



**Wildness & Wonder
Handbook 2024** 

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Wildness and Wonder

Vision Statement

Wildness and Wonder recognises children's innate need to connect with nature, the rich learning environment that it provides and the many benefits to children's wellbeing. Our Forest School programme supports this by:

- Offering the children in our care constant opportunities to enjoy and explore the natural environment.
- Building a love of the natural outdoor environment, through inspirational, stimulating, hands on experiences that develop self-esteem, confidence and responsibility.
- Using the woodland setting, various real tools and the natural resources will bring learning to life, creating an understanding of the balance of nature and the finite resources around us.
- Planning broad sessions for all participating children allowing the children to lead and extend the sessions through their interests and curiosity.
- Drawing on practitioner's knowledge to understand the individual requirements and learning styles of all participants, to provide a holistic and effective learning environment.
- Encouraging children to understand and evaluate risk and safe practice through measured exposure to risky environments and opportunities to partake in activities that require safe choices.
- All sessions will be led by a qualified Forest School Leader who will use their knowledge and understanding to be adaptable in meeting the needs and interests of participating children.

Forest School Rules

- We look after our Forest School
- We do not put our fingers in our mouths. (no pick, no lick)
- We stay within the marked boundary. We don't go over it, we don't go under it.
- Sticks – don't wave them around like you just don't care, keep them down low where nobody goes.
- 1,2,3 where are you
- Don't walk through the fire circle, walk round.
- We care for all living things.
- We keep each other safe.
- Be Kind
- Have lots of fun!

Equality and Inclusion

Policy

We will value all children equally and treat them with equal concern and without discrimination.

We will endeavour to:

- Recognise and respect all types of different racial origins, religions, cultures and languages, each child is valued as an individual without racial or gender stereotyping. We will not discriminate against children on the grounds of disability, sexual orientation, age, class or family status.
- Encourage children to treat each other with respect, discriminatory remarks will not be tolerated. Such remarks will be dealt with immediately with sensitivity shown both to the child making the remark as well as the child it was intended for.
- Provide equal chances for each child to learn and develop their full potential, considering each child's age and stage of development, gender, ethnicity, home language and ability.
- We will make every adaptation reasonably possible to ensure all children are able to access the provision taking into account all aspects of health and safety and providing we can do so safely.
- Provide medical, cultural and dietary needs wherever possible.

Staff Roles and Responsibilities

Forest School/Club Leader Responsibilities

- To plan and lead all Forest School activities
- To ensure the safety of children and adults on site always, including completing regular risk assessments and dynamically assessing risk on and throughout the session.
- To ensure that other adults know and understand your expectations and responsibilities
- To ensure they have read, understood and adhere to the handbook, policies and procedures.
- To have an up to date First Aid qualification
- To consider the personal needs and abilities of the participants when planning sessions to make the activities as appropriate as possible
- To ensure effective communication with children, other staff members, parents and schools.
- To ensure all equipment including tools, first aid kits etc. are used appropriately, stored safely and accounted for.

Assistant Responsibilities

- To assist the lead in delivery of forest activities safely.
- Supervise and manage the behaviour of children, whilst lead is addressing rules and expectations and demonstrating activities.
- Make visual observations of children and feedback where appropriate.
- To ensure they have read, understood and adhere to all policies and procedures.
- Other supporting actions as directed by the Forest School/Club Leader.

Staff Behaviour Policy

We expect all our staff to always behave in an exemplary way. Staff who work within any of our Wildness & Wonder clubs are expected to set examples of behaviour and conduct which can be copied by the children.

- Staff are expected to treat children with courtesy, sensitivity, and respect.
- Staff must attend all safeguarding training provided by the lead practitioner and, when required, training provided by the Local Safeguarding Children Board/Local Authority.
- Staff must never give guarantees of confidentiality or secrecy to children or adults.
- Staff will not take children to the toilet alone, they will either take another appropriate adult or on the rare occasions this is not possible for safety reason, they will ensure they take a group of children and wait in the foyer, outside the cloakroom. At no point should any member of staff be on their own with an individual child in the toileting area.
- Parents should be aware that touch and physical contact is sometimes necessary for the purpose of teaching, essential safety and carrying out other professional duties, such as protection on blindfold trails, cuddling a young child who has hurt themselves, assisting with tree climbing, sitting together for focused activities.
- Staff are expected to conduct themselves in a professional manner at all times and must avoid using inappropriate language or actions when speaking with fellow members of staff, parents, school staff or children. Any threatening or sexually inappropriate behaviour will not be tolerated and will be subject to disciplinary action.
- Staff have a duty to safeguard children from but not limited to: physical abuse, sexual abuse, emotional abuse and neglect. Concerns must be reported to the DSL immediately. The Whistleblowing Procedures of the setting must be followed if staff continue to be concerned about a child's welfare or safety.
- Photographs may only be taken with the parent and child's permission and immediately deleted once shared with the marketing lead (Chrissy). They must not be uploaded onto the internet without permission from the DSL. Misuse of the internet will lead to disciplinary action.
- Staff must not use mobile phones during working hours unless needed in an emergency.

