure the working area has been left in a suitably safe manner, any potential hazards have been removed with risks to others, including the general public, reduced to an acceptable level.

After

- Any medical or safety issues written up and parents notified.
- Staff reflection to assess children's learning and inform future planning.
- Kit checked and returned to storage shed in good order.

Roles and Responsibilities

Responsibilities of the Beach & Forest School Leader

- To plan and lead Beach & Forest School activities. Planning for any outdoor learning should be evident in Short, Medium and Long Term Science Plans.
- To ensure that planned activities are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum.
- To ensure all Beach & Forest School policies are complied with.
- To ensure that all supervisors including teachers and parent/volunteer helpers are adequately briefed and understand their roles and responsibilities at all times.
- To be satisfied that vetting procedures for all accompanying adults are complete as required and that appropriate qualifications for designated drivers and first aiders are in place.
- To ensure sessions are adequately supervised and that adult supervisors are familiar with supervision procedures, eg head counts, boundaries, safety briefings, identifying hazards, etc.
- To ensure Beach & Forest School opportunities are being planned for and continued throughout each year group across the school and monitor planning.
- To take responsibility for behaviour during Beach & Forest School sessions. (see Behaviour Policy)
- To have an up to date First Aid qualification or a recognised First Aid staff member in attendance for off site visits (a First Aid member of staff should be closely available onsite)
- To ensure that all participants follow the Clothing Policy.
- To carry out risk assessments as described in the Risk Assessment Policy.
- To ensure all Beach & Forest School policies are regularly reviewed and that any review is informed by observations and developing knowledge of the Beach & Forest School setting.

Responsibilities of Accompanying Staff

- To take an active role in Beach & Forest School activities and assist with any discipline issues within the group (see Behavior Policy).
- To assist with the walking of children on roads to off-site locations
- To assist the Beach & Forest School Leader in ensuring equipment meets safety standards and to immediately report any concerns about the state of equipment.
- To assist the Beach & Forest School Leader in teaching children to maintain their own and others' health and safety.
- To report accidents or hazards to the Beach & Forest School Leader.
- To take responsibility for making themselves aware of safety issues, such as the whereabouts of the first aid kit.
- To provide their own suitable outdoor clothing and footwear.
- For the protection of themselves and the pupils, adult supervisors should ensure that wherever possible they are not alone with a pupil.

Responsibilities of the Children

- To take personal responsibility for their own safety as well as the safety of others and inform a teacher or other supervisor of their concerns.
- To avoid taking unnecessary risks.
- To listen to and follow information and instructions given to them.
- To bring appropriate clothing and footwear to Beach & Forest School sessions.

Health and Safety FS Policy (Refer to Grouville Health & Safety Policy)

The Beach & Forest School Health and Safety Policy is in addition to the School's Health and Safety Policy and does not change the school's position on health and safety matters set out in

the original document which complies with the statutory requirements of the Health & Safety at Work Act 1974.

In order that Beach & Forest School sessions may be run safely, the Beach & Forest School Leader will:

- Ensure that at least one appropriately qualified first aider is on-site.
- Establish and maintain a safe and healthy environment.
- Establish, maintain and evaluate appropriate procedures, policies and risk assessments.
- Boundaries are used in every session and set at the beginning of each session.
- Ensure the provision of sufficient information and instruction for all adults so that they can contribute to their own health and safety and that of the children they are working with.
- Establish and be utterly familiar with, all emergency procedures including the reporting and recording of incidents procedures.
- Ensure that pre-site visits and risk assessments take place before children are permitted on to the site. Risk assessments will be completed at least a week before and signed by the Head Teacher. These will then be kept in a file located in the school office.
- Ensure alternative plans are in place should a planned activity be compromised by health and safety concerns.
- Ensure that Beach & Forest School Staff are aware of their responsibilities towards the children.
- Investigate any accidents and use information gathered to inform future risk assessment and policy making.
- Teach all members of the party to maintain their own and others health and safety by involving them in the risk assessment process at appropriate opportunities.
- Maintain the legal adult-child ratio.
- The following recommended minimum adult to child ratios apply ACCORDING TO THE LEVEL OF STUDENT NEED AND TYPE OF ACTIVITY OFFSITE
- Nursery 1:4. Reception and KS1 1:6. KS2 1:12.
- Outdoor learning on-site, normal school ratios apply.
- Ensure that safety equipment is in good working order and is used appropriately.
- Beach & Forest School Leaders assume responsibility for the maintenance of the First Aid Kit, Welfare Bag and Tool Kit brought to Beach & Forest School sessions.



Clothing FS Policy

What the children will need to wear. Staff to make responsible decision regarding severity of weather (checking weather forecast) and period of time outdoors that is appropriate for the age of the children. If the weather becomes too inclement the Beach & Forest School Leader will make a decision regarding postponing/curtailing sessions.

