

**Newick CE Primary School**

**Roles and Responsibilities policy**

**Responsibilities of the Forest School Leader**

1. To work with class teachers to plan and lead Forest School activities which incorporate curriculum subjects, British Values and learning survival skills.
2. The Forest School Leader will ensure time is allowed for free play.
3. To ensure that planned activities are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum in its broadest sense.
4. The Forest School Leader is responsible for choosing a suitable site for the programme.
5. The Forest School Leader should continually assess the site for other members of the public accessing the area.
6. To take responsibility for discipline during Forest School sessions (see Behaviour Policy).
7. To have an up to date First Aid qualification, ensure a well equipped first aid kit (including epi-pens and inhalers) is taken to the site and restocked after use.
8. To ensure that all participants follow the Clothing Policy.
9. Ensure that all risk assessments are up to date including; site, daily, ongoing and activity risk assessments. The Forest School leader must then manage these risks and ensure that all adults are aware of the risks and how to control them; ensuring that everyone is safe at all times.
10. To ensure all Forest School policies are regularly reviewed and that review is informed by observations and developing knowledge of the Forest School setting.
11. It is the leader's responsibility to cancel the sessions in bad weather (storms and winds Beaufort Scale 5 and above) when it would put people in danger to attend.
12. Ensure that the legal pupil adult ration is maintained.
13. The Forest School Leader will take care that food preparation, cooking and eating is hygienic and that the participants have the opportunity to eat or drink where appropriate.
14. Ensure that all adults follow safeguarding procedures to ensure that the children are safe and that they are briefed on how to deal with disclosures.
15. To assist with the toileting of children if they request help.

**Responsibilities of Accompanying Staff**

1. To take an active role in Forest School activities and assist with any discipline issues within the group (see Behaviour Policy)
2. To assist with the safety of walking children to and from the Forest School location.
3. Support the leader to continually assess the site for other members of the public accessing the area.
4. To assist with the Forest School Leader in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately.
5. To assist the Forest School Leader in teaching children to maintain their own and others' health and safety.
6. To report accidents or hazards to the Forest School Leader immediately.
7. To take responsibility for making themselves aware of safety issues, such as the whereabouts of the first aid kit.
8. If the member of staff has a first aid qualification, they can take responsibility for administering first aid, recording and reporting the information as described in

## **Roles and Responsibilities Policy for Forest School**

the First Aid policy.

9. To assist with the toileting of children if they request help.
10. To provide their own suitable outdoor clothing and footwear if able to do so.

### **Responsibility of accompanying adults**

1. To play with and assist the children in their learning in either focused activities or through free play.
2. To model appropriate use of language, manners and respect for each other.
3. To model the Forest School rules for health and safety.
4. As appropriate, to record information for the Forest School leader of comments the children make about their learning.
5. To bring appropriate clothing and footwear to Forest School sessions.

### **Responsibilities of the Children**

1. To take personal responsibility for their own safety as well as the safety of others.
2. To listen to and follow safety information given to them.
3. To bring appropriate clothing and footwear to Forest School sessions.

Acting Headteacher: Faye Lawrence

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