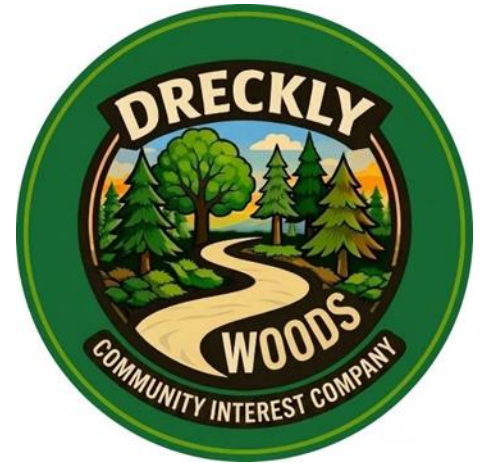


Dreckly Woods Forest School CIC

Policies

Contents

1. Safeguarding and Child Protection Policy
 2. Health and Safety Policy
 3. First Aid Policy
 4. Behaviour Policy
 5. Equality, Diversity and Inclusion Policy
 6. Confidentiality and Data Protection Policy
 7. Complaints Policy
 8. Environmental and Sustainability Policy
 9. Fire Safety Policy
 10. Tool Use and Safety Policy
 11. Missing Child Policy
 12. Toilet and Hygiene Policy
 13. Medication and Illness Policy
 14. Lone Working Policy
 15. Mobile Phone, Photography and Social Media Policy
 16. Risk Assessment Policy
 17. Severe Weather Policy
 18. Food Hygiene and Campfire Cooking Policy
 19. Accident, Incident and Near Miss Policy
 20. Staffing and Volunteer Policy
 21. Inclusion and Additional Needs Policy
 22. Visitor Policy
 23. Animals and Wildlife Policy
 24. Transport and Collection Policy
 25. Review and Monitoring
-



1. Safeguarding and Child Protection Policy

Policy Statement

Dreckly Woods CIC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We believe everyone has the right to learn, play and develop in a safe and supportive environment.

We recognise our responsibility to:

- Protect children from harm.
- Respond appropriately to concerns.
- Create a culture of safety and respect.
- Work in partnership with parents, carers and professionals.

Designated Safeguarding Lead (DSL)

Dreckly Woods CIC will appoint a trained Designated Safeguarding Lead responsible for:

- Managing safeguarding concerns.
- Recording and reporting concerns.
- Liaising with outside agencies.
- Ensuring staff training is up to date.

Designated Safeguarding Lead – Donna Sibley (07743500369)

Deputy Designated Safeguarding Lead – Helen Sibley (07714663646)

Staff Responsibilities

All staff and volunteers must:

- Complete safeguarding training.
- Read and follow this policy.
- Report concerns immediately.
- Maintain professional boundaries.
- Promote safe practice.

Recognising Abuse

Staff should remain alert to signs of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Exploitation
- Online abuse

Reporting Concerns

Any concern must:

1. Be reported immediately to the DSL/DDSL.
2. Be recorded factually and accurately.
3. Be treated confidentially.
4. Be referred to social services or police where appropriate.

Allegations Against Staff

Any allegation against a staff member or volunteer will be:

- Taken seriously.
- Reported to the DSL/DDSL.
- Referred to the Local Authority Designated Officer (LADO) where necessary.

Safer Recruitment

Dreckly Woods CIC will:

- Obtain enhanced DBS checks.
- Take references.
- Verify qualifications.
- Conduct interviews.
- Follow safer recruitment guidance.

Online Safety

Children will be supported to use technology safely. Images and information will only be shared with consent.

2. Health and Safety Policy

Policy Statement

Dreckly Woods CIC is committed to providing a safe and healthy environment for all participants, staff, volunteers and visitors.

Responsibilities

The organisation will:

- Carry out risk assessments.
- Maintain safe equipment.
- Provide appropriate supervision.
- Ensure staff are trained.
- Review incidents and procedures.

General Safety Procedures

- Emergency contacts must be available.
- First aid kits must be accessible.
- Boundaries must be explained.
- Head counts must be completed.
- Safe ratios must be maintained.

