



Equal Opportunities Policy and Procedure Group

The Bramble patch Forest School believes that the Forest School ethos nurtures and fosters resilience, creativity, confidence and independence in all learners and that all learners deserve an equal chance to be part of programmes. Our projects open to all groups and individuals on condition that they keep to the boundaries that ensure their safety. It is the responsibility of all employees, members and supporters to enforce this policy at all times.

The bramble patch Forest School welcomes all people irrespective of gender, race, culture, colour, creed, sexual orientation, age, Class, religion, political belief or disability. We will not tolerate any form of prejudiced or offensive behaviour although we understand that some participants may carry prejudiced or offensive views.

Anti-bullying policy and procedures:

Whilst we understand that some participants may arrive at The Bramble patch Forest School holding prejudiced or offensive views, we will not tolerate behaviour that allows any member of the group, or of society in general, to feel ostracized, intimidated, or inadequate.

- Ensure that the children are fully and appropriately supervised
- Understand and respect individual needs of each child
- Clear rules and boundaries – These will be established at the beginning of the programme with the children's input allowing for a good group ethic and dynamic.
- All adults/Volunteers working with children will be responsible and ensure positive role modelling.
- Consistency across all adults/ volunteers within the forest school programme.

Behaviour management policy and procedures:

The Bramble patch Forest School accepts the feelings and emotions effecting conduct at Forest School and works to help learners understand, celebrate and manage those feelings as appropriate to themselves and others.

During the child's/children's time spent at the Bramble patch, Staff will be monitoring the student's behaviour if a child displays 'unacceptable behaviour' they will be given verbal warnings and asked to take some time to reflect upon their behaviour.

If the behaviour persists the student may be asked to take some time out of the session or extra staffing (from child's school or parents etc. make be asked to stay for the forest school session and support)

The child will be made aware of the reason why the behaviour is unacceptable Staff should ensure this behaviour is not affecting the safety of themselves and / or others in the sessions

If poor behaviour doesn't not lessen/improve the child may be asked to miss the following forest school session.

At the Bramble patch we have a 0% tolerance for physical violence or aggressive behaviour.

The Bramble patch forest school identifies unacceptable behaviour as:

- use of offensive, racial or homophobic language
- swearing
- bullying or threatening behaviour
- violence such physical aggression, punching, kicking, biting, fighting etc.
- vandalism of or disrespect of the environment and will be encourage to care and respect for nature.

Inclusion and Access policy:

The Bramble patch Forest School works with participants and their carers to ensure that all have equal access to the Forest School site and to the ethos of Forest School. The Forest School leader will work to ensure children with special educational needs are able to experience the six principles of Forest School. Forest School is an intervention and not a treat.

Parent and Carers or School staff will be encouraged to explore the Bramble patch website or social media containing all the information and ethos for them to read before deciding if their children will become participants in the programme.

Upon booking emails/letter will be sent out confirming the place, this will contain information about the forest school sessions such as the ethos and information about the FS programme and practical information such as timings, drop of and

pick up, equipment needed for the session, bad weather information etc. The contact information of the Forest school leader will be available for parents/Carers so they can communicate and questions or queries they might have and communicate any additional need/requirements their children/child may have.

Parents who are sending children with additional needs will need to have a conversation with The Bramble Patch before the session to ensure all the correct strategies have been put into place before to enable the child to have an enjoyable and safe day. If children need 1:1 then the Bramble Patch can provide this. The cost of this will be shared between the parent and The Bramble Patch.

Sustainability policy and procedures:

The Bramble patch Forest School works with the Forest School Principles and sustainability guidelines to care and support the environment of Forest school.

The Bramble patch Forest School considers that the care and protection of the Forest School environment is the responsibility of all participants.

The natural environment is key to Forest School. Building a connection to nature will help ensure care and respect for the earth. The Bramble patch Forest School aims to maintain a robust environmental and sustainability aware teaching environment. It is of the utmost importance that the Forest School site is managed responsibly and that all participants are encouraged to be involved with this.

At The Bramble patch we will ensure we monitor our environment impact and maintain sustainable awareness.

To do this we will

Ensure that all children and staff (participants) have an understanding and respect for the environment around them. We will also explain that we are visitor to the woods and that it's home to much flora and fauna encouraging the respect for nature.

Where possible use biodegradable resources,

Have dedicated recycling and rubbish bins and encourage the use correct use of them.

