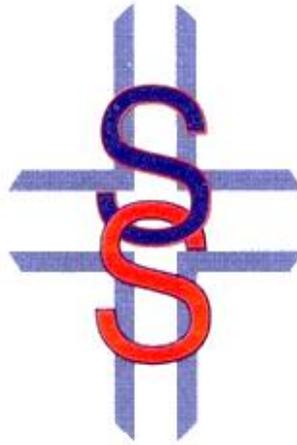


Streatley C of E (VC) School



Streatley C of E Primary School

Outdoor Learning
Staff, Parent and Helpers
Handbook

Reviewed September 2022

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1. An introduction to Streatley Primary School outdoor learning.

The vision of the school

At Streatley, together we grow as a tree within our community enabling us to be happy, healthy humans. "A tree is known by its fruit" Matthew 12:33. Our school is known by our children.

Our aim is to provide the children with the opportunities to explore the awe and wonder of our world whilst developing their self-esteem, confidence and social skills. We use the strengths of our staff, children, volunteers and the wider community to provide these opportunities.

Through a range of carefully planned activities, many of which are cross-curricular, children from Reception, Year 1 and 2 take part in outdoor learning on a weekly basis. KS2 take part weekly through drama, science or art. The children are enabled to excel in all areas of their personal, academic and spiritual development.

The philosophy which underpins our Outdoor learning is to encourage and inspire individuals of any age through mastery of small, achievable tasks in the woodland environment, to grow in confidence and independence so that they are able to develop a sense of self-worth.

Our Aims for Learning through Nature:

*For our children to develop practical life skills and an appreciation of the environment.
For children to face new challenges and learn to manage and take reasonable risks in a supportive environment.*

Outdoor Staff and Volunteer Training

Fire Management Training and Woodlands Activities Lesley Roberts (Headteacher) Katherine Williams (Class Teacher) Martin Drage (Parent volunteer) Clare Lowery (Teaching Assistant) Georgina Kennedy (Parent volunteer) Catherine Dineen (Parent volunteer and Governor) Susan Lyon (Parent volunteer) Bev Harrow (Parent volunteer)	Tool Training Lesley Roberts (Headteacher) Martin Drage (Parent volunteer) Clare Lowery (Teaching Assistant) Catherine Dineen (Parent volunteer) Bev Harrow (Parent volunteer)
Risk Assessment Training Lesley Roberts (Headteacher) Katherine Williams (Class Teacher) Martin Drage (Parent volunteer) Clare Lowery (Teaching Assistant) Georgina Kennedy (Parent volunteer) Catherine Dineen (Parent volunteer and Governor) Susan Lyon (Parent volunteer) Bev Harrow (Parent volunteer)	

Outdoor Learning Areas

Any part of the school grounds may be used for outdoor learning and include, but are not limited to:

- Pond (Outside KS2 classrooms, padlocked gate)
- Woodland Crawl (Outside infant classroom)
- Beach (Top of infant area)

Refer to most recent individual risk assessments for each area before use.

2. Policy Documents

The following policies are the minimum requirements for the safe running of Streatley Outdoor learning activities. They are in addition to the main school policies and do not replace them.

All members of staff and volunteer helpers have a duty to follow these policies and should be familiar with their content.

Behaviour Policy

Streatley Outdoor learning aims to:

- Build self-esteem, independence and motivation to learn whilst always maintaining a safe environment;
- Promote awareness, respect and care for other individuals and for the natural environment;
- Reinforce collaborative behaviour;
- Develop continuity of expectations and of approach to behaviour management both inside and outside Streatley Primary School;
- Develop awareness of acceptable behaviour and responsible behaviour in an outdoor environment;
- Develop in both children and adults a pride in their achievements.

In order for these aims to be achieved, certain standards of behaviour must be sustained and reinforced as a continuum of expectations within conventional school time.

Outdoor Learning and Our School Rules

These are our school rules and apply to everyone within the school at all times including when taking part in Outdoor Learning. We want our school to be a place where everyone has a right to:

- Learn
- Be respected
- Be safe

The Behaviour Policy in Practice

Good to be Green

The practice of managing pupil behaviour on a day to day basis is underpinned by the Good to be Green scheme.

The scheme provides:

- a consistent and fair approach to behaviour management;
- clear and visible systems to recognise good behaviour and sanctions for inappropriate behaviour;
- a structure that allows children to take ownership of their behaviour.

The scheme works on the principles that:

- each day is a new day; each session is a new session;
- each class has a clearly visible behaviour chart and each day all children begin on green to demonstrate the expectation that each day will be a positive one.

Rewards

- Children earn extra reward time, themed time for end of terms, stickers, postcards, verbal praise and certificates for good behaviour and demonstrating good manners. Children know that there are consequences when making inappropriate choices and are supported restoratively.