- Suitable footwear (preferably wellies or waterproof with a good grip).
- Weather appropriate clothing: Muddy Puddle suits for Foundation and Key Stage 1 children. Key stage 2 children bring own waterproofs.
- Named change of clothing in named rucksack to be left on mini bus/beach for off site visits.
- Children to wear shoes at all times (incase of glass, needles etc.)
- Soiled clothes will be dealt with sensitively and discreetly and placed in a carrier bag in the child's rucksack.



Forest & Beach School Weather Policy

- Forest & Beach School activities should take place whatever the weather (unless there are high winds or electrical storms) All activities must however, be suitable for the weather that day. Whatever the weather conditions, we need to ensure that the activities are pleasurable. The decision about whether to curtail activities rests with the Forest School Leader.
- Hot and sunny days need more sedentary activities, with shade and water available. Arms and legs must always be covered.
- Cold days will need active involvement and a faster pace to ensure that participants keep warm. A hot drink could be provided.
- On wet and rainy days' children need to be warm and as dry as possible with the provision of a shelter e.g. the den, tarpaulin.

- The decision about whether to curtail activities if the weather is extremely unpleasant (e.g. torrential rain) or dangerous (an electrical storm) rests with the Forest School Leader.



Welfare at Forest & Beach School

Toileting FS Policy

Emergency resources are kept in a safety bag and all adults are aware of the whereabouts of the bag. Hand washing facilities can be soap and water with disposable hand towels or anti-bacterial hand wipes. There should be toileting facilities nearby. Toileting should be done prior to departure and toilet break done in groups. Café (snack break) can be done at as part of the session.

Consideration should be given to the welfare of the children during Beach & Forest School sessions. As such it is recommended that the availability of suitable toileting facilities is given some thought when planning which beach to visit. Furthermore, the timing of the visit and the inclusion of activities that include taking a drink should be carefully planned to minimise disruption to the session by 'toilet breaks'.

Pre site visits should include a check to see if the toileting facilities are available as 'out of season', they may be locked.

- Children will visit the toilet before leaving the school.
- An appropriate adult supervisor will accompany any groups of children to the toilets if necessary.
- A change of clothes (including underwear) to be kept in class beach bag.

Safety & Welfare Bag

- 1 Copy of Emergency Procedure
- 1 list of cascade telephone numbers
- 1 Child register with emergency contact numbers.
- Nappy Sacks
- Tissues/Wet wipes
- I-pad
- Spare Clothes
- Inhalers/Epi-pens (where appropriate)
- Sterile water (for drinking)
- 1 Mobile phone
- 1 LED torch
- 1 Throw line
- 1 Sun cream
- 1 Foil first aid blanket
- 2 High visibility vest
- 1 Hand Sanitizer
- 2 Safety whistle
- 1 Notebook with pencil
- Walkie Talkie for meadow

A First Aid Kit in sealed carton including:

- 3 x ambulance dressing no 4 - 20cm x 32cm
- 3 x ambulance dressing no 3 - 20cm x 28cm
- 4 x eye pad dressing
- 2 x triangular bandage
- 1 x burn shield large dressing 20cm x 20cm
- 2 x low adherent dressing 10cm x 10cm
- 2 x sterile swabs 7.5cm x 7.5cm
- 2 x conforming bandage 7.5cm x 4m
- 2 x conforming bandage 10cm x 4m
- 10 x wipes 7.5cm x 7.5cm
- 1 x micro-porous tape
- 3 x disposable glove - pair
- 1 x saline eyewash 500ml
- 1 x paramedic scissors

Eating FS Policy

Beach & Forest School adopts the following Policy on the eating of food during Beach & Forest School sessions:

- Beach & Forest School sessions on-site will adopt a nil-by-mouth policy with the following exceptions:
- Hot drinks made in Kelly kettles for the group, from commercially available products.
- Drinks and foods which will only be sourced from commercially available products.

In such cases, the Beach & Forest School Leader will be responsible for checking that no member of the group has any listed allergy to any of the products; if they have, the Beach & Forest School Leader will use their discretion as to whether a substitute product or different activity will be most appropriate.

- Break-time snacks and packed lunches brought by the children may be consumed by the children whilst on Beach & Forest School activities, provided careful monitoring by all staff ensures no products from the site are consumed
- Children will be told the importance of not putting anything found on the site in their mouth.

Emergency Procedures Policy

All participants will be briefed on what to do in case of emergency.

- A whistle will be blown as a signal to stop, children will gather with a member of staff and wait for instructions.
- The Beach & Forest School Leader will assess the situation, the nature and extent of the injury/accident.
- They will ensure that the rest of the group are safe from danger and are adequately supervised.
- They/or the First Aider will attend to the casualty, giving first aid if necessary. An incident report will be completed later.