- If a staff member uses physical restraint to protect a child from hurting themselves or others it must be immediately reported to the DSL and recorded.
- Staff are expected to dress suitably for working with children and in the outdoors, you should be neat and professional in appearance.
- Smoking is not permitted during working hours and staff must not smell of smoke when working. This includes E-cigarettes.
- Use of alcohol and illegal drugs or legal drugs that impact on ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol or illegal drugs.
- If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the DSL as soon as possible.
- If a staff member knows that they are or might be disqualified from working with children or disqualified by association with another person who is disqualified from working with children, they must inform the DSL as soon as possible.
- Staff are expected to arrive on time and to complete their daily duties before departure, including leaving each site exactly as it was found and all kit removed and accounted for at the end of the session. All members of staff should do a final sweep of the area. In the event of an uncollected child staff may be expected to stay later to support the FS Lead to avoid lone working with a child. They will be financially compensated for any additional hours.
- Staff must ensure equipment such as knives and flint and steels are all accounted for and secured whilst on site and between clubs.
- Staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential. Registers must be kept in a safe secure place after each club, this is everyone's responsibility, however the kit holder for each team is expected to check and hold these.
- There is a staff WhatsApp group for updates on planning, available hours, staff changes etc. Whilst we are creating a friendly culture to the business, we appreciate sometime grievances do arise, the WhatsApp group is not a forum for that to be resolved, please send a message to Chrissy and Naomi separately and you will be contacted within 24 hours to take steps to resolve the issue or follow the complaints procedure.
- All low-level concerns should be reported to Chrissy or Naomi immediately, examples of low level concerns may include but not limited to a child not eating or having lunch, a child attending in clothing not fit for purpose or a staff member having favourites or being overly friendly with the children.
- When at company events or training outside of normal working hours, staff are representatives of the company and the same expectations of behaviour are required.

Safer Recruitment Policy

Wildness and wonder takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- Advertising shall always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form.
- All applicants will be required to provide us with 2 references.
- All newly recruited staff shall undergo an Enhanced DBS check

Applicants will be asked to prove:

- Their identity (passport or photocard driver's license)
- Relevant qualifications (certificates)
- Eligibility to work in the UK (official paperwork)
- Their criminal history (disclosing anything that will show up on a DBS)
- Each applicant will receive communication stating whether they have been successful or not

Starting work

The successful candidate will be informed that their job offer is conditional, dependent on the return of two satisfactory references and an enhanced DBS check.

New members of staff will complete a full induction checklist and will not be allowed unsupervised access until they have a DBS check completed, safeguarding training and leads will be expected to complete full forest school and pediatric first aid before being able to have a lead role.

One of the directors will attend and observe a session of each new employee within the first 3 weeks of employment, we will regularly check in with the new employee and the members of the team they are working with.

All staff are responsible for notifying the DSL, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the company. Staff will face disciplinary action if they fail to notify the DSL within in a reasonable time scale.

Safeguarding & Child Protection Policy

Key contact personnel in the setting

Designated Safeguarding Lead Persons:

Naomi Griffiths 07900 216220

Chrissy Jackson 07988 826506

Contact details for Education Safeguarding Team and LADO

The LADO receives concerns, complaints and referrals regarding the conduct of adult professionals or volunteers working with children, not child protection referrals. Child Protection referrals are made to the Single Point of Access (SPA) formally referred to as Multi-Agency Safeguarding Hub (MASH).

Local Authority Designated Officer (LADO)

0208 8917370 or 07774 332675

Email: lado@achievingforchildren.org.uk

Single Point of Access (SPA)

01628 683150 or 01344 786543 (Out of hours-Emergency Duty Team)

MASH@achievingforchildren.org.uk

Other Useful Contact Numbers

Police: 999 / 101

NSPCC Helpline: 0808 800 5000

Family Lives: 0808 800 2222

Ofsted Concerns: 0300 123 1231

NSPCC Whistleblowing Advice: 0800 0280285

All staff should read this policy and confirm to the effect that they have read and understood its content.

Date reviewed: Oct 2024

Date of next review: March 2025

Wildness and Wonder Safeguarding Children policy has been developed in accordance with government legislation and guidance put into place to support those working with and caring for children and with regard to the statutory guidance document 'Working Together to Safeguard Children (2024) and Keeping Children Safe in Education (2024).

Our aim

The Proprietors of Wildness and Wonder consider all those directly involved with our organisation to have an essential role to play in making it safe and secure. Our organisation aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

As part of this aim we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;
- Using learning to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision-making.
- Working with parents to build an understanding of the organisations responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
- Working and communicating with the schools we are in contact with to ensure a fully rounded approach to the care of the children we have been entrusted with.
- Ensuring all staff have regular training and discussions to be able to recognise the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication;
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

Attend training / awareness courses

Staff are expected to complete safeguarding training, so that they understand their responsibilities and are able to recognise the symptoms of possible physical abuse, neglect, emotional abuse, sexual abuse and any other forms of abuse.

DSLs will regularly have discussion with staff about safeguarding and there will be an open door policy to discuss any concerns they have, of any nature for the children they are in contact with.

A minimum of all Directors and Club Leaders to complete Forest School and Pediatric first aid course as a priority, with the overall aim being that all staff complete such certification.

Prevent abuse by means of good practice

Adults without DBS clearance will not be left alone with any child. Children will be encouraged to develop a sense of autonomy and independence through support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Respond appropriately to suspicions of abuse

Changes in children's behaviour, deterioration in children's general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect. Children's comments which give cause for concern. Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Social Services Department if needed.

All such suspicions and investigations will be kept confidential, shared only with those who need to know.

If a complaint is made against a member of staff regarding a child it will be reported to LADO and Ofsted. That member of staff will stop working until the appropriate investigations have been completed.

