
Child's Play

Child's Play Forest School Handbook

This handbook is for use by both Forest School Staff and Forest School volunteers. The policies within the Handbook are closely linked to all the policies that Childs Play Pre-school adhere to when in session at the hall. Further details of all the Pre-school's policies can be found on the Pre-school Website.

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1) Setting Up and Packing Down Guidelines

The day before Forest school session:

All staff and volunteers will familiarise themselves with the Childs Play Forest school handbook and it's policies before taking part in the session.

- The Forest School leader will remind parents of travel arrangements and kit list at the beginning of term.
- Forest school leader and Pre-school leader will gather all the equipment together using a check list. Ensure this includes the register.
- Forest school leaders will ensure tools are in good condition and the First Aid kit is complete.

On the day of a forest school session:

One of the forest school leaders will stay in the woods to safeguard the equipment if needed.

The Forest school leaders will also check the site.

This will include:

- Checking for dog mess and dangerous objects
- Checking for any increased risks due to changes in the weather
- Carry out all safety checks in line with the risk assessment
- Arrange logs and stumps for seating if available.
- Put up shelter if needed
- Cut any dangerous eye-level branches
- Prepare boundary markers
- When all staff and children are present the Forest school leader will take a headcount and the group will set off.

At the end of the session:

There will be a 'tidying-up' time when everyone will be expected to take part.

- All tools will be counted back into tool bags.
- All boundary markers will be collected in.
- Any stumps or logs used will be hidden or returned to the wider area so we do not encourage a gathering place for teenagers etc.

- The water canister can be emptied. Take shelters down. Remove any litter bags from the site.
- All the children will be encouraged to help to carry equipment if appropriate.
- Before leaving the forest the Pre-school leader will carry out a headcount.
- We will leave the forest with a Forest school leader at the front of the line and a member of staff at the rear.
- We may leave some equipment hidden at the edge of the forest and staff will return to collect it later.
- All equipment will then be returned to pre-school and cleaned if necessary or left to dry. Equipment will then be returned to the storage cupboard or shed and locked away.

2) Forest School Safety talk Pointers

Rules of our Forest School:

1. This is our work area, red rope marks the boundary. Stay inside the red rope.
2. Take care with sticks. Stick carrying-hold them pointing down(demo) or take your stick for a walk along the ground
3. Dogs- Are usually friendly but we don't know what mood they are in so -'Keep still, keep quiet, keep together'
4. Nettles and brambles-don't go near them
5. We only eat food we brought with us not what we find in the forest.
6. Try not to put your fingers in your mouth and eyes. Wash our hands before eating.
7. Flickety branches-help your friends with these (demo.)
8. Leave the wild flowers for other people to enjoy.
9. Fire circle: do not walk into the fire circle, only adults touch the fire.
10. When you hear "1, 2, 3 where are you" answer with your name.
11. Have fun.

3) First Aid Equipment List for Forest School

- Sterile Wipes x 5
- Plasters of various sizes
- Conforming Bandages x 3
- Non adhesive square bandages x 3
- Scissors
- Surgical tape
- Hand gel
- Disposable gloves x 5
- Safety pins x 5
- Eye dressings x 2
- Aspirin x 4 (for adults)
- Water bottle (labelled when last filled)
- Hypo allergenic sun cream
- Bite and sting relief spray
- Children's specific medication and details
- Emergency First Aid Manual

Kit Bag List for Forest School

- Shelter
- Wooden Mallet
- Register
- Accident book
- Plans
- Risk assessments
- Plans, Session timings and kit lists in poly pockets
- Water Container filled the morning of Forest School
- Preschool phone and one other mobile (on different network).
- Risk Assessments.
- Contact details of all parents and emergency contact information for all at Forest school.
- Hand wash gel
- Trowel and spade
- Camera
- Wet wipes x 2
- Tissues
- Loo Roll
- Secateurs
- Boundary ropes
- Sisal String (10m)
- Bungees
- Children's Hi Viz Jackets
- Kelly Kettle

- Flammable material for kettle and fire including cotton wool, old man's beard.
- Water proof matches, fire sticks
- Big tarp
- Light weight tarp
- Small camouflage tarp
- Snack and drink requirements.
- Fire Safety blanket
- J cloths
- Teaspoons
- Cups
- Hot Choc

Additional Forest School items for some sessions

- Stump
- Wax crayons
- Wool
- Group lists
- Session plan
- Snack

These lists are seasonally influenced and will need to be adjusted accordingly.