Site Safety

Before sessions staff will:

- Check for hazards.
- Assess weather conditions.
- Remove dangerous items.
- Inspect tools and equipment.

Emergency Procedures

In an emergency staff will:

1. Ensure immediate safety.
2. Contact emergency services if needed.
3. Administer first aid.

4. Inform parents/carers.
 5. Record the incident.
-

3. First Aid Policy

Policy Statement

Dreckly Woods CIC will ensure appropriate first aid provision at all times.

Procedures

- At least one qualified first aider will attend every session.
- First aid kits will be checked regularly.
- Emergency medication will be accessible.
- Accident records will be maintained.

Head Injuries

Any head injury will:

- Be monitored carefully.
- Be reported to parents immediately.
- Be recorded.

Emergency Services

Staff will contact emergency services where required and follow emergency procedures.

4. Behaviour Policy

Policy Statement

Dreckly Woods CIC promotes positive behaviour through respect, inclusion and clear boundaries.

Expectations

Participants are expected to:

- Respect others.
- Respect nature.
- Follow safety instructions.
- Use tools safely.
- Stay within boundaries.

Positive Behaviour Strategies

Staff will:

- Model respectful behaviour.
- Praise positive actions.
- Use clear communication.
- Support emotional regulation.

Challenging Behaviour

Where behaviour becomes unsafe:

- Staff will intervene calmly.
- Activities may be stopped.
- Parents/carers may be informed.
- Individual behaviour plans may be implemented.

Physical intervention will only be used to prevent immediate harm.

5. Equality, Diversity and Inclusion Policy

Policy Statement

Dreckly Woods CIC is committed to equality of opportunity and creating an inclusive environment.

We will not discriminate on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Inclusion

We will:

- Make reasonable adjustments.
 - Encourage participation.
 - Promote diversity.
 - Challenge discrimination.
-

6. Confidentiality and Data Protection Policy

Policy Statement

Dreckly Woods CIC complies with UK GDPR and the Data Protection Act 2018.

Data Handling

Personal data will:

- Be stored securely.
- Only be accessed when necessary.
- Not be shared without consent unless safeguarding concerns require it.

Records

The organisation may store:

- Registration forms
- Medical information

- Incident reports
- Consent forms
- Attendance records

Photography

Images will **only** be used with written consent.

7. Complaints Policy

Policy Statement

Dreckly Woods CIC welcomes feedback and takes complaints seriously.

Procedure

1. Complaints should be raised informally where possible.
2. Formal complaints should be submitted in writing.
3. Complaints will be acknowledged within 5 working days.
4. Investigations will be carried out fairly.
5. Outcomes will be communicated in writing.

Confidentiality

Complaints will be handled sensitively and confidentially.

8. Environmental and Sustainability Policy

Policy Statement

Dreckly Woods CIC aims to protect and enhance the natural environment.

We Will:

- Minimise waste.

- Respect wildlife habitats.
- Use sustainable materials where possible.
- Encourage environmental awareness.
- Follow Leave No Trace principles.

Campfire Impact

Fire sites will be managed carefully to minimise environmental impact.

9. Fire Safety Policy

Policy Statement

Campfires are central to forest school experiences and will be managed safely.

Fire Circle Rules

Participants must:

- Walk around the fire circle.
- Maintain safe distances.
- Follow staff instructions.
- Tie back long hair.

Lighting Fires

Only trained adults or children under trained adult supervision (where appropriate) may light fires.

Extinguishing Fires

Fires will be fully extinguished and checked before leaving site.

10. Tool Use and Safety Policy

Policy Statement

Tool use is an important part of forest school and will be managed safely.

Supervision

- Tools will only be used under supervision.
- Participants will receive training.
- Appropriate ratios will be maintained.

Safety Rules

- Carry tools safely.
- Use designated working areas.
- Wear appropriate PPE where necessary.
- Return tools after use.

Maintenance

Tools will be checked regularly and stored securely.

11. Missing Child Policy

Procedure

If a child is missing:

1. Gather the group safely.
2. Conduct an immediate search.
3. Contact emergency services if required.
4. Inform parents/carers.
5. Record the incident.

Staff ratios and boundary checks will reduce risk.