Keeping records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance or they come to you with a concern. Staff will complete a cause for concern form that will be used as a specific and confidential record, quite separate from anything related to progress/additional needs. The record, in addition to the name, address and age of the child, will include: timed and dated observations describing objectively the child's behaviour and appearance, without personal comment or interpretation; where possible, the exact words spoken by the child; the name and signature of the recorder.

Confidentiality and information sharing

We recognise that all matters relating to child protection are confidential. We will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2024).

Supervision and support

The proprietors of Wildness and Wonder will regularly check in with all members of the team, to provide opportunities to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice and to provide feedback on each other's practice. We will use visits and supervised working times to monitor the progress of

professional practice and to help staff improve the quality of the work they do, thus improving outcomes for children.

Suitable people

Wildness and Wonder is committed to ensuring all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. It is the responsibility of the proprietor to ensure that effective systems are in place so that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting.

We do not allow people, whose suitability has not been checked, including through a Disclosure and Barring Scheme (DBS) check, to have unsupervised contact with children being cared for.

We advise all staff that they are expected to disclose any reason that may affect their suitability to work with children including convictions, cautions and warnings.

Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

Liaise with other bodies

We operate in accordance with Ofsted guidelines. Confidential records kept on children will be shared with the Social Services Department if we feel that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed on the same day, immediately after the report is made.

We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations.

These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Ofsted will be kept updated of any significant changes to the ways in which the company operates including change of Directors and additional sites.

Support families

The care and safety of the children must always be paramount. We shall take every step to build up trusting and supportive relationships with families. Where abuse at home is suspected, we shall continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents as appropriate.

Alcohol and drugs

To ensure that all staff within our setting are alert to any dangers and able to protect your child, we must not be under the influence of alcohol or any form of drugs (including some prescription medication).

Staff within the setting will not drink any alcohol during working hours or immediately before.

Use of cameras and photos

Wildness and Wonder often take pictures during clubs for the purposes of tracking activities, sharing with parents their childrens achievements and for promotional purposes, however pictures will only be taken and shared of children whose parents/guardians have given permission at time of booking and children themselves will be asked at the time if they are happy for their picture to be taken.

Once photos have been uploaded to where they are being used, they shall be deleted from devices.

Regardless of whether permission has been given, should a parent request for a picture to be removed from a location, it will be done so straight away.

We will always ensure children are appropriately dressed.

We are registered with the Information Commissioners Office - the Data Protection Act.

Responsibilities All Staff

Any member of staff at Wildness and Wonder is part of the wider safeguarding system for children and is in a unique position to observe any changes in a child's behaviour or appearance.

All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a duty of care to take appropriate action, working with other services as needed.

The Designated Safeguarding Lead Persons

The proprietors of wildness and wonder, whose responsibility it is to ensure all legal requirements are met, has appointed an appropriately qualified and experienced Designated Safeguarding lead to fulfil this role in our setting. Additionally, they are committed to ensuring the Designated Safeguarding leads are properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.

The DSLP has overall responsibility for the day to day oversight of safeguarding and child protection systems in the setting. These responsibilities include:

- Liaising with other professionals in all agencies, including social services, police and health colleagues
- Keeping apprised of any updates in policy and practice as agreed by RBWM Safeguarding Children Board (via the Education Safeguarding Team)
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary. This is on an ongoing basis and on any specific safeguarding issue as required
- Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system
- Ensuring all staff, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children
- Ensuring all staff, both paid and voluntary, have received appropriate and up to date safeguarding training at least every 2 years
- Ensuring that all staff understand that under no circumstances should they inflict physical or psychological harm on a child.

- Ensuring their own training is kept up to date by attending appropriate designated person training every 2 years
- Representing or ensuring the setting is represented, by an appropriate senior member of staff, at inter-agency meetings in particular Strategy Discussions, Child Protection Conferences and core groups
- Managing and monitoring the setting's part in early help, child in need and child protection plans.

The welfare and safety of children, however, are the responsibility of all staff in the setting and ANY concern for a child's welfare MUST be reported to either of the Designated Safeguarding Lead Persons: Naomi Griffith or Chrissy Jackson.

On occasion, staff may pass information about a child to the Designated Safeguarding Lead Person, but remain anxious about action subsequently taken. Staff should feel able to clarify with the Designated Safeguarding Lead Person, further progress, so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguarding Team or the local Specialist Children's Services Team (numbers as above) who will be able to discuss the concern and advise on appropriate action to be taken.

Recognition and categories of abuse

Working Together to Safeguard Children 2024 defines 'abuse' as *'a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.'*

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical
- Neglect
- Emotional
- Sexual

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 1 of Working Together to Safeguard Children document mentioned above. This also includes information on current safeguarding priorities relating to female genital mutilation, child sexual exploitation and the Prevent strategy.

Staff should refer to what to do if you are worried a child is being abused which says:

"Staff need to remember that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. They may be abused by an adult or adults, or another child or children. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

“The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be

worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.”

Female Genital Mutilation (FGM)

In accordance with the Genital Mutilation Act 2003 and the UN Convention on the Rights of the Child (Article 24, Health and health services; Article 12, Respect for the views of the child; Article 19, Protection from all forms of violence; Article 6, Survival and development) female genital mutilation is illegal in the UK.