- Ensure rubbish is removed from the site daily. (This will be on the pre site visit and before leaving the site)
- Ensuring that the wildlife and habitats are protected, for example not climbing tree containing wildlife/nests etc. Moving around the mud kitchen/swings to allow the environment to recover
- Our site is open seasonally so there will be a 5/6month down time allowing the site to recover.
- Our fire pit is permanent rather than using multiple temporary ones.
- Explaining to the children only to use abundant resources and encourage the rule no licking, no picking, no nicking.
- Not disturbing any wildlife, ensure site risk assessments are taken regularly and if found any wildlife such as bees, bird, mammals identify how to keep them safe and use boundaries to protect them.

We encourage our participants in sustainable practice by involving them in many activities or routines at FS.

Such as:

- encouraging them to use the appropriate bins i.e. general waste, compost and recycling.

- Providing activities that encourage participation in the protection and care of the local wildlife and plant life. Each week I may use 'go find it cards, or identification time during the FS sessions to encourage understanding and learning around our environment.
- Only use sustainable resources and explain this to the children again only pick where there is abundance and when it's safe.
- Use of games and activities that provide nature connection.

Woodland management policy and procedure:

Forest School must balance with the integrity of each ecosystem. The Bramble Patch Forest School seeks to protect, maintain and improve the biodiversity of the site.

The Bramble Patch is set upon an acre and a half of privately owned farmland. The site is managed and maintained by the Bramble Patch staff and landowner and each year the site is managed, maintained and developed by the family owners.

At the Bramble Patch we have a 6-month down period when the site is not used. This helps our site recover from footfall and provides time for the site to recover/grow.

At the Bramble Patch we strive to ensure that we give back to our site, we continually re-plant and regrow plants and trees benefiting the biodiversity and ecosystems on site.

Fire Policy and procedure:

At the Bramble patch we will use fire to enhance our cooking skills, learning new skills about fire lighting or preparing food for the group members.

We use a permanent fire site located within our fire circle.

We are able to build fires on site without permissions as the Bramble patch is privately owned/private land.

I will be following the Risk assessments I have completed to ensure safe practice.

Children will be told the fire safety rules before any fire is lit.

We have a bucket of water next to the fire at all times in case we need to put the fire out.

Food and eating Procedures policy

At the Bramble Patch we often provide food for our visitors.

At holiday club children are asked to bring a packed lunch and snack. We ask that parents send a nutritionally balanced packed lunch with lots of healthy choices in. In the afternoon we have a fire and cook marshmallows for S'Mores.

At our parent and toddler group we provide snacks. A range of healthy options and chocolate/ cakes. We also cook marshmallows on the fire.

At our parties we provide children with a hot dog (free from alternatives supplied) and s'mores. There is always a meat thermometer on sight and hot dogs are reheated to a temperature of 70C +.

Meat is kept in the cool box with ice packs and kept away from all other food items.

Hygiene policy and procedure:

To safeguard against infection and diseases The Bramble Patch will always ensure that there will be always safe and clean drinking water available – We have facilities on sight with fresh running water – in our 'shack' kitchen. Children will have an awareness of what is safe and poisonous at forest school and will be taught the rule 'no licking, no picking'

We will ensure we used that good hand washing is adhered to following the Government guidelines for Covid -19 controls – We will provide hot water and soap as well as hand sanitiser. Hand washing will be completed before eating or preparing food/meals and after the use of the toilet. There are two designated hand washing areas at the Bramble Patch which will be regularly changed/ filled with warm soapy water.

To manage outdoor toileting and menstrual care at the Bramble Patch we have a composting toilet we like to call the 'Thunder box' – there is a small bin provided for sanitary products and this bin is emptied daily and disposed of offsite.

Protection against cuts and grazes:

The Brambles Patch benefit risk assessment for cuts and grazes will be adhered to and minimise the risk of injury. Daily site checks will be completed and up to date and reviewed risk assessments.

At the Bramble Patch we know that cuts and grazes do happen and we provide first aid, sterile wipes, plasters to ensure wounds are kept clean.

We also encourage children and adults will also be asked to wear long sleeves and trousers rather than shorts to minimise risks.

At the Bramble patch we adhere to and follow the government guidelines, for safeguarding against disease.

Health and Safety Policy & Procedure Group

The Bramble patch Forest School aims to provide a physical and emotional environment which fully supports the ethos of Forest School. Activities support appropriate risk taking and playful exploration.