4) Forest School Health and Safety Risk Assessments

Risk Assessment for: Tools

Assessed by:

Date:

To be reviewed:

Essential resources for tool use: Two mobile phones, register, 1:3 adult ratio, water, First Aid kit, children and work gloves, first aid kit.

Risk identified	Persons at risk	Control Measure	H S	L O	Risk
Injury with Large bow saw	Children and adults	<p>Instruction on safe cutting procedures by Forest School Leader (child at one end adult at other, body to left or right of saw, eyes on saw); supporting adults briefed before activity.</p> <ul style="list-style-type: none"> - Appropriate staff-child ratio (1:1) • Appropriate clothing worn, including glove for non-cutting hand . • Cutting Equipment maintained in good working order - appropriate blade for task fitted. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back . 	1	2	2
Injury with Medium sized bow saw	Children and adults,	<p>Instruction on safe cutting procedures by Forest School Leader (adult behind child, hands alongside, shadowing sawing movement, body to left or right of saw, eyes on saw); supporting adults briefed before activity.</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:1) • Appropriate clothing worn, including glove for non-cutting hand. • Cutting Equipment maintained in good working order - appropriate blade for task fitted. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) Equipment counted out and back. 	1	2	2
Injury with Small saw	Children	<p>Instruction on safe cutting procedures by Forest School Leader, (body to left or right of saw, eyes on saw, adult sitting alongside child, closely monitoring) other supporting adults briefed before activity.</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:1) 	1	2	2

		<ul style="list-style-type: none"> • Appropriate clothing worn, including glove for non-cutting hand. • Cutting Equipment maintained in good working order . • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back. 			
Injury with Bill hook	Children and adults	<p>. Instruction on safe cutting procedures by Forest School Leader (adult holding hook, arms straight, body back, adult to give child go ahead for banging hook); supporting adults briefed before activity</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:1) • Appropriate clothing worn. • Cutting equipment maintained in good working order • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back . 	2	1	2
Injury with Peelers	Children and adults	<p>Instruction on safe cutting procedures by Forest school leader (peeling away from body, keep eyes on tool whilst using it, hold peeler with one hand and keep blades away from legs).</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:3) Appropriate clothing worn. • Cutting equipment maintained in good working order. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back. 	1	1	1
Injury with Pen Knife	Adults	<ul style="list-style-type: none"> • Appropriate clothing worn. <p>Folded back with fingers well clear of blade.</p> <ul style="list-style-type: none"> • Cutting equipment maintained in good working order • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back. 	1	1	1
Injury with Laplander	Adults and Children	<p>Instruction on safe cutting procedures by Forest School Leader (adult behind child, hands alongside, shadowing sawing movement, body to left or right of saw, eyes</p>	1	2	2

		<p>on saw); supporting adults briefed before activity.</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:1) • Appropriate clothing worn, including glove for non-cutting hand. • Cutting Equipment maintained in good working order - appropriate blade for task fitted. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back. 			
Injury with Tent pegs	Adults and Children	<p>Instruction on safe use by Forest School Leadf (keep pegs away from faces, use a hard surface for hammering home peg).</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:3) • Appropriate clothing worn. • Cutting equipment maintained in good working order. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back. 	1	1	1
Injury with Hand drill	Children and adults	<p>. Instruction on safe drilling procedures by Forest School Leader (adult holding drill, arms straight, body back, child turning drill); supporting adults briefed before activity</p> <ul style="list-style-type: none"> • Appropriate staff-child ratio (1:1) <p>Appropriate clothing worn.</p> <ul style="list-style-type: none"> • Cutting equipment maintained in good 	1	2	2

		working order. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back .			
Injury with Secateurs	Adults	• Appropriate clothing worn. . At all times tool used for intended purpose according to manufacture. • Cutting equipment maintained in good working order • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) • Equipment counted out and back in line with policy	1	2	2
Injury with Pruning shears	Adults and children	. Instruction on cutting procedures by Forest School Leader (adult one handle, child holding other, cutting motion created together); supporting adults briefed before activity. • Appropriate staff-child ratio (1:1) • Appropriate clothing worn. • Cutting equipment maintained in good working order. • Appropriate emergency procedures in place (first aid kit in kit bag, routine for summoning help for serious incidents) Equipment counted out and back .	1	2	2