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance the following will occur:

- In serious cases, 999 will be dialed using a mobile phone from the Welfare pack and the SLT at the school will be notified. The school will be responsible for notifying the parent/s and informing CYPES if necessary, in line with Risk Assessment.
- The welfare of the rest of the group will be maintained and they will be supervised away from the incident and if in danger, will be moved to safety.
- At an appropriate point all Beach & Forest School participants, not involved with the emergency, will return to school when it is safe and practical to do so.
- One member of the staff will meet the ambulance at the site entrance and direct the crew to the incident site.
- If the injured child is taken to hospital, one member of staff will go with them and the child's parent will be updated about the situation by the SLT at school.
- In minor cases, the Beach & Forest School Leader will arrange to contact the parent of the injured child so they can be collected and taken to the hospital, doctor or home.

Missing Child FS Policy

A missing child may constitute a Serious Emergency as defined by the States guidance on emergency procedures, see below.

A Serious Emergency is defined as:

A fatality, life-threatening injury or illness to an individual, injury to a large number of pupils or adults, any injury or illness which may leave the Casualty disabled or disfigured, any serious physical assault, any sexual assault, any missing persons (the time period for this will depend on location and age.)

In the case of any serious emergency the emergency procedures taken from the States guidance on emergency planning procedures (Educational Visits - Health and Safety of Pupils on Educational Visits, Chapter 10, Emergency Procedures, updated Oct '11), will be implemented. Beach & Forest School Leaders should be aware of the procedure for contacting the CYPES using the Serious Emergency contact number. (+44 (0)1534 449206)

Priority is to keep all children safe. This policy shall be applied whether the group are on site, at our local beach or off site elsewhere.

If it is discovered that a child is missing from the group, the situation will be taken very seriously from the outset.

A summary of the procedures to be followed is outlined below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

- The Beach & Forest School Leader shall be informed immediately and will relay details to SLT at school by mobile phone/ Walkie Talkie in the first instance. Telephone contact will then be maintained with SLT for the duration of the incident.
- Activity for the rest of the group shall be suspended in order that up to two members of staff, may be released to conduct an initial search, which shall last no more than five minutes.
- The remaining children will be brought together, a head count taken with the register checked to make sure that no other child has also gone astray.
- The remaining children will be given a low risk activity to complete, within the area by the remaining adults, being mindful not to increase anxiety of the group.
- The Beach & Forest School Leader, in discussion with the group will attempt to establish who last saw the missing pupil, when and where.
- If, after the five-minute search, the child has not been located, using the Emergency phone from the Welfare bag, the Beach & Forest School Leader will phone 999 and alert the police and/or the Coast Guard 447705 with the name of the location at which the child was last seen.
- At an appropriate point all Beach & Forest School participants not involved with the emergency will return to school when it is safe and practical to do so.
- The SLT will be kept informed so that they can contact the child's parents and inform them of the situation. The parent/carer will be invited to make their way to the school or the outdoor venue as agreed with the SLT.
- Staff should corroborate details of the incident, including last known position of the missing child and any timing. These will be recorded on the Emergency Action Plan For Visits - Initial Contact Form. (Grouville Incident Report form)
- When the child is found sensitive attempts to establish the course of events that led to their absconding should be made.
- Parents/carers, SLT and Emergency Services will be informed that the child has been found and is safe and well as appropriate.
- After the incident the Beach & Forest School Leader will discuss with the parents/carers the events that led to the disappearance of the child.

- Parents/carers of the class or group should be invited to a debriefing to explain the circumstances surrounding the incident, or a letter sent home giving details of the events if appropriate.
- A log of the incident will be recorded on the Emergency Procedures - School Visits form.
- Staff and parents should be asked to refer any enquires they have or any enquiries from the media, or other sources, to the Head of the school.
- Liability should not be discussed until after any investigation by the appropriate authorities is complete.



Risk Assessments FS Policy

Grouville School aims to develop children's self esteem, independence and motivation to learn in a safe environment. In order that these aims can be met, the Beach & Forest School Leader will need to ensure the following risk assessments are completed.

Site Risk Assessments

There are 2 types of risk assessment that must be undertaken; Seasonal Risk Assessment and a Site Pre-visit.

- **Seasonal Risk Assessment:** Seasonal Risk Assessment should be undertaken every season and be thorough, looking at any major issues within the site, for example; trees and fencing needing maintenance and abundance of poisonous plants growing. Some of the solutions to these identified risks may be fairly long term, such as tree surgery, replacing fencing and removing hazardous plants. However, some shorter term solutions should also be suggested, such as marking areas out of bounds, changing regular access routes etc until the longer term solution is in place.
- **Site Pre-visit:** The daily site check is the risk assessment that should be done on a regular basis usually the morning before or immediately before any groups arrives at the site. This assessment is to check the more changeable features with a site. such as; clearing litter and hazards, pruning plants, taking down or cordoning off unsafe structures where necessary.