Emergency and incident policy and procedure

In case of an incident or emergency at the Bramble patch:

Participants that require external assistance do in the case of an accident requiring external assistance:

- Participants will remain with a staff member at all times (Forest School leader will have paediatric outdoor first aid training/ basic aid training. If an ambulance is required the Bramble patch staff will contact 999 and direct the ambulance to the site and administer first aid if required.
- Other students will remain with another staff member as not to crowd or overlook injured student to respect privacy
- Staff members will ensure that the other group members will have been spoken to and ensure they can remain calm and able to voice any worries or concerns about witnessing the accident.

What your participants do in the case of sudden illness

- All children who fall ill will to be cared for by qualified adults with at least basic first aid training
- Forest school leader (Libby Robinson) will have an outdoor paediatric first aid qualification
- The child will remain with an adult and parents will be contacted so that the child can be collected early.

The member of staff responsible for the children

- The qualified level 3 forest school leader (Libby Robinson) will be in charge of the session and responsible for the whole group of children.
- The support staff member will be required to support and follow the guidance given by Jade Tebbutt.

The member of staff responsible for any injured or sick parties

- Libby Robinson is responsible for any injured or sick parties
- Supporting staff members support Libby with the child / group.

How external assistance finds the Forest School site

A member of staff from the Bramble patch forest school will guide external assistance up to the forest school site (open gate ways for vehicles needing to attend)

Staff will be encouraged to use the app – what 3 words enabling exact location to be found by emergency services

The site is signposted from the road site and parents and other external assistance can find the address and post code on the Bramble Patch website.

The parties who need to be informed of any incident

- Parents / Carers of child

How and when these parties are informed

- The Bramble Patch staff will inform parents and carers immediately for a severe incident or on collection if minor scratch or scrape. Accident book and form will be filled out and a copy given to parents and carers.
- **The circumstances under which a session might be cancelled**
- The Bramble Patch forest school sessions run during all-weather conditions including rain the session will only be cancelled in extreme weather conditions. Such as storms and very high winds or extreme heats where the weather is deemed as 'unsafe'
- the forest school leader will be responsible to assessing the weather conditions.
- If the qualified forest school leader is ill the session will be cancelled as this will affect the staff ratio for adult: child.
- If the Bramble Patch site is deemed unsafe or unfit for purpose for example if the site could not be safely accessed.

How the cancellation of a session is managed

- If a forest school session needs to be cancelled Libby will contact the parents directly to inform them prior to the commencement of the session. This will be by phone using the information provided by the parents/carers at the time of bookings – Staff will ensure these contact details are up to date.
- If the sessions are cancelled by the Bramble Patch the session will be postponed, rearranged and added to the block of sessions.

A procedure for an accident to yourself

- All children will be continued to be supervised by adults. If the accident is severe enough and the adult is unable to administer first aid to themselves another adult will assist in seeking help from the emergency services.
- Parents and carers will be contacted if the forest school session is unable to continue.

Emergency evacuation policy:

In the case of an emergency where all children and staff members needed to be evacuated off the site the leader (Libby) would take the following steps to ensure all children and staff members were removed from the site safely and calmly.

1. Libby would blow the whistle in 3 sharp blows to signal that this was an emergency and not the normal call back.

2. This would signal that all children and staff gather at the top gate – the exit of the Bramble Patch.
3. Libby will do head count to make sure all children were accounted for and staff
4. In the case they weren't one staff member would go to find them and return to group.
5. All children and staff would then be put onto the trailer and dependent on emergency either be taken back to the Car park or asked to wait on the trailer until an appropriate time to return to the Bramble Patch.

Staff and children will be given training on this and regular practices of this will be completed.

Insurance policy and procedure:

The Bramble patch Forest School understands that all Forest School session must be covered by appropriate insurance

The bramble patch insurance provider is Birnbeck Liability Insurance Schedule. All activities are covered by the insurance including for children and adult of all ages including shelter building, use of hand tools including knives, tree climbing up to 5m, use of swings and rope swings, play equipment.

Occasional lopping/copping, felling, foraging, low level charcoal making (swings/tins/cans) green woodworking, Campfires overnight camps, pond dipping etc.

The insurance policies renew annually each September.

The play equipment is checked annually by ROSPA. They complete checks to ensure the play equipment is safe and fit for purpose. Regular safety checks are made by the site manager throughout the year.

Medical and first aid procedure

The Bramble patch Forest School understands that it is the responsibility of the Forest School leader to ensure that all children and adults at the Forest School sessions have access to appropriate first aid treatment. The administration of medicines is at the discretion of the Forest School leader, but this should not contradict the Equal Opportunities Policy.