Good to be Green

Outdoor Learning

Every effort will be made to be patient, not shout and to reward good behaviours. However, where children persistently break the school rules the following sanctions occur:

Stage 1

- Child is given an informal verbal warning. 'I need you to walk down this section'.

Stage 2

- Child is given a formal verbal warning. 'Child name, I need you to follow my instructions to be safe this is your warning',

Stage 3 (Yellow issued)

- Child is given a yellow mark and this is recorded by time and brief description added once we have returned to the classroom. Child's name moves from green to yellow for this session.

Stage 4 (Red issued)

- A child receiving a red card will have had dangerous behaviour or refused to keep safe with prior stages. The child will be escorted from the outdoor learning area at an appropriate time (taking into consideration the location of the Outdoor Learning, as this may be off-site, whilst also considering maintaining ratios to keep the other children safe). Parents will be contacted and this will be logged by the teacher for the SENDCo to monitor.

Emergency Procedures

All participants will be briefed in what to do in case of emergency. A whistle will be blown (one long blow) as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The class teacher 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 if necessary. A report will be completed in the accident book held in the office after the incident has been dealt with.

Action to be taken by the group leader in the event of a serious accident/incident:

- 1) Stay calm - assess the situation.
- 2) Protect the group from further injury or danger.
- 3) Render first aid or other service as appropriate.
- 4) Call rescue services (112 / 999) and/or police if required:
 - state the nature of the emergency
 - give your name, address/location and telephone number, followed by:
 - the location of the incident
 - the nature of the incident
 - the names of the individuals involved
 - the condition of those involved and where they are located.
- 5) Phone your base or base contact person (**Office: 01491 872399 or by radio**) (as soon as possible) with:
 - clear information about the situation

- your location
- your actions to date
- your telephone number
- a request to the receiver to alert your senior managers and/or the Children's Services contact.

6) If it is not possible to reach your base/base contact person, telephone the emergency number:

West Berkshire Council: Daytime: Critical Incident Schools Liaison: 01635 519723
 Out of hours: Emergency out-of-hours switchboard: 01635 42161

Outdoor Education, PE & D of E Service offers advice and guidance to any of the above during work hours on 01962 876218.

7) It is probable that both the leaders and young people will be in a state of shock, therefore:

- remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media;
- if necessary, request the police to assist or ask for direct support from your base;
- calm and comfort the young people and arrange for their evacuation.

8) Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.

9) Do not allow group members to text or telephone home or friends until contact has been made with your senior staff, the Press Office or Children's Services senior managers

10) Retain all equipment involved in an unaltered condition.

11) Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.) Refer all press/media enquiries to the Media Centres: WBC 01635 519125, or via the emergency contacts above.

Useful Information:

School address - Streatley C of E Primary School, The Coombe, Streatley RG8 9QL

Contact Telephone Number - 01491 872399

Fire Safety

Campfires and the use of cooking utensils are an important part of Outdoor Learning and are used in many sessions. Streatley Primary School aims to ensure that all children and adults participating in outdoor learning sessions with fires and other related equipment will do so safely and with as little risk to their health as possible.

Location

- Only previously agreed areas will be used for campfires.
- Raised metal fire pits should be positioned on the large covered decked area adjacent to the school field and situated at a safe distance from each other.
- Dug-out fire pits are to be dug out in the school field at a safe distance from each other.
- Campfire areas should be enclosed by logs or large stones to prevent the spread of fire.
- The weather conditions will be assessed prior to beginning any session involving fire to determine the strength of the wind and whether it is appropriate to use fire.

Positioning of Children and Adults

- Seating around the fire area should be at least 1.5 metres from the fire pit.
- When the campfires/fire pits are in use, children are not permitted to access the area without permission.

- When allowed to access the fire area, children must walk around the outside of the seating /edge of the decked area and wait for permission to step over/up. Once permission has been given, they must sit/kneel safely as directed by the adult
- Once seated around the fire, the children must remain seated until directed by an adult to move.
- Children will be taught how to change seats by standing and then walking around the outside of the seating area. They must never cross the inner area without direct adult supervision.
- Advice on the appropriate way for dealing with smoke will be given to the children.
- 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.

Safety and Responsibility

- Only trained adults are permitted to light fires, unless children are under the direct supervision of the class teacher.
- Fires are lit using cotton wool and a strike stick with kindling or a lighter and firelighters if this is not successful.
- 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.
- An orange water bucket will be placed next to each 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.
- Class teachers should ensure that any large remains of wood 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, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

Toileting

Before an outdoor learning session, children will be given the opportunity to go to the toilet.