FGM is a form of child abuse and as a childcare practitioner it is our statutory duty to safeguard females under the age of 18 years who are at risk of FGM; We have completed training on Female Genital Mutilation: Recognising and Preventing FGM (V1.3) and are aware of:

- Recognising the signs of FGM and preventing FGM
- Understanding what FGM is and understanding the four types of FGM
- Key health risks and consequences of FGM how and when FGM is carried out
- How to identify who is at risk of FGM
- Our role in preventing FGM and supporting those who have undergone FGM

If we suspect or have any concerns that a child has suffered FGM or is at risk of undergoing FGM we will seek advice from the NSPCC FGM Helpline on 0800 028 3550. It is also our duty to report the issue to the Local Safeguarding Children's Board.

Contextual safeguarding

Contextual Safeguarding helps focus on the fact that young people experience harm beyond their families and recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

All staff, but especially the designated safeguarding leads (or deputy) will be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

Upskirting

'Upskirting' is a form of sexual harassment and since April 2019 has been listed a criminal offence.

Upskirting normally involves taking a picture under a person's clothing without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause upset to the victim. Upskirting often occurs in a public crowded place, making it hard for the victim to know that a photograph is being taken, victims are often distressed and feel humiliated.

Country Lines

County lines: criminal exploitation of children and vulnerable adults: county lines (2023)

Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.

Prevent Duty

As part of our role working with children, we have a duty to keep all staff up to date with all legislation involved with Safeguarding the children at our clubs.

Most recent documentation includes the new Prevent Duty Guidance which childcare providers must comply. The document can be found here:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Please note: the relevant documentation is the second one on the list titled 'Prevent Duty Guidance for England and Wales'.

Peer on peer abuse

We recognise that children and young people are capable of abusing their peers. Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships. We want all children to feel safe here and, as part of our commitment to keep them safe, we regularly observe children's interactions and aim to be approachable so they will speak to us if they are concerned about any aspects of their relationships with others. Parents know they can contact us at any mutually convenient time to discuss concerns children might raise at home.

Online safety

We may occasionally use apps or the internet as part of the children's learning. It's important that children understand how to use and keep themselves safe online, we will have basic rules and parental controls to stop children from seeing unsuitable or harmful contents. Children will also be supervised at all times.

Record of Concern Form



Date:	Name of Worker
Name of Child and parent/carer if known	How has the concern come to your attention? (please tick) <ul style="list-style-type: none">• Direct contact/ observation• disclosure• Third party
Details about the child if known: D.O.B Gender Address Siblings/other family members	Do you think this issue is:- <input type="checkbox"/> Child Protection <input type="checkbox"/> Safeguarding <input type="checkbox"/> Bullying <input type="checkbox"/> Equalities
Phone numbers for parent/carer(s) and child if known:	
What is your concern about this child or young person (Be specific: include when and where incident occurred, any evidence of what you saw or was reported, timelines if known)	

Who else, if anyone, was involved and how?

Child or Young Person – were there any obvious signs in the child e.g., bruising, bleeding, changed behaviour?
Did the child say anything?

What action have you taken? (who have you spoken to and when?)

Is there a follow up or support plan?

Do the parents know? (delete as appropriate) YES / NO

Has a referral been made to Children's Social Care?

YES/NO

Has a referral or follow up been made to another agency?

Who?

Name & Signature of designated safeguarding lead:

Date of completion of this form:

Whistleblowing Policy

Wildness and Wonder is dedicated to safeguarding and promoting the welfare of its staff and children within their care, our ethos is to provide a nurturing, safe, enriching environment for all and it is the responsibility of all involved to report any causes for concern.

Whistleblowing is the raising of a concern, either within the workplace or externally, relating to inappropriate behaviour, criminal offence, danger, risk, malpractice or wrongdoing which affects others.

A whistleblower is a person who raises a genuine concern relating to any of the above. If you have a genuine concern regarding any of the above or any other issue affecting the safe delivery of any of our activities or the safety of our staff or children you should report it under this policy.

You will not be subjected to any detriment as a result of reporting a suspected wrongdoing. This includes any adverse employment action such as termination or poor work assignments and threats of any form of harm.

Nothing within this policy is intended to prevent staff from complying with their statutory obligations in accordance with Keeping Children Safe in Education and in particular the Safeguarding & Child Protection Policy.

If you have any concerns about a pupil's welfare, action should be taken immediately. You should report the concern to the Designated Safeguarding Lead and complete the raising a concern form.

You should raise any concerns about another staff member with the Designated Safeguarding Lead face to face, by telephone, email or by using the Staff Concern Form in and in accordance with the procedures in the Safeguarding & Child Protection Policy.

You should follow the whistleblowing procedure to raise concerns about poor or unsafe practices within the provision or potential failures by management or staff to properly fulfil its safeguarding responsibilities.

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you. We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.

This policy should be used for its appropriate purpose, this procedure should not be used where you have a personal complaint or grievance, these should be discussed with Chrissy & Naomi as per the behaviour policy.

To report concerns under the whistleblowing policy please use the following procedure:

In the first instance you should disclose the suspected wrongdoing to the management team (being either Chrissy and/or Naomi), you can expect a response within 7 days following this, giving details of any action that has been taken and to whom has been notified of your disclosure.

In the event that you do not receive a response from the person in question or the management team are involved in the suspected wrongdoing or you believe they have not handled your disclosure appropriately or in a timely, satisfactory manor, you can raise your concerns to the appropriate external agencies, details listed below.