There will always be at least 1 Qualifications: Level 3 leaders will have outdoor paediatric first aid qualifications

Any assistants will have at least basic first aid training

- Emergency equipment carried:
- Outdoor first aid kit,
- Emergency blanket,
- phone /to be able to communicate / emergency services.
- Fire/burns kit – including fire blanket.

Administration of Medication:

At the time of booking the staff at the Bramble patch will be informed if any of the participating children require medication/emergency medication. Depending on the age of the children they will either carry inhalers etc or adults will carry them, and administer them when needed.

Epi pens will be administered in an emergency situation when a child / adult has anaphylaxis reaction. – Epi- pens, can be left in the shelter room stored out of the way from other participants. Participant's guardians and parents will inform the staff through the online booking system prior to the commencement of the block of FS sessions.

RISK Taking policies and procedures:

The bramble patch Forest School understands that risk-taking is an essential part of holistic development, when it is appropriate to the child and the environment

At the bramble patch we encourage positive risk taking as it is a part of our learning ethos. We also use lots of open conversations so the children are able to understand risks them self.

Adults at the bramble patch will encourage positive risk taking but follow the risk assessments provided by Libby Robinson. Staff will adapt their approach and refrain from using terms such as 'Be careful' rather provide positive feedback and discussions, safety rules for the children. Staff will often demonstrate a skill and some activities will have different levels of difficult that will/ may change through the programme to scaffold learning

- Children will be allowed to climb certain tree's on site, adults will be around to monitor this and children will be taught the three points of contact rule.

Children who take risks are more likely to build resilience and confidence, at the bramble patch we acknowledge that sometimes we need to practise a skill continuously before we complete it successfully/ to it full potential and that's ok! Children who take appropriate and positive risks become more aware of self-aware and learn their own limitations and what they need to do to complete a task or skills -meaning they are more able to manage risk taking more successfully. These skills are transferrable to other learning environments and can be used as life skills outside of Forest school.

Risks are managed by completing up to date and revisited benefit risk assessments that will be available for staff/parents and Carers to access

Tractor and trailer policies and procedures:

At the bramble patch there is a tractor and trailer ride over to the dedicated Forest school site. Where we would like to walk often, we are not able to do so as the 1.5 acre plot is situated through two large fields one with free roaming cattle.

One staff member or parents of the child is always present on the trailer during the transportation to the site.

Children are always informed that they must remain seated for the entire ride and not stand. The children are always made aware to keep all limbs inside the trailer at all times. There are no seat belts in the trailer so children and adults are always given a safety talk.

Risk assessments have been completed for the tractor and trailer ride.

Weather and Clothing policy:

The bramble patch. Forest School enjoys all types of weather and sees opportunities for play and learning in them. Nevertheless, the safety of participants is never compromised.

At the bramble patch we aim to run all sessions whatever the weather only cancelling in extreme weather conditions.

The weather forecast will be checked prior to the commencement of the sessions and the site checks will also be conducted to ensure the site has not been affected by weather conditions - Emails may be sent as a reminder to bring appropriate clothing if we suspect extreme heats or wet weather

Parents and guardians will be sent information on appropriate clothing and foot wear at the time of booking – This information can also be found on the bramble patch website and in our terms and conditions.

Weather can be unpredictable so at the bramble patch we manage the welfare of the children within our group during the forest school sessions the bramble patch will ensure that we have access to: sun cream, hats, shaded and sheltered areas and plenty of drinking water available on days of extreme heats

And for cold/ rainy days we have a collection of spare clothes, jackets and bodysuits waterproof that the children are welcome to use. – The children's welfare will continually be monitored throughout the sessions.

Safeguarding Policy Group

Abuse of children and vulnerable adults is never acceptable. A commitment to children's rights in general also means a commitment to safeguard the children and any vulnerable adults with whom The Bramble Patch Forest School is in contact.

Communication policy and procedure

The Bramble Patch Forest School is committed to clear and open communication about what goes on at Forest School. All stakeholders (staff, parents/carers, children and volunteers) are part of our Forest School extended community and are kept informed about Forest School events, procedures and incidents as appropriate. Communication in an emergency is covered in our **Health and Safety Policy Group**.

Some communication matters will be bound by confidentiality (see procedure).

How you let staff, parents/carers, children and volunteers know what happens at Forest School

- By reading the Bramble Patch Facebook page and website which will provide all information about what to expect and our Forest School ethos
- Will be sent a confirmation email at the time of booking containing information about what happens at Forest School.
- Can contact the Bramble Patch – using our readily available contacts information at any time to discuss any questions or queries.