All staff using Forest & Beach School must consistently apply the same approach to risk assessment for all Beach & Forest School sites and activities:

- Look for and identify hazards.
- Decide who may be harmed and how.
- Evaluate the risks and decide whether existing controls are adequate or whether more should be done. Beach & Forest School activities may only proceed if the remaining risk is deemed to be low.
- Record findings, including daily amendments to standing risk assessments based on site visits or observations
- Review assessments on a regular basis and site review at the beginning of each half term.
- Carry out full risk assessments where Beach & Forest School off-site activities will take place. The Beach & Forest School Leader will make pre-site visits prior as near to the start of the activity as is reasonably practical.
- Note risks related to a specific activity on the appropriate lesson plan.
- Inform the Beach & Forest School Leader and children of potential hazards and methods of working in order to minimize their risk further.
- Involve staff and children in risk assessment, as appropriate, as part of learning.
- Ensure legal guidelines regarding off-site activities, such as adequate insurance and parental permission are met.
- Ensure that all staff and children are aware of the emergency procedures for all sites.
- Be responsible for teaching children adequate skills in order to keep themselves safe.
- Ensure children and adults will have access to drinking water during sessions
- Ensure a nil-by-mouth policy is adopted in all Beach & Forest School sessions, except for whole-day sessions when only packed lunches and snacks brought by children and adults may be eaten.

Transport FS Policy

When it is necessary to take the children off-site, the following procedures will be followed:

- The group will be given a safety briefing before leaving the school site and before leaving the destination.
- The following recommended minimum adult to child ratios apply **ACCORDING TO THE LEVEL OF STUDENT NEED AND TYPE OF ACTIVITY**
Nursery: 1:4
Reception and KS1: 1:6
KS2: 1:12.

Walking on pavements

- Appropriate consideration will be given to the timing of any session and minimising the risk associated with 'rush hour' traffic or other busy periods of road use.
- The Beach & Forest School Leader will designate adults to positions in the line.
- The adult leading the line will be someone who can confidently apply all safety procedures, knows the agreed route and is familiar with the site and the class or group of children.
- The group will walk with a partner on the inner side of the pavement.
- The adult at the front of the line will ensure other pedestrians are kept safe, stopping the line if necessary to allow others to pass safely.
- The group will stay together so that all members of staff can see the adult at the front of the line.
- If the Leader senses the group is getting too spread out, (s)he will stop the group. The Leader will then give instructions on how the group should close the gaps in the line. When the Leader is satisfied that the group is back together again, (s)he will give the instruction to move on.

Crossing the road from pavement to pavement

- On approaching the place to cross the road, the adult at the front of the line will stop the children and ensure they are all paying attention and are ready to cross.
- When it is safe to cross, the adult at the front of the line will move to the other side of the road. A second and third adult will move to the middle of each carriage way in order to stop any traffic and signal for the children to cross. The Leader at the rear of the line will ensure the children cross quickly and safely without running.

Using pelican crossing

- The pelican crossing can be considered to be a 'safe place to cross', however, the interval in which the pedestrian is presented with a 'green light' is too short to cross an entire class. This presents its own safety issue and the means to negotiate this hazard safely needs to be determined by the Beach & Forest School Leader. This should be included on the risk assessment and shared with all at the safety briefing prior to departure.
- Other hazards need to have been identified and supervisors and children briefed on appropriate means to reduce risks to an acceptable level. Eg Leaving a two second gap between children as they descend the steps down to the beach.
- Having a supervisor on the beach to assemble the group prior to the identification of hazards for the session and marking of the boundary.

Minibus/coach journeys (refer also to CYPES Minibus Driver Training Requirements Policy V1.0)

- All drivers must be appropriately qualified to drive the bus. The driver must check that all insurance documents are up to date and relevant.
- Minibus keys to be left in the main office.
- Minibus to be kept in the car park, driver to check outside, lights, mirrors, fuel and water level, tyres etc.
- All doors must be unlocked when in transit.

- Driver to ensure that the bus is suitably fuelled. Re-fuelling the bus is done before off site visits
- Equipment: Beach & Forest School Welfare Bag needs to be kept next to driver throughout the journey, all other equipment needs to be placed under seats at the back of the bus or stored suitably near a staff member.
- Tissues and water should be on the bus at all times.
- All exits should be kept clear and bags stored under seats.
- Medical details for all participants should be taken on every trip.
- A register must be taken and kept next to the driver.
- All participants must be encouraged to enter and exit the bus independently where possible.
- The driver must check all participants are wearing a seat belt.
- Booster seats must be used where necessary, to ensure the correct positioning of the seat belt on individual children.
- All participants must remain seated and face forward at all times while in transit.
- A member of staff must sit next to sliding doors.
- The driver must stop if they think that a participant has taken off their seat belt.
- The driver must instruct participants when to remove their seat belts.
- If parking on the slip consideration should be given to the orientation of the bus during boarding and alighting. If the bus is reversed down the slip, when it is parked the rear doors will remain open due to the incline, avoiding the creation of a hazard with a constantly closing door.
- The minibus must be tidied at the end of each session.
- All concerns regarding the bus must be reported directly to the Education Visits Co-ordinator (EVC).
- The bus must be locked when unattended.
- Bus to be returned to the car park and keys returned to the main office.