Local Authority Designated Officer (LADO)

0208 8917370 or 07774 332675

Email: lado@achievingforchildren.org.uk

Single Point of Access (SPA)

01628 683150 or 01344 786543 (Out of hours-Emergency Duty Team)

MASH@achievingforchildren.org.uk

Ofsted Concerns: 0300 123 1231

NSPCC Whistleblowing Advice: 0800 0280285

Police: 999 / 101



Staff Concern Form

Date:	Name of Worker:
Name of employee concern relates to:	How has the concern come to your attention?
Nature of concern:	Is there an immediate risk?
What is your concern about this member of staff? (Be specific include when and where the incident occurred, any evidence of what you saw or was reported to you, timelines if known, names of other people involved and any information you have available whether you deem it important or not)	
Please sign to confirm all details in this concern form are true and accurate to the best of your knowledge:	

Behaviour Management Policy

Children in our care will always be treated with respect.

We recognise the need to set reasonable and appropriate limits to help manage the behaviour of all children in our care.

We will never use any form of physical punishment or humiliate a child in our care.

The minimum amount of physical restraint will be used and only if a child is at risk of harming themselves or others.

We will agree methods to manage children's behaviour with parents if necessary.

We will never slap, smack, bite, shake or humiliate a child.

Unwanted behaviour will be dealt with in a positive way.

To promote Positive Behaviour we will:

- Praise, approve, show appreciation and encouragement throughout the day. Praising a child helps to show that we value them and builds their self-esteem.
- Reward good and wanted behaviour, such as team work and sharing resources, as this encourages further effort.
- Set realistic boundaries and limits appropriate to the child's age and stage of development. Recognising that all children are individual and have different abilities.
- Listen to children's opinions, observe their interest and include them in any planning and to extend activities in the moment.
- Set a good example
- We shall be consistent. No means no. Children will know where they stand, and that we mean what we say. This way children know and feel secure within the boundaries we set.
- We will explain why positive behaviour is necessary and not dwell too much on negative behaviour.

Unacceptable behaviour is:

- When a child is attempting to harm another child or him/herself
- When a child is verbally abusing another child
- When a child is being destructive with equipment etc
- When a child will not listen.
- Harming staff/adults in the setting

Unwanted Behaviour will be dealt with in the following way:

- Children will be spoken to calmly and gently but with a firm tone when necessary
- Distracting and re-directing children's activities are used as a way of discouraging unwanted behaviour.
- Bullying will not be tolerated and is addressed immediately.
- The child will be removed from the situation especially if it involves harming another child and shall be monitored by a member of staff.
- We will explain to the child why the behaviour is unacceptable and discuss their reasons and feelings and that of anyone else involved.
- If behaviour persists, is especially concerning or is a pattern over multiple attendances, we will follow a 3 step process:
 1. In the first instance a call will be made to the parents to discuss this behaviour with their child and work with the parents to agree a plan.
 2. If behaviour persists or it is considered to be causing the environment to become unsafe for the child themselves or other children in the setting, the parent will be asked to come and collect their child.
 3. Wildness and Wonder reserve the right as a final stage, if behaviour does not improve within the setting or over a course of attendances and Wildness and Wonder feel it is unsafe for the child to attend, to make the decision that the child should be temporarily excluded from attendance or not return at all. In this instance the parent will be informed in writing and we will refund the parent for any remaining sessions they have already booked and paid for.

Health and Safety Policy

As a registered childcare provider our absolute priority is to keep children safe while they are in our care. We will take appropriate steps to ensure that all hazards to children on the premises, both inside and out, are minimised.

- The premises have been inspected by Ofsted and has passed the safety standards.
- A minimum of all directors and club leaders to complete Forest School and Paediatric First Aid course as a priority, with the overall aim being that all staff complete such certification.
- At least one member of staff on site to be qualified to Level 3 Forest School Leader or equivalent.
- Regular risk assessments are carried out to ensure that it is a safe environment for the children, the risk assessment includes consideration of using tools, fire and other forest.
- We have public liability insurance which includes running forest school activities.
- We have a no smoking policy.
- We have an Accident, Emergency & Evacuation Procedure and a Lost Child Policy.
- We keep an Accident/Incident record book.
- Use, maintain and store equipment and tools safely.
- Ensure that all staff are competent in the activities in which they are engaged.

Minimising risks

Responsibilities of the Forest school leader and supporting Staff are to identify, assess and manage hazards and risks within the forest school area and during activities. This is necessary in helping to reduce accidents and incidents.

We will make sure: -

- All hazardous substances or chemicals will be out of reach.
- Hazardous or sharp objects will be kept safely when not in use and children will be expected to follow the forest school rules always. All children will be taught how to use our forest school tools safely.
- We have procedures in place in the event of an emergency. These are practised regularly with the children and staff.
- We carry a properly equipped First Aid kit and fire blanket/equipment.

Security

- Children are only permitted to leave with authorised individuals.
- We have a Lost Child Procedure that will be followed if necessary.
- All visitors and volunteers must sign in the visitor's book before accompanying us to the forest.
- Regular volunteers will be asked to undertake a DBS check and complete a Health & Safety Induction before accompanying us to the forest.
- A minimum of two members of staff will always be present at the forest school site at least one qualified Forest School Leader or equivalent when conducting forest school activities.
- We have an accident book for incidents to be recorded and signed by the parents
- In the event of a serious accident we will call for an ambulance ensuring every effort is made to contact the parent/guardian.
- Emergency contacts are kept on site and whilst every effort is made to acquire two contacts this is not always possible.

Fire

- Wildness and Wonder sessions will include the lighting and use of a fire.
- We will take steps to prepare the children for this prior to it being introduced.
- The children will be expected to adhere to our forest school rules at all times.
- A risk assessment will be in place.
- We will carry a fire blanket, fully equipped first aid kit and a bucket of water in case of emergency.

