



All Saints CE (VC) First School

Policy on

Roles and Responsibilities in Forest
School

Date: January 2020

Date reviewed: January 2022

To be reviewed: January 2024

At All Saints First School, Busy Bees and Kingfisher Club we encourage our children to develop spiritually, socially and personally. Participation in Forest School fosters this development. Having clear roles and responsibilities for those participating in Forest School ensures successful outcomes for all involved. This is promoted in Principle 5 'Forest School is run by qualified Forest School practitioners who continuously maintain and develop their professional practice'.

Aim

This policy sets out to define the roles and responsibilities for all adults involved in Forest School. The policy is based on the school's vision of a safe, caring, thinking school and applies to every individual in school.

Roles and Responsibilities of the Forest School Leader

Joanne Jones is the Designated Forest Leader and will carry out the following:

- To promote the 6 principles of Forest School
- To hold an accredited Level 3 Forest School qualification
- To hold an appropriate First Aid qualification with outdoor element
- To hold a Level 2 Award in Food Safety in Catering
- To have a DBS check
- To ensure appropriate level of insurance is in place
- To adhere to the policies and procedures in their Forest School handbook
- To carry out risk assessments and risk benefits
- To plan and implement Forest School sessions according to age and competency of learners
- Maintain appropriate ratios of adults to learners
- To ensure equipment and resources are well maintained and available for each session
- To ensure provision of adequate shelter, hand washing facilities, food and drink, toilets, to meet good welfare requirements
- Conduct an ecological impact assessment
- Create a management plan for the sustainability and increased biodiversity of Forest School site
- Conduct observations of learners
- Be a good role model
- Maintain good communication with other Forest School staff; school staff; parents and grounds maintenance team
- Reflect on own practice and attend annual CPD

Roles and Responsibilities of Forest School Assistant

- To promote the 6 principles of Forest School
- To adhere to the policies and procedures in the Forest School handbook
- Be a good role model

- To respect the Forest School Leader’s decisions
- To follow the Forest School Leader’s instructions particularly concerning tool use
- To read and comply with the Code of Conduct for Forest School
- To dress appropriately for the weather
- To read lesson plans, risk assessments and procedures prior to and relating to session activities
- To escort learners to and from Forest School site
- To assist in the transportation of equipment and resources to and from Forest School site
- To support learners in their activities through modelling new skills where permitted to do so by Forest School Leader
- To report all instances of concern to Forest School Leader e.g. first aid; faulty equipment; behaviour
- To be aware of requirements of photo consent
- To leave own mobile phone in school office – only official Forest School mobile phone permitted on site
- To communicate well and use language appropriate for learners

This policy was agreed on January 2020

Signed Forest School Leader

Signed.....Headteacher