Behaviour FS Policy - [linked to Grouville Behaviour Policy](#)

Grouville Beach & Forest School aims to:

- Build self-esteem, independence, excitement and motivation to learn.
- Maintain a safe learning environment.
- Promote awareness and respect for others and for the environment.
- Promote collaborative work.
- Uphold clear expectations of behaviour management.
- Develop awareness of acceptable behaviour and responsible behaviour in an outdoor environment.
- Develop pride in their achievements.
- Standards of behaviour are sustained and reinforced as a continuum of expectations within conventional school time.

The Role of the Beach & Forest School Leader or accompanying staff:

The Beach & Forest School Leader will:

- Create a positive environment which encourages and reinforces caring, nurturing and acceptable behavior towards one another, the environment and equipment.
- Promote effective relationships in which all are accepted, valued and treated equally.
- Be mindful of the need to maintain safety at all times.
- Establish clearly defined standards of behaviour.
- Provide a positive role model for all children and adults.
- Place the needs of the children, including needs linked to their preferred learning styles, social and behavioral needs at the center of the Beach & Forest School curriculum to maximise individual success and raise self-esteem.
- Give verbal praise to children demonstrating good work, good behavior, cooperation and good group work.
- Provide a hook for their learning.

The Role of the Children:

- Listen carefully and respond to instructions and requests, especially those concerning safety.
- Develop and maintain an acceptable attitude towards one another, the environment and all equipment.
- Where behaviour is not meeting acceptable standards, the Beach & Forest School Leader will ensure the following steps are adhered to:
 - A member of staff will try to re-engage the child in the first instance.
 - A verbal warning will be given by a member of staff by taking the child to one side and reminding them of the importance of acceptable behaviour. However, if the child's actions are placing the group and/or an individual at risk, the child will be dealt with in the following manner:
 - The child will be escorted back into school and handed over to an appropriate member of staff.
 - If the session is off site, the school will be telephoned for someone to drive out and collect the child. If this is not possible, the Beach & Forest School Leader will make the decision whether to send the child back to school escorted by an adult or, the whole group will be taken back to school.
 - Where the behaviour is deemed to have been very unsafe, the child will be excluded from the next Beach & Forest School session.

Pond Dipping FS Policy

This pond dipping policy must be read by all staff or volunteers prior to pond dipping.

General Pond Safety:

Children who are pond dipping are usually older than the key at-risk age of drowning in ponds. Children aged between one and two are particularly at risk of drowning in ponds. As the child increases in age, the risk decreases.

Even the shallowest of ponds can be lethal - from a child's perspective, a 500mm deep pond is equivalent to an adult falling into 1800mm of water - the child being unable to climb out of the water.

We have a duty of care towards staff, pupils and other who may be on their premises. We as a school are required to carry out a risk assessment and implement reasonably practicable measures to ensure an acceptable level of safety. When considering safety issues, and in particular the risk of drowning in a school pond, there are a number of factors to assess.

What are the hazards?

- Unsupervised access to the pond, particularly by younger children.
- The water as a drowning hazard.
- Water quality and associated health hazards such as leptospirosis and the effects of blue-green algae.
- Interaction of the water with features such as steep banks, silt, and overhanging branches.
- The prevention of slips, trips and falls should be considered, and hygiene issues such as the small risk of Weil's disease and other water borne causes of ill health.

Who might be harmed?

- Young children, particularly under fives
- Teenagers (peer pressure often leads to risk taking)
- Staff and lone workers
- Children with special needs
- Members of the local community
- The elderly

Risk assess

Decide whether existing precautions are sufficient, or whether more can be done. Assess factors such as function, location, depth, edge gradients, supervision, user groups, information provision, effects of weather i.e. ice, rain, heat.

Risk control

- Access should be controlled to no more than 10 supervised children on the decking.
- The open pond is effectively closed by ensuring the gate is locked after each visit.
- Pupils should be supervised - the ratio of adults to children should be such that each adult can easily supervise those they are responsible for.
- During the activity try to ensure that those children with cuts on their hands cover them with waterproof plasters or wear suitable gloves, avoid ingestion of water and ensure that all children wash their hands after the activity especially before eating.
- Access for pond dipping must only be from the decking.

- Clear signage should be used at the access points to the pond. For example, a sign stating 'No unaccompanied children', or, if ice forms during the winter 'Danger: thin ice'.
- Children and adults should wear appropriate footwear.
- All adults should be prepared to perform a wading rescue if needed.
- Any adult acting in a supervisory role should have read the operating policy and the emergency action plan.

Emergency action plan

- Should a child fall into the water tell others to remove themselves from the decking immediately, ask 1 child to call another adult for help
- If responsive/able ask child to stand and climb out
- If needed reach out to help ensuring you are safe to do so
- If the child is in difficulty a wading rescue may be necessary
- Treat and calm child as appropriate
- Session may need to be postponed
- Incident must be reported as a near miss
- Parents must be informed



Fire FS Policy

This fire policy must be read by all staff or volunteers prior to a fire. Forest School sessions involve open fires - whereas Beach School fires will be mostly contained within Kelly kettles. No open fires should be lit at any beach.