Risk Management

Wildness and Wonder actively develops children's awareness of risk as well as developing their confidence and ability to assess and manage risk for themselves. One of the first activities children do at Forest School is to go through the forest school rules and encourage children to notice the hazards of the natural site and share their perceptions of risk.

Therefore, risk is not an abstract concept that children are being asked to understand, rather it is something they approach with their whole being and can consider as a direct experience before deciding what action to take. This is a very holistic approach to learning about risk that is applied throughout Forest School. As much of Forest School is child led this method of risk management is continually developed. Initially as children stay close to the adults tentatively exploring and seeking reassurance the adults can sensitively encourage consideration of the hazards, to facilitate opportunities for children to engage with and experience risk.

As the children's confidence and ability to manage risk grows they can explore more independently and put into practice their own judgements, discovering the consequences for themselves. Often the best learning happens, and we are most acutely alive in situations where we are at the edge of our comfort zones but retain the power of choice whether to step forward or back.

Accident, Emergency & Evacuation Procedure

All staff will be informed of what to do in the event of an emergency.

If the whistle is blown all children will come to the fire circle area if it is safe to do so or if that is impeded the next safest place and adults will begin to gather the children together. As well as any casualties or missing persons you must remember to protect the rest of the group and comply with safeguarding procedures at all times.

Essential Items On Site

- Appropriate forest aid kit
- Emergency whistle
- Welfare kit (wipes, tissues, hand gel, carrier bags)
- Register
- Medication for individuals
- Mobile phone

Missing Children

Please refer to our Lost Child Procedure

Accidents

In the event of an accident causing a minor injury, at least one member of staff on site will hold a full paediatric and forest school first aid qualification and will administer first aid when needed. The casualty will be assessed and monitored, staff will complete an accident form and inform parents.

An appropriate first aid kit will be held in the forest school area at all times.

If additional help is needed or in the event of a serious injury

Administer first aid, another member of staff to alert help or call emergency services and give them the following information:

Your name

Wildness and Wonder Telephone Number: 07988 826506 (or the mobile of lead on site)

Site location for holiday clubs this will be ***Braywick Nature Centre, Hibbert Road, Maidenhead, SL6 1UU***

Description of the casualty, accident, injury and symptoms.

A member of staff to gather all other children and move away from the site of the accident.

A first aider will remain with the casualty, continue to monitor and follow first aid guidelines.

Ensure someone directs emergency services to the casualty.

Inform parents and carers as soon as possible.

Complete all accident forms.

Intruders

Inform a colleague an intruder is present, ask them to gather the children in a safe area and make an informed choice on whether to contact the police. If possible and you feel safe to do so, greet the intruder politely, remain a safe distance, ask them their business and redirect them. Remember your own safety as well as the children's, do not approach the intruder if they seem angry or agitated. Remain calm and try to keep the intruder away from the children without coming into physical contact with them. Should the intruder refuse to leave contact the police immediately.

Weather

“There is no such thing as poor weather, only poor clothing.”

However, if the weather is dangerous, such as thunder and lightning and/or high winds we may have to close or relocate children to alternative classrooms or the Nature Centre Building at Braywick due to this being unsafe and branches and trees may fall.

It is the parents responsibilities to ensure children are dressed correctly for the weather and they are advised of this at time of booking.

Emergency Evacuation Procedure

In the event of an uncontrolled fire or intruder danger, if appropriate a whistle will be blown, the children will be assembled, accounted for, and evacuated at the safest point of exit. The forest school leader will have a mobile phone together with the register, they will lead the children to the activity centre and the remainder of the staff will be distributed along the centre and back of the line. Upon arrival at the centre, the register will be taken again, any missing children or staff will be reported to the lead practitioner, detailing the name of the missing person, date and time last seen and by who and any other information relevant to that person, behavioural, medical or otherwise. Depending on the nature of the evacuation the appropriate emergency services will be called and met at the activity centre. The Forest School Lead will supervise the children and await further instructions from the emergency services. Under no circumstances is anyone to re-enter the woodland until the all clear is given.

Lost Child Policy

Statement of intent

At Wildness and Wonder, it is our intention to maintain children's safety as the highest priority always, both on and off the premises.

Aim

We aim to ensure that every attempt is made to ensure the security of children is maintained always. In the unlikely event of a child going missing, our lost child policy is followed.

Method

If a child goes missing

- The person in charge will gather all children together and inform all adults in the group
- The register is checked to establish who is missing and that no other child has also gone astray.
- We will establish when the child was last seen, what they were wearing and note the time.
- One member of staff will remain with the children, all remaining staff will locate the lost child, beginning a search in the most dangerous locations and the last known location.
- If the child is not located after ten minutes we will inform the police and parents, then the search will continue.
- The supervising staff will contact the manager and reports the incident.
- When the child is located ensure all parties are informed
- No social media should be used during or after the incident and only the Manager will engage with the press.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The manager carries out a full investigation, taking written statements from all the staff present at the time.
 - And incident report will be written detailing the date and time of the report; - what staff/children were in the group; - when the child was last seen in the group; - what has taken place in the group since then; and - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

- The incident is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

- OFSTED is informed.

- The Insurance provider is informed.

Managing people

- Part of managing the incident is to try and keep everyone as calm as possible.

