

Forest School – Daily Operating Protocol

Review Cycle:

Last Reviewed: 18th December
2018

Responsible for Review: Forest
School Leader

Next Review Date: September

What to do before the session

Before a session takes place the Forest School Leader will carry out a daily risk assessment of the area and will take any necessary action to ensure the site is safe before use.

The Forest School Leader will list resources required for the session on the planning. The resources will be checked out by the Forest School Leader using the check list and all tools will be checked before use by the Forest School Leader following the tool policy procedure.

All tools and resources are left in locked storage until required for use at the beginning of a session.

The Forest School Leader will provide activity risk assessments (see risk assessments) to all staff and volunteers at the session, to ensure that staff and volunteers are aware of any hazards associated with an activity and the measures in place to control the risk. Before the session staff and volunteers will be briefed on the intended structure of the session and their responsibilities.

What to do during the session

It is the responsibility of ALL adults to make on-going risk assessments. Regular head counts are carried out and if there is 'any' doubt the game 1-2 where are you is played to bring out children from hiding places.

If any child is unaccounted for then the missing child procedure is followed.

What to do after the session

Children will be called to return to the circle, safely returning tools to the relevant boxes. Adults will then check that all tools have been safely returned. If any tools are missing, the area must be checked immediately, before leaving the site. A headcount will take place before heading back to the school. The remaining staff will return resources to the locked storage.

Evaluation for next session

During and following a session, Forest School assistants will ensure they provide their observational notes to the Forest School Leader to enable them to plan, according to the children's needs, for the next session.