General Safety:

- Only B-TEC Advanced Beach & Forest School Leaders should lead Fire activities. Adults, who have had fire training, can light the fire at the discretion of the Forest & Beach School Leader following training.
- It is essential that there is an adult within the fire circle at all times so the fire is never left unsupervised.
- A first aid kit, water & fire blanket should be present at every fire.
- A fire session should not go ahead if the leader does not have confidence with the group or the weather is unsuitable e.g. changing wind conditions.
- Fires are only allowed in the designated fire area within a circle which has a fixed boundary 1 ½ metres away from seated areas.
- Fires are lit using cotton wool, dry twigs and a strike stick. If alternatives must be used in case of bad weather, then these must be carefully assessed in regards to Health & Safety (firelighters).
- A fire blanket or extinguisher must be available for use when the fire is in situ and instructions available to the adults prior to the session. Water should also be on hand to extinguish the fire at the end of the session.
- A site check should be carried out prior to the fire to assess and address the ground surface, overhanging branches and nearby foliage. If unsafe-a fire should not be lit until the area is cleared.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face and to close their eyes. If there is a clear wind direction, seating in the line of smoke is to be avoided. If wind direction is variable, the leader should rearrange the seating.

Routines:

- All fires must be extinguished with water.
- There is strictly no thoroughfare when the fire is in situ.
- Children must walk closely to the fire seats. Once seated around the fire, the children must remain seated until directed by an adult to move.
- Children are not permitted to throw anything onto the fire unless instructed to.
- Adults and children are only allowed in the inner fire circle if invited in at the discretion of the leader. When asked by the Leader to join the inner fire circle, children must kneel down behind the fire stone boundaries.
- Fire ratio maximum is 1:6.
- Children must be briefed about Forest School rules prior to a fire to ensure safety.
- Do not overfeed the fire.
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision. Children can feed the fire but they must have been shown how to do so safely. (Stick held at the end and dropped in from the side; hand should never be placed over the top of the kettle)
- Fires need to be extinguished at the end of the session by pouring water onto the fire and making sure it is thoroughly extinguished and no embers are still smouldering.

Extinguishing:

- All fires must be extinguished at the end of a session.
- Water should always be to hand during these sessions.
- Whenever possible, all fuels should be burnt off to ash.

- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.

Fire Tools & Food:

- Kelly kettles and pans must only be used on flat surfaces.
- Kelly kettles should never be boiled with the cork in.
- Children are not allowed to lift or pour from Kelly kettles.
- If water is to be heated, Kelly kettles are recommended. Different containers/methods could be used with older children at leader's discretion following a risk assessment.
- Care should be taken when selecting food to be cooked. Meat products should be used with caution and cooked thoroughly if used. Care should be taken with hot food especially those with a high fat content e.g. marshmallows.



Hand Tool FS Policy (See appendix 4: Tool Guidance)

Children may be using a number of tools during Beach & Forest School sessions. Whatever the activities, the safety of all involved is of paramount importance.

When using tools, all Beach & Forest School sessions must have a qualified First Aider in attendance who should have a First Aid kit with them or know where one is close by. Safety points and expected behaviour should be discussed before all activities.

- Only B-TEC Advanced Beach & Forest School Leaders should lead tools activities.
- Tools should be taken to the site by an adult.
- Tools should be locked away safely in a suitable place when not being used for Beach & Forest School.
- Proper use of tools should be demonstrated at initial use and reinforced regularly by staff.
- Everyone should know where tools are to be put when finished with after a session.
- Gloves, helmets and safety goggles to be used when appropriate.
- Beach & Forest School Leaders are responsible for the suitability of the tools for the activity chosen.
- Adults should support, not interfere, with learning. They may use tools that the learner is not competent to use yet to enable to learner to carry out their task.
- Beach & Forest School Leaders must count tools back to ensure they are all safely returned.
- Tools must be checked for damage and cleaned, sharpened and stored correctly after use.
- The primary duty of all staff is to ensure the children are being safely supervised when using tools and that the tool use is safely demonstrated.

Suggestions for a Tool Box (This is an addition to the Safety Bag)

- The type of tools purchased will depend on what activities you expect to be doing and who you will be working with.
- Bow saw
- Pen knives
- Bill hook
- Hacksaws
- Potato peelers (for young children)
- Various types of string
- Ropes
- Tent pegs
- Clothes pegs
- Lopper
- Secateurs
- Tinder material e.g. cotton wool
- Storm/Kelly kettles
- Fire flint or matches
- Crook Carvers

Safeguarding FS Policy - linked to Grouville Safeguarding Policy

The Designated safeguard Lead at Grouville School is Nichola Turner and in her absence Lydia Arrowsmith. Please refer to Grouville School's Child Protection Policy. This policy is in addition to the Grouville Child Protection & Safeguarding Policies and should not be seen in isolation.