- Staff will feel worried about the child, especially the key person or designated carer responsible for the safety of that child. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

- Staff may be the understandable targets of parental anger and they may be afraid. The DSL needs to ensure that staff under investigation are not only treated fairly but receive support while feeling vulnerable.

- The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others. When dealing with a distraught parent, there should always be two staff members. Aggression or threats against staff are not tolerated and the police should be called.

- The other children may too be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

- In accordance with the severity of the outcome, staff may need counselling and support.

- Staff must not discuss any missing child incident with the press without taking advice.

Uncollected Child

Policy

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children attending the setting are asked to provide the following specific information:

They should provide their home address and contact number - if the parents do not have a telephone, an alternative number must be given such as perhaps a neighbour or a close relative.

If there are adults different to those on the booking, parents should provide the names and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example child minder or grandparent.

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, parents must inform us, as soon as viably possible, who will be collecting their child and we shall agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We shall apply our safeguarding procedures in the event that their children are not collected by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session/day, we follow the following procedures:

The booking details are checked for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted on the numbers provided.

All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the Booking Form or has been authorised.

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

We contact the local Single Point of Access team Telephone number: 01628 683150 or the out of hours duty officer on 01344 786543.

The child stays at the site in the care of two fully vetted workers until the child is safely collected either by the parents or by the social care worker.

Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded and kept in a secure file.

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Ofsted may be informed/ Telephone number: 0300 123 1231.

Fire Management

Forest School is an ideal way to introduce fires in a safe, controlled, managed and rewarding way. It can be a highlight of a Forest School session but should only be introduced when the Forest Leader is confident that the children can follow the fire safety procedures/rules.

Learning where a fire can, or cannot, be lit, seeking land owners permission, ensuring proper supervision, learning how to manage a small fire, how to extinguish it thoroughly and leave no trace are all important elements of the outdoor fire process.

Fires are often used for a genuine purpose such as heating water, cooking and keeping warm! We also teach children under strict supervision, how to light small fires using flint and steel, the fire triangle, types of wood appropriate for burning, charcoal making and how to safely extinguish a fire.

Wildness and Wonder has:-

- Obtained permission to have fire activities on the site.
- The site for the fire is away from low canopy branches.
- If winds are high consider wind direction when choosing the site for the fire.

Fire Safety Equipment Before any fire activity can be undertaken it is essential that the following equipment is easily available and next to the fire site (not in the fire circle). The equipment consists of: Fire blanket, Bucket of water, Heat resistant gloves, Burns kit

We have a Fire Circle For a campfire, a fire circle should be established with the aim of preventing children's close access to the fire whilst having the ability to enjoy it.

Fire Preparation Children will be encouraged to collect fire wood – “If its snappy we are happy” or “If its bendy its unfriendly!” and to sort dry sticks (no longer than elbow to finger tips) into three piles outside the fire circle.

Wood not suitable for burning or cooking with children nearby includes Elder, Rhododendron, and Leylandii.

The central fire should be constructed in a fire pit. Vaseline and other natural fire aids can be used in wet conditions.

Fire Safety Rules

- Fire should always be supervised by an adult at all times.
- When the fire is in use children are not permitted within the fire circle unless they are invited by the adult.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their bodies/heads 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)

Fire Lighting

- Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School Leader.
- Fires are lit using cotton wool and a fire steel.
- 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.
- Wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

Using the Fire

- Long hair, scarfs or any items of clothing dangling should be secured away.
- When an adult or a child is using the fire they should adopt the “Respect” position with one knee down and the other up to allow rapid exit from the fire.
- The number of children accessing the fire should be limited to prevent jostling etc
- Once fire activity is over (i.e. cooking marshmallows) the children should leave the fire circle.

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.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- “Feeling” for the heat should be used to ensure no heat is present if so douse with more water.
- All traces of the fire should be removed and leaves etc used to cover fire site or fire pit removed.

Fire steels

Using a Fire Steel Children can practise using fire steels and most of the above applies with the addition consideration given:

- Practice striking a fire steel down away from themselves and others
- Practice it onto fluffed up bud of cotton
- When lit children are responsible for that mini fire until it has burnt out

Storm (Kelly) kettles

- Only adults are to light the fire in the fire pan unless children are under the direct supervision of the Forest School Leader.
- The storm kettle must be placed on flat, clear ground or paving slab
- Children must be seated at least 1.5 metres away from the storm kettle.
- 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
- Storm kettles should never be boiled with the cork in.
- Kettles should only be removed from fire by an adult wearing fire safety gloves (hold each side of handle and lift off. Take care not to put hand above chimney of kettle or over spout)

Safe Use of Tools

General Rules:

- No one should use a tool without permission and a tool talk from a trained member of staff.
- After the talk if the Forest School Leader feel confident that the child have listened and are competent, tools should be used under supervision until trained staff are sufficiently satisfied with the safety and responsibility of that person.
- After use, tools should be counted back in to ensure none are missing.
- Tools should be stored safely and well maintained, any broken tools will be repaired or disposed of appropriately.
- Gloves must be thick enough to protect hands sufficiently