Child's Play Pre-School Health and Safety Risk Assessment

Risk Assessment for: Forest School session

Assessed by:

Date:

To be reviewed:

Essential resources for outdoor visit: Two mobile phones, register, 1:4 adult ratio, Hi-visibility jackets, water, First Aid kit, spare clothes

Risk identified	Persons at risk	Control Measure	H S	L O	Risk
Car park: Cars turning.	Children	Staff to keep children in designated area. Stand between them and the car park.	1	1	1
Walking on foot paths	Children, staff and volunteers	Walk on right. Adults at front and back of line and on car side of children	1	1	1
Barbed wire fence	Children	Warn children of hazard.	1	1	1
Nettles + brambles	Children and adults	Ensure boundary area does not include bramble area. Remind children not to touch nettles. Use dock leaves to treat mild stings.	1	4	1
Low hanging branches	Children and adults				
Roots and trip hazards	Children and adults	Remind everyone to look where they are going and not to run.			
River walk	Children and adults	Single file, adults to river side. Walking rope.	2	1	2
Built hideout Structure-danger of collapse	Children	Risk assess this with the children each week and agree the rules of use. Adults always supervise play in this area.	1	2	2
Eating berries, Mushrooms, Leaves	Children	Have a non-eating policy in the wood apart from snack time/lunchtime	2	1	2
Dog faeces	Children and adults	Staff check area to be used + remove. Tell children what to do if they see it.	2	1	2

5) Child's Play Forest School Health and Safety

Our Pre-School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The Pre-School aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Pre-School's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Pre-school leader and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the Pre-school Committee, the Pre-school leader and Staff

The identification, assessment and control of hazards within the Pre-School is vital in reducing accidents and incidents. Both the Pre-school leader and deputy leader are responsible for assessing risks to health and safety arising out of the Pre-Schools activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Pre-School's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The Pre-school Committee holds ultimate responsibility and liability for ensuring that the Pre-School operates in a safe and hazard free manner. The Pre-School Committee - along with the Pre-school leader - is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Pre-School Committee will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the Pre-School's health and safety responsibilities.
- Providing adequate health and safety training for all staff.

- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Pre-School's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into unsupervised contact with children at the Pre-School have appropriate and up to date Criminal Record Bureau checks.

The Pre-school leader is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The Pre-school leader is required to report any matter of concern regarding the Health and Safety policy to the Pre-School Committee.

The Pre-school leader will ensure that:

- Regular safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Pre-School Committee and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfill their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Pre-school leader or deputy, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Pre-School, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.

Undergo relevant health and safety training when instructed to do so by the Pre-school leader.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Pre-School. Therefore, the Pre-School has insurance cover appropriate to its duties under this legislation, including Employer' and Public Liability Insurance. Responsibility will, in most cases, rest with the Pre-School, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Pre-School is held responsible for any incident that may occur, public liability insurance will cover compensation.

6) Clothing Policy

To ensure that the children are sufficiently protected from the weather and the forest environment we require children to be wearing appropriate clothing and footwear. Clothing will get muddy so old home clothes are required.

We require children to have long sleeves and long trousers in **both** winter and summer. This is particularly important in the summer to protect from tick bites, sun burn, stinging nettles and thorns.

Winter Clothing

The general rule is to wear lots of layers which keep in the heat and can be removed if needed.