Adequate steps should be taken to ensure the safeguarding of the class or group during Beach & Forest School sessions. This does not preclude any procedures normally in place, but specific procedures may be necessary to account for the protection and safeguarding of individuals in an outdoor learning environment.

- Adult: Pupil ratios need to satisfy minimum requirements and should form part of the Risk Assessment for each visit and activity.
- Any regular volunteer supervisors need to be vetted by the Disclosure and Baring Service (DBS, formerly CRB).
- All helpers should read risk assessment and give back to lead.
- Regular volunteers should demonstrate an understanding of confidentiality clauses and must sign and comply with the school agreement form.
- Risk assessments should take account of pupils' contact with the public, and should detail the steps taken to reduce the likelihood of harm resulting from such contact.
- Health and Safety precautions should set appropriate physical boundaries for each session. It is worth considering the use of additional signage to politely request the co-operation of the public during the Beach & Forest School session.
- Parental consent for off site visits need to have been received and adult supervisors should be made aware of any special needs of individuals in the group on a 'need to know basis'
- Personal information relating to individuals should be handled sensitively and steps need to be taken to ensure data protection policy requirements are met in relation to how this information is shared and stored, particularly where volunteer supervisors are used.



Appendices

Appendices

A - Grouville Incident/ Accident Report Form

B - Seasonal Risk Assessment

C - Risk assessment Form for external visits

D - Tool Guidance

Grouville School Minor Injuries Log

Date, place and time of accident/incident	Full Name and class	Description of incident/accident (including any equipment involved) and injuries sustained	Follow up Action (including first aid treatment given, parent contacted, repairs/maintenance)	Name of first aider and/or person giving help

Appendix B - Seasonal Risk Assessment Example

	Checked & Safe	Action Needed
Den External		
Den Internal		
Gate		
Pond Decking		
Pond Internal		
Walkways		
Trees		
Bushes		
Mushrooms & Fungi		
Risk objects		
Shed		

Additional areas to note:

Appendix C - Risk assessment Form for external visits
Application for OFF-SITE Group Activity within the Island

Group Leader: _____ Year group/Class: _____

Outline of activity: _____

Date(s) and time of visit: _____

Number of students: _____ Number of adults: _____ Ratio: _____

Summary of travel: _____

Names (initials) of staff accompanying the group: _____
 Mobile contact number: _____

1. Please sign off the boxes below, in the listed order.
2. Group Leaders are responsible for ensuring a Risk Assessment has been completed for the visit. If using an existing (generic) Risk Assessment, the Group Leader must adapt the Risk Assessment so that it is specific to the planned visit.
3. The EVC and Group Leader should discuss the visit and the Risk Assessment, and look specifically at staff/adult to pupil ratios, and first aid provision and qualification.
4. The group leader must ensure that parents are made aware of the off- site visit, and that parental consent has been given.
5. After the EVC is satisfied with the organisation of the visit, the Head Teacher, or delegate, must give final approval.
6. All groups travelling off-site must carry an appropriate first aid kit
7. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the Risk Assessment accordingly.

	Date	Signed	Tasks	
1 Visits Co-Ordinator			Initial approval in principle	Y / N
2 Group Leader			New Risk Assessment completed Previous Risk Assessment reviewed	Y / N Y / N
3 Visits Co-Ordinator			Discuss arrangements & Risk Assessment with Group Leader as necessary Confirm First Aid provision	Y / N Y / N
4 Group Leader			Information letter sent to parents via students Information letter sent via post/email Parental consent gained	Y / N Y / N Y / N
4 Visits Co-Ordinator			Approval of visit	Y / N
6 School Office			First Aid Kit - Checked and issued. List of participants & contact details (mobile)	Y / N Y / N
7 Group Leader			After the Visit - Record any accidents, incidents or near misses on the reverse of this form and report to Office - then this form goes to the Visits Co-Ordinator	

Risk Assessment
Off-site visit (on Island)

Recommended ratios for off-site visit

- 1 adult for every 4 pupils - Nursery
- 1 adult for every 6 pupils - Reception, Y1 & Y2
- 1 adult for every 12 pupils - Y3 - Y6

Supervision

- Supervision ratios are normal class teacher ratio unless using the wider environment with pupils allowed to move independently - then consult Visits Co-Ordinator.