If pupils require the toilet during an outdoor learning session and the class is on site the child may access the building through the designated door. If the class is off-site and cannot wait a child may use a secluded area such as behind a tree as a natural outdoor toilet. All staff are DBS checked.

Hygiene

Pupils will be encouraged to maintain hygiene standards during out-door learning sessions and as such will be required to wash their hands prior to consuming food.

Hand cleaning facilities will be provided in the form of wipes or where possible a warm bowl of soapy water. In that case the hand towels will be provided for drying purposes and put into the composting bin at the end of the session. Liquid sanitizer will also be available.

Children have access to their water bottles as necessary. In addition, the class teacher will be ensuring water is available if weather conditions are particularly hot.

The class teacher is responsible for checking with the office staff for children's allergies and will keep a copy of allergy information in the main bag. Volunteers will be notified of children with specific allergies.

At the end of a session, a site sweep will ensure all litter is taken away and the site is left as it was found.

Hand Tool Safety

Using small hand tools is an important part of Outdoor learning session as it enables children to develop new, practical skills that help them develop self-confidence. Hand tools are to be maintained in good order and will be inspected by the Class teacher before each session to ensure safety. Children and adults will be taught how to handle and clean 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 ratio 1:2 for bow saws, hack saws and knives etc;
- Tools will be kept in the outdoor learning Mini-shed (located outside the Year 1/2 door) in tool boxes or locked in a container within the tool Mini-shed and only removed by the class teacher or teaching assistants;
- Running with tools is prohibited;
- Pointing with tools is prohibited;
- Children will lose permission to use tools if the guidelines are not followed;
- Bow saws must have a blade guard on them when not in use. Blade guards to be removed and put back only by School staff or volunteers until children have been shown how to do this properly and safely;
- When using peelers to whittle, this must be done downwards of the body either at the side or between the legs.

All tools will be counted back into the toolbox at the end of the session.

Health and Safety Policy

The Outdoor Learning Health and Safety Policy is an addendum 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.

In order that outdoor learning sessions may be run safely, the class teacher will:

- Have regard to the Local Authority Publication *Outdoor Education, Visits and Off-site Activities*
- Ensure that at least one appropriately qualified first aider is on-site

Establish and maintain a safe and healthy environment by:

- Establishing, maintaining and evaluating appropriate procedures, policies and risk assessments, as set out in the Handbook;
- 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 totally familiar with, all emergency procedures including the reporting and recording of procedures;
- Ensure that risk assessments and pre-site visits take place before children are permitted on to the site. Risk assessments will be held in the school office;
- Ensure alternative plans are in place should a planned activity be compromised by health and safety concerns;
- Ensure that School Volunteers 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 group 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;
- Ensure that safety equipment is in good working order and is used appropriately;
- Class teacher assume responsibility for the maintenance of the First Aid Kit, Kit Bag(s) and any tools brought into the outdoor learning site.

Roles and Responsibilities

Responsibilities of the class teacher

- To plan and lead all outdoor learning activities;
- To take responsibility for discipline during outdoor learning sessions (see Behaviour Policy);
- To have an up to date First Aid qualification or an adult with them who has this;
- To ensure that all participants have the appropriate clothing;
- To carry out daily risk assessments as described in the Risk Assessment Policy;
- To ensure all outdoor learning policies are regularly reviewed and that review is informed by observations and developing knowledge of the outdoor learning setting;
- To ensure that inhalers and epi-pens are carried in the kitbag during outdoor learning sessions.

Responsibilities of Accompanying Staff and School Volunteers

- To take an active role in outdoor learning activities and assist with any discipline issues within the group (see Good to be Green and Behaviour Policy);
- To assist with the class teacher in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately;
- To assist the class teacher in teaching children to maintain their own and others' health and safety;
- To report accidents or hazards to the class teacher immediately;
- 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.

Responsibilities of the Children

- To take personal responsibility for their own safety as well as the safety of others;
- To listen to and follow safety information given to them;
- To bring appropriate clothing and footwear for outdoor learning sessions.

Risk Assessment Policy

Streatley Primary outdoor learning 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 class teacher will:

- Consistently apply the five-step approach to risk assessment for all outdoor learning sites and activities namely to:
 1. Look for hazards;
 2. Decide who may be harmed and how;
 3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done. Outdoor learning activities may only proceed if the remaining risk is deemed to be low;
 4. Record findings, including daily amendments to standing risk assessments based on site visits or observations;
 5. Review assessments on a regular basis (or if circumstances change which may affect the rigour of the assessment) and revise if necessary.
- Carry out full risk assessments on the outdoor learning site. These will be filed in the risk assessment file located in the school office. Pre-visit checks will be carried out by the class teacher on the site to be used prior to a day's activity, as near to the start of the activity as is reasonably practical.
- Move activities indoors if, in the opinion of the head or the class teacher weather conditions such as high winds or the threat/occurrence of electrical storms make work outdoors unsafe.
- Note risks related to a specific activity on the appropriate lesson plan.
- Inform staff, volunteers and children of potential hazards and methods of working in order to minimise their risk further.
- Involve staff, volunteers and children in risk assessment, as appropriate, as part of learning.
- Ensure that all staff, volunteers and children are aware of the emergency procedures.

- Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.
- Ensure children and adults will have access to drinking water during sessions when the weather is hot.

Outdoor Learning Volunteer Policy

We welcome parents and helpers into school and value their input into the education and experiences of our children. Volunteers have a wealth of strengths that they can bring to the classroom. We want to make them feel welcome in our school and valued in whatever they can offer.

The responsibilities placed on volunteers in the outdoor environment are often more rigorous than might be found in other situations. It is important that Outdoor Learning Volunteers understand that they have a responsibility under the guidance and direction of the class teacher to ensure guidelines, policies, risk assessments and procedures are followed consistently all the time. They should be reassured that ultimate responsibility rests with the class teacher but that by becoming a volunteer there will be an expectation for them to contribute actively in the wellbeing and safety of the group.

The class teacher or office assistant will send this handbook in advance of a session to outline what they may be expected to do in the outdoor learning session. Generally, duties will include the following:

- Becoming familiar with the Outdoor Learning Handbook and all procedures contained within it;
- Take part in pre-session briefings from the class teacher;
- Assisting groups with tasks such as using cooking over open fires, saws, knives, peelers and hammers;
- Promoting the ethos of outdoor learning to raise self-esteem and confidence;
- Assisting children with their kit, including waterproofs.

Volunteers will be required to read and sign that they agree to policies and procedures contained within the Outdoor Learning Handbook and Volunteer Code of Conduct.

It is important that the volunteer is comfortable in what they are doing, so they are encouraged to seek further advice or assistance from the class teacher whenever instructions are unclear to them.

Police Checking (DBS)

When supporting in outdoor learning all volunteers must wear appropriate identification/visitor lanyards. The class teacher will introduce them to the group at the start of session briefing if they are not already known to the children.

General guidelines for School Volunteers

- All volunteers should sign in at the office upon arrival. They must get a visitor tag and high vis jacket, wearing it visibly over outdoor clothing.
- Volunteers should be told that disciplining the children must take place within the ethos of Outdoor Learning /School. Policy. This will be discussed at the initial briefing session. If children behave poorly, they should seek the class teacher's intervention immediately.
- Volunteers should be told not to administer any medication to children including creams. This is the role of the first aid staff.
- Volunteers are to be reminded of issues regarding confidentiality and are required to read the relevant school policies.
- All volunteers must wear a high visibility jacket in order for children to be able to recognise them instantly.

First Aid Kit Checklist

1. Various plasters of different sizes;
2. 1 x eye pad with bandage;
3. 1 x triangular bandage;
4. 1 x medium dressing;
5. 1 x large dressing;
6. Safety pins;
7. Disposable gloves;
8. 5 x antiseptic wipes;
9. Mouth guard.

Equipment to be carried by teacher in small rucksack (Red ones available in First Aid room):

- Whistle;
- Fire register;
- Emergency medication that may require administration off site – for example Epi-Pen or inhaler;
- Tissues;
- Mobile Phone;
- School radio.

Annual Timetable

Our Outdoor Learning sessions will run throughout the whole year with an adult ratio of at least 1:6 (locally) 1:4 further away from school for Foundation (whilst children are under 5) and 1:8 (locally) or 1:6 when further away for Key Stage 1.

Parents will be informed at the beginning of the school year about the specified Outdoor Learning day. Children will be required to come to school in their PE kits and are required to wear long sleeved tops and full length trousers (even in the Summer Term due to the risk of ticks), as well as waterproof trousers and coats.

Equipment checklist

Item	Number	Location
Plastic chopping boards	6	Mini-shed outside Year 1/2 classroom
Stubby claw hammers	10	Mini-shed outside Year 1/2 classroom
Blue tarpaulins	6	Small room resource area
Heavy Duty Polypropylene Rope 9mm x 15M	3	Small room resource area
Firelighting Kit of Groups	1	Year 1/2 classroom cupboard
Firelighting Storage Tin	1	Year 1/2 classroom cupboard
Super Long Safety Matches	1	Year 1/2 classroom cupboard
Forest School Bowsaw	6	Mini-shed outside Year 1/2 classroom
Fire Bucket BBQs	6	Mini-shed outside Year 1/2 classroom
Blindfolds	30	Small room resource area
Plastic bowls	6	Small room resource area

4. Risk Assessments

See most recent from current year