Children require:

Warm hat

Gloves NB not mittens

Vest

Long sleeved t-shirt/shirt

Jumper/fleece

Waterproof coat

Waterproof trousers

Wellies with warm socks/walking boots

Thermal underwear

Summer Clothing

Sun hat

Sun cream applied before session

Light long sleeved top

Light long trousers

Wellies or enclosed shoes/boots (no sandals)

Forest School leaders and staff will ensure all the children are appropriately dressed before leaving for our Forest School Locations.

7) Sheltering and Toileting Policy

Sheltering:

In the event of very extreme weather e.g high winds, thunderstorm, the usual forest school session will not take place. A simplified activity will take place at the Pre-school.

During each Forest school session we will ensure that shelter is provided from sun and rain.

The trees in the forest will provide good sun cover. We will also erect shelters from tarpaulins. We will erect our Group Outdoor Shelter if we feel it is needed.

We will take ground tarpaulins to provide comfort in the cooler months.

Toileting:

We will ask the children to use the toilet before leaving the setting. If the children need to go to the toilet we have tissue and a spade to dispose of the waste.

All adults supporting the Forest School are CRB checked so are able to support children with toileting but we will try to ensure a staff member accompanies the children where possible. We anticipate the children will need less support with this activity as the sessions increase.

Any children requiring a change of pull-ups will be changed. The soiled pull-up will be double-bagged and removed from the wood at the end of the session. These children should bring spare pull-ups in their back-pack.

8) Woodland Conservation Policy

One of the principles of Forest School is to promote environmental awareness and encourage sustainability. The children are taught about an appreciation, respect and responsibility for the world around them. Both the children and adults are encouraged to be aware of conservation issues of the woodland around them.

It is important to bear in mind the ecological impact of running a Forest School and with that in mind consideration will be given to the following:

- The fire will be contained in a Kelly kettle which uses very little fuel and will enable the site to be left unaltered when it has been put out.
- This will limit the amount of dead wood that is burnt as it is important for the soil layer of the forest.
- Children will be educated not to pick up anything that is still growing.
- Unless the locations have an abundance of a woodland resource required for specific activity, materials will be provided by the Forest School leaders from various other sites.
- The Forest School leaders will observe the effect of the preschool route to and from the forest location and if necessary adjust the route to ensure the woodland flooring has time to recover.
- Where beneficial to the woodland the preschool will coppice Ash, Sycamore and other self-seeding trees.
- Forest school leaders will ensure that woodland species are conserved and will endeavour to plant new species if damage has occurred.

9) Hand Tool Safety Policy

Our Pre-School is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

Using small hand tools is an important part of Forest School as it enables children to develop new, practical skills that help them develop self-confidence. Hand tools are to be maintained in good order by the Forest School Leaders and preschool staff. The Forest School leaders will inspect the tools before each session to ensure safety. Children and adults will be taught how to handle tools properly and to treat them with respect. Whilst using hand tools the staff to child ratio is increased.

This will be achieved by following these guidelines:

- Staff to child will vary depending on the tool in use. The ratios will vary from 1:1 to 1:4.
- Tools will be kept in the preschool tool bag and only removed by the Forest School leaders, staff or volunteers.
- Adult and child sized gloves will be available and are to be used when appropriate.
- Penknives must be opened and closed by Forest School leaders, staff or volunteers
- Running with tools is prohibited
- Pointing with tools is prohibited
- Children will lose permission to use tools if the guidelines are not followed.
- Bill hooks should not be swung or used with gloved hands, and will only be used under the guidance of Forest School Leaders.
- Bow saws must have a blade guard on them when not in use. Blade guards to be removed and put back only by Forest School staff, or volunteers.
- Wood being sawn must be supported on a saw horse or a natural sawing break - hands must be kept away from the blade. Adults and children must be given instruction and demonstration on the appropriate and safe position with which to saw.
- When using peelers and penknives to whittle, children will remain seated, have their elbows on their knees and whittle away from the body.
- All tools must be counted back into the tool box at the end of the session
- Volunteer helpers must receive basic training on the use of individual hand tools before being allowed to use them with children.

10) Emergency Procedure Policy

Our Pre-School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

All participants will be briefed in what to do in case of emergency. Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Pre-School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given.