Pre-Visit Preparation and Action

- Application completed
- First Aider to accompany group where possible - First Aid kit to be taken
- Mobile phone number / contact left with School Secretary
- Details of departure / destination / return times left with School Secretary

Risk Assessment - used with Risk Assessment Tool

Risk	Likelihood	Harm Level	Risk Level	Action(s) to minimise the Risk

Appendix D - Tool Guidance

Bowsaw	
Tool used for:	Tree felling, scrub clearance, coppicing, cross-cutting felled timber, tree cookies, cutting wood for making Forest School furniture etc.
Transporting to FS:	Carried in a sturdy bag on the Forest School trolley. Protective guard is always on when the saw is being transported. When walking with the bow saw, carry like a handbag with cover on, blade facing down.
Safety Checks:	Check tension of saw blade and re-set or re-tension as necessary. Check blade condition – cracks, bent, missing teeth. Replace if necessary. Check handle condition.
PPE needed (and for whom):	Hard hats and safety boots to be worn by anyone within a distance of twice the height of the trees when coppicing and tree felling.
Additional Safety Equipment to be used:	Safety glove on the non-tool hand. Saw horse with guards when cross-cutting timber.
Ratio Adult/Child	1-1 Adult to Child.
Safe Body Stance:	Use Respect position when coppicing. (Knee on floor – same side as tool hand e.g. right knee if right-handed. Other knee raised with leg at right-angle.)
Safe Action:	Always use a saw horse with non-tool hand behind the guard when cross-cutting timber. Cutting action is with the pull – push and pull with one hand, holding the handle or if two people holding, second person holds the frame near the bottom. Saw with easy strokes, using the full length of the blade. Let the blade do the work. Hold wood steady with other hand, well clear of the saw, when not using a saw horse.
How to Clean:	Wipe clean with a cloth and gun oil from the non-toothed edge to the toothed edge to ensure all dust and dirt is off the blade.
Storage:	Store in a sturdy bag with the guard on in the Forest School room, which will be kept locked.

Clamp (Quick Clamp)

Tool used for:	Securing wood to reduce slips when using a hand drill or brace and bit.
Transporting to FS:	In sturdy Canvas Bag. When walking, hold the top of the clamp with the tool lengthways next to the leg. When passing, hold the movable parts and offer the stable parts to the other person.
Safety Checks:	Check no cracks or play in the mechanism.
PPE needed (and for whom):	None.
Additional Safety Equipment to be used:	None.
Ratio Adult/Child	1-1
Safe Body Stance:	Use respect position, assuming working near the ground.
Safe Action:	Ensure hair tied back and no loose clothing. Keep fingers clear of clamping disks. Squeeze trigger and pull up to release, fit onto wood and secure base, squeeze handle to tighten.
How to Clean:	Wipe with gun oil and cloth once a month to keep from rusting. Spray movable parts monthly with WD-40.
Storage:	Store in the Forest School Tool Box, locked in the Forest School Room.

Hand Drill

Tool used for:	Drilling through wood discs/tree cookies and other thin pieces of wood.
Transporting to FS:	Transport in a sturdy canvas bag. When walking, hold handle next to leg with bit facing backwards. When passing, hold the wheel and offer the handle to the other person.
Safety Checks:	Check for no cracks in any of the parts and that the mechanism is running smoothly.
PPE needed (and for whom):	None. All hair is to be tied back and loose clothing e.g. scarves secured.
Additional Safety Equipment to be used:	Use clamps to help prevent drill slips and injuries.
Ratio Adult/Child	1-1
Safe Body Stance:	Respect position, assuming working near the floor.
Safe Action:	Secure wood with clamp. Choose appropriate sized bit. Place bit into wood and secure it is really tight. Apply pressure on top handle and rotate moving handle of drill clockwise.
How to Clean:	Remove bit and blow out any dust caught in the bit holder. Use cloth and gun oil to ensure all dirt and moisture is off the tool. Oil cogs weekly with WD-40.
Storage:	Store in the Forest School Tool Box, locked in the Forest School Room.

Folding Knife (Penknife)

Tool used for:	Whittling, cutting string and rope, peeling bark.
Transporting to FS:	Always carry and transport closed in case. Forest School Leader to transport closed in case in zipped-up pocket.
Safety Checks:	Check no movement in the blade. Check no cracks in the blade or handle. Check for sharpness in the blade by running thumb cross-ways.
PPE needed (and for whom):	Glove must NEVER be worn on the tool hand but may be used on the non-tool hand where appropriate.
Additional Safety Equipment to be used:	Safety glove on the non-tool hand only.
Ratio Adult/Child	Used by Forest School Leader and Forest School Assistant only for Early Years and KS1. 1-1 Adult/Child ratio for KS2.
Safe Body Stance:	Maintain a 'blood bubble' – always check this is present before using. Blood bubble is one arm length plus tool all around. Double this if more than one knife is in use. Sit down and kneel in the respect position. Hold knife to one side with blade facing away from the body.
Safe Action:	Open and close the knife in front of you. Close in the same way. Hold with thumb and finger along the smooth side of the blade and other hand in thumb and fingers underneath the blade. Hold knife to one side with the blade facing away from the body. Keep wood between you and the knife. Cut away from the body and to the side. Use whole body to avoid tiredness. Keep the holding hand as far away from the blade as possible but always stay in control of the knife.
How to Clean:	Use cloth and gun oil to ensure all dirt and moisture is off the blade. Sharpen regularly – a blunt knife is more dangerous than a sharp one.
Storage:	Close and return to the case immediately after use. Stored closed and in the case in a locked metal tool box, locked in the Forest School Room.