12. Toilet and Hygiene Policy

Procedures

Participants will:

- Wash hands before eating.
- Use designated toilet areas.
- Follow hygiene guidance.

Compost toilet procedures will be explained appropriately.

Waste will be disposed of safely and responsibly.

13. Medication and Illness Policy

Medication

Medication will only be administered:

- With written parental consent.
- By trained staff where appropriate.
- According to instructions.

Illness

Participants should not attend if they:

- Have contagious illnesses.
 - Have vomiting or diarrhoea within 48 hours.
 - Are too unwell to participate safely.
-

14. Lone Working Policy

Policy Statement

Dreckly Woods CIC recognises risks associated with lone working.

Procedures

Staff working alone must:

- Inform others of their location.
- Carry a mobile phone.
- Have emergency contacts.
- Complete risk assessments.

Lone working with children is avoided wherever possible.

15. Mobile Phone, Photography and Social Media Policy

Mobile Phones

Staff should:

- Use phones appropriately.
- Avoid personal use during sessions.
- Protect confidentiality.

Photography

Images will **only** be taken with consent.

Social Media

Staff and volunteers must:

- Maintain professionalism online.

- Avoid sharing confidential information.
 - Follow safeguarding guidance.
-

16. Risk Assessment Policy

Policy Statement

Risk assessments are essential to maintaining safety while supporting beneficial risk-taking.

Procedures

Risk assessments will:

- Identify hazards.
- Evaluate risks.
- Implement controls.
- Be reviewed regularly.

Dynamic risk assessments will be carried out during sessions.

17. Severe Weather Policy

Procedures

Sessions may be cancelled or adapted in:

- High winds (30mph +)
- Thunderstorms
- Extreme heat
- Snow or ice
- Flooding

Parents/carers will be informed as early as possible.

18. Food Hygiene and Campfire Cooking Policy

Policy Statement

Food activities will be carried out safely and hygienically.

Procedures

- Hands will be washed before handling food.
- Allergies will be checked.
- Food will be stored safely.
- Cooking areas will be supervised.

Separate utensils will be used where appropriate.

19. Accident, Incident and Near Miss Policy

Recording

All accidents, incidents and near misses will be:

- Recorded promptly.
- Reviewed appropriately.
- Used to improve safety practice.

Reporting

Serious incidents may be reported under RIDDOR where applicable.

20. Staffing and Volunteer Policy

Recruitment

Staff and volunteers will:

- Be appropriately vetted.
- Receive induction.
- Complete training.
- Understand policies and procedures.

Supervision

Volunteers will work under supervision and within agreed roles.

Conduct

All staff and volunteers are expected to:

- Behave professionally.
 - Respect confidentiality.
 - Promote safeguarding.
 - Follow organisational values.
-

21. Inclusion and Additional Needs Policy

Policy Statement

Dreckly Woods CIC aims to support all participants to access activities.

Procedures

We will:

- Work with families and professionals.
- Make reasonable adjustments.
- Adapt activities where appropriate.
- Promote inclusion and participation.

Risk assessments may be personalised where needed.

22. Visitor Policy

Procedures

Visitors must:

- Sign in where appropriate.
- Follow safety instructions.
- Respect safeguarding procedures.
- Be supervised if necessary.

Unknown adults will not have unsupervised access to children.

23. Animals and Wildlife Policy

Policy Statement

Dreckly Woods CIC encourages respect for wildlife and animals.

Procedures

Participants will:

- Observe wildlife respectfully.
- Avoid disturbing habitats.
- Wash hands after contact with animals.
- Avoid handling unknown plants or fungi.

Any animal visits will be risk assessed.

24. Transport and Collection Policy

Collection Procedures

Children will only be collected by authorised adults unless alternative arrangements have been agreed.

Late Collection

If a child is not collected:

1. Parents/carers will be contacted.
2. Emergency contacts will be used.
3. Safeguarding procedures may be followed if necessary.

Transport

Appropriate insurance, seatbelts and supervision will be used for any transport arrangements.

25. Review and Monitoring

All policies will be:

- Reviewed annually.
- Updated following incidents or legislation changes.
- Shared with staff and volunteers.

Signed:

Name: _____

Role: _____

Date: _____

Review Date: _____