The 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 will attend to the casualty, giving first aid where necessary.

After all such accidents or incidents will be recorded in detail and logged in the Incident Record book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Pre-School and its staff. The Pre-school will notify Ofsted and Social Services of any serious accident, illness, injury or death of any child whilst in its care. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. The Forest School leaders and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the policies or procedures, and act accordingly, making suitable adjustments where necessary.

In case of injury

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

- In serious cases, 999 should be dialled using a mobile phone carried by the Forest School Leader. The Forest School Leader will be responsible for notifying the parent.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- 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 staff remaining.
- In minor cases, the 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.

11) Child's Play Forest School Visits and Outings Policy

Our Pre-School believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing a forest school Leader will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Pre-school leader will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved.

The Pre-School will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

The Registration form asked for parental consent for local walks and outings including use of the playing field behind the Hall which is a public place. For outings further afield involving transport, no less than two weeks before a proposed visit or outing, the Pre-School will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times. The Pre-school leader will take a copy of the parental and emergency contact details on the outing. Parents/carers have the absolute right to withhold consent for a proposed visit or outing.

During visits and outings

- Children will remain under close supervision at all times. On outings away from the Hall playing field the adult to child ration will be at least 1:4.
- The Pre-school leader will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- The Pre-school leader will ensure that the Pre-school mobile phone is with them at all times on any outing away from the Hall. An additional adult will always carry a back-up mobile phone. This phone number will have been distributed to parents in advance of the outing.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.

12) Fire Safety Policy

Our Pre-School understands the importance of vigilance to fire safety hazards. All staff, volunteers and children are aware of the fire safety procedures set out in this policy.

Campfires and the use of storm kettles are an important part of Forest School and are used in many sessions. Child's Play aims to ensure that all children and adults participating in Forest School sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

Location

- Only previously agreed areas will be used for the campfire.
- The campfire area will be enclosed by logs or large stones to prevent the spread of fire.
- The storm (Kelly) kettle will only be used on flat ground and any woodchip or leaf litter must be brushed away before use.

Positioning of Children and Adults

- Fire areas are surrounded by logs at least 1.5 metres from the fire pit. The logs represent the campfire boundary.
- Once lit an adult will remain by the fire at all times.
- When the campfire is in use, children are not permitted to access the area without permission.
- Seating on tarps will be organised around the outside of the fire boundary. Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Long sleeves and trousers must always be worn.
- Children are not permitted to throw anything onto the fire. With one to one adult help children may carefully place fuel for the fire on the edge of the fire. We will ensure that the ratio of children to adults is at least 1:4 outside the fire boundary area.
- 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, to close their eyes and count to 30 (or ask an adult/peer to count for them)
- 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 if at all possible.

Type of Fire

- -Criss-cross fires are used to provide a large amount of heat and light and are fast burning.
- Long Log fires are good for cooking as they are slow burning and require little fuel.

Cooking

- If food is to be cooked at Forest School, the Forest School leaders are responsible for ensuring that the food has been transported, cooked and stored in a 'safe to eat' manner.

Safety and Responsibility

- Only adults are permitted to light fires. This will usually be the one of the Forest School Leaders.
- Fires are lit using fire lighting blocks, newspaper and matches or a Swedish fire stick.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

Extinguishing

- All fires must be extinguished at the end of a session.
- Water should always be to hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- Forest School Leaders should ensure that any large remains of wood, especially when using a long log fire, are separated from one another.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled. It will be finely scattered throughout the woodland to enable natural decomposition.
- The use of a fire blanket is available should it be necessary to use one.

Storm (Kelly) kettles

- Only Forest School Leaders are to light the fire in the fire pan.
- The Kelly kettle must be placed on flat, clear ground.
- Children can feed the fire with one to one supervision 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.
- Fuel should burn itself out, but if it doesn't it must be extinguished with water (see above)
- The Kelly kettle will be removed from the fire pan by one of the Forest School leaders. To do this safely they will lift the kettle using the sides of the metal handle, pouring will then be controlled by using one hand on the top of the handle and the other on the chain.
- The Kelly kettle should never be heated with the cork in.