Bow Saw Safe Use	PPE	Storage
<p>Only remove guard when ready to start sawing and replace when finished. Check correct blade attached for green/dead wood. Kneeling position with legs out of the way of the blade and wood off the ground. Saw with writing hand. Three starter cuts before beginning to saw.</p> <p>Option: place supporting hand through the bow of the saw for extra stability. When not sawing, return the blade guard and place on the ground with the blade towards yourself to reduce risk to others.</p>	<p>Glove on non-sawing hand. If sawing in a pair, both people need gloves on non-sawing hand</p>	<p>Keep blade guard on when not in use. Dry blade before putting away Check blade for rust regularly Replace blade when necessary</p>
<p>Knives- Sheath should be kept on until ready to use and replaced after. Sit sturdy, legs apart and with a safe space around (distance blade can reach) If someone enters your safe space, stop and sheath the knife until they leave.</p>	<p>No glove on hand holding knife, but glove on hand holding wood.</p>	<p>Keep Sheath on when not in use. Dry blade before putting away. Check blade for rust regularly. Replace when necessary</p>

<p>Hold knife in writing hand, firmly on handle and only use downwards and away from yourself.</p> <p>Only pass the knife between people when sheathed</p>		
<p>Palm drill - Be aware of drill bit as it is sharp.</p> <p>Place wood for drilling on hard stable surface and keep there until finished.</p> <p>Hold wood steady and press firmly down on drill and twist, reverse to remove drill.</p> <p>Check progress to avoid drilling into surface underneath.</p>	<p>Glove on hand holding wood steady, no glove on hand using drill.</p>	<p>Dry bits before putting away. Check blade for rust regularly. Replace when necessary</p>
<p>Vegetable peelers - Be aware of peeler blade as it is sharp. Whittle sitting down. Ensure a safe area before beginning. Hold stick pointing downwards between legs or beside legs. Whittle downwards and away from body.</p>	<p>Glove on hand holding stick, no glove on hand using peeler</p>	<p>Dry blades before putting away. Check blade for rust regularly. Replace when necessary</p>

Cooking and Food Hygiene Policy

Snack time and cooking on a fire is a regular feature at Wildness and Wonder, everything from having bread sticks to cooking meals.

Staff to apply food hygiene controls in line with Food Standards Agency guidance and good practice. This will include:

- Staff in charge of cooking complete the Food hygiene certificate.
- Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in-date and not subject to contamination by pests, mould etc. A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the session.
- All cooking utensils, crockery etc. will be checked to ensure they are clean before use.
- Preparation area set up ideally under tarpaulin to prevent physical contamination.
- All hair will be tied back, and loose clothing secured prior to cooking on a campfire.
- Food to be cooked must be kept cold until required and cooked to a temperature at or above 63° C.
- Prior to any eating of snacks or meals all participants required to wash their hands using the washing facilities set up.
- Serve food and drink at a temperature and consistency that is safe and suitable for consumption.
- All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it.
- Cooked food will not be re-heated.
- Waste food will be disposed of promptly and preferably off site to minimise the impact.

Administering Medication

Policy

In the event that a child needs to take prescribed medicine during a session, a Permission to Administer Medicine form must be completed and signed by the child's parent or carer.

The parent/carer must hand the completed form, together with the medication to the FSL in the original containers and this will only be administered to the child named on the packaging for the dosage stated.

The medication will be safely stored in the utility belt of the FSL.

Once medication has been administered, the FSL must complete the medication log section of the form.

Any unused medicines will be returned to the parent upon collection of the child.



Permission To Administer Medicine Form

Child's Name:	DOB:
Child's Address:	
Parent Contact No.	
Doctors Name:	Doctors Phone No:
Reason For Medication:	
Name of Medication:	Storage Requirements:
Dosage:	
Times To Be Administered:	

I give permission for medicine to be given to my child in accordance with the details above.

Parent/Guardian Signature:

Parent/Guardian Name:

Date:

Working in Partnership with Parents Policy

We recognise that it is important to build a trusting partnership between us and the child's parents. Our aim is to achieve a strong working partnership with parents by:

- Always making time to discuss parents' concern about their children.
- Informing parents about their children's activities throughout the day.
- Discussing and agreeing plans for children behaviour
- Discussing and agreeing plans to support them accessing the session if they additional needs or anxiety.
- Allowing parents access to records kept on their own children.

Parents are requested to keep us informed of any changes to personal circumstances that may have an effect upon their children e.g. change of address, phone numbers, doctor, emergency contact.

Parents are also requested to keep us informed of any circumstances that may affect their children emotionally e.g. bereavement, separation or illness in the family.

Parents will be made aware that all information they provide about their children is kept confidential and treated on a strict need to know basis.

Communication

As parents you are the central adults in your child's life and the ones making decisions on their behalf. We will endeavour to work closely with you in order to carry out your wishes for your child wherever we can. It is therefore important that we have an excellent communication system. We are always happy to discuss your child and their care with you at any time that is convenient and whilst we make every effort to connect with parents at drop off and collection it is obviously a busy time, so should you require a longer conversation, whether in person or over the phone, please feel free to contact us to arrange using the following email address wildnessandwonder@gmail.com

We would also appreciate it if you could inform us if there are any changes to contact numbers for yourselves or change to collection arrangements.

Complaints Policy

We want to assure you that we take our responsibilities to your child very seriously and that your child will be cared for in the correct manner.

We enjoy caring for children and hope that you are happy with the service we provide, however there may be occasions when you feel we are not providing you and your child the correct care you require.

If you should have a complaint, we would hope that you feel able to discuss the matter with us, a convenient time can be arranged. Please call us on 07988 826506 or 07900 216220 at your earliest convenience or you can email us to arrange this at wildnessandwonder@gmail.com

Any concerns raised will not only be dealt with seriously, but also effectively and in a confidential manner.

If you should not be happy with the outcome of this meeting/discussion, please then email your complaint in writing and we shall investigate and respond within 14 days.

A record of this complaint will be held securely.