How you let staff, parents/carers, children and volunteers know what they need to wear for sessions

- Information about our sessions and weather appropriate clothing will be provided upon booking a slot at the Bramble Patch Forest School.
- Information regarding appropriate clothing can be found on the Bramble Patch website.

How you let staff, parents/carers, children and volunteers know what behaviour is expected or is appropriate at Forest School

- Parents/ staff will be able to source a copy of the Bramble Patch behaviour policies and parents will be able to ask any questions or raise any concerns prior or any time during the duration of the block of sessions

- During the first session Children will be given boundaries and expectation to follow however this may be developed as the sessions so – for example if the children develop a new game or idea and have disagreements staff will help the children to resolve this through open discussions together. Staff will be focusing on positive behaviours and behaviour management rather than focusing on consequences etc.

The information/communication that will be confidential at The Bramble Patch.

At the bramble patch we comply with GDPR meaning we do not share any confidential or personal information

We will always ask for parental permission to photograph the children during sessions/activities.

Parent permission form and personal information will be kept securely by the bramble patch and not shared with any other party. The bramble patch will adhere to their safeguarding policy at all times.

Data protection policy and procedures:

The bramble patch is committed to protecting personal data. *Our collection and use of personal data follow the General Data Protection Regulation (GDPR) – Europe only* and also considers the rights and wishes of all participants whose data is collected, (photographic, video, written). The same considerations are made for the sharing of collected data, particularly on social media/for publicity.

Permission will be gained from all Carers/parents of the children taking part in The Bramble Patch sessions. This includes all activities including; parent and toddler groups, holiday club, event days etc.

An additional information email/letter will be sent to the parents/careers informing them of what happens, what they need to know and what clothing etc their children will need to bring.

Permission will be gained by parents/carers to share photographs/videos on the bramble patches website and social media accounts. – This data will be stored by Libby Robinson.

Being the owner of the Bramble patch Libby Robinson is responsible for the security and the correct destruction of the online consent and information gained from the bramble patch website at the time of booking

A staff members/volunteers will be asked to read the data protection policies as well as being informed prior to working at The Bramble Patch.

Disclosure policy and procedure

Participants at The Bramble Patch may feel they can trust adults enough to speak to them about abuse (physical, emotional, sexual or neglect). All disclosure is taken seriously and responded to appropriately.

How are staff trained to respond to an incident? –

Staff are verbally informed by Libby Robinson/ owner on what to do if a child makes a disclosure during their time at The Bramble Patch.

Staff are asked to complete e-learning courses Lincolnshire.gov.uk on domestic abuse awareness, introduction to safeguarding, Tackling exploitation and modern slavery, Child protection.

What you do if a child discloses abuse to you or another member of your team:

When/ if a child makes a disclosure to a staff member at the bramble patch, we must inform our nominated safeguarding officer of the incident, staff should ask the child to tell them exactly what happened and record this by writing it word-for-word on paper along with the time and date.

Staff should not :

Ask leading questions, promise confidentiality, discuss the disclosure with other children or staff members that they do not have to.

Staff must report the incident immediately without delay,

How you record or report incidents

The safe guarding incident will be logged in the bramble patches Safeguarding concerns/ incidents handbook.

To report the incident the safeguarding lead will call 999 if the child is in immediate danger,

report to the local child protection services

Lincolnshire county councils' children's services centre

The nominated Safeguarding officer: Libby Robinson.

Lost child policy and procedure:

How you 'lost-proof' your children.

- The bramble patch is enclosed by a fence and a gate.
- Boundaries will be set during the initial session so the children understand expectations of staying in appropriate areas and not leaving the site.
- Staff will always be spread around the site during the Bramble Patch session.
- Staff will be wearing bramble patch logo white t-shirt to ensure they can easily be identified by the children.
- Using head counts before, during and after sessions.

What you do if a child is missing:

- All other children will be gathered together and asked to remain at the fire circle with an adult and a head count will be conducted.
- Other available staff members will be asked to do a site search of the bramble patch
- Farm land owner will be contacted in case the child has walked off site and on the farm land – who will also help with the search
- If the child is not located within 30mins then A staff member at the bramble patch will contact by phone and inform the child parents
- If the child is not located within 1hour then the forest school leader and owner of the bramble patch may decide to phone the police to report the lost child incident.

The incident will be reported to the child's parents if child is found within a few mins at the end of the session or sooner if the child has been missing 30mins or longer.

How the incident is reported (to whom and where are reports kept)

- The incident will be recorded in the Bramble patches incident log/diary where the timings etc will be recorded these reports will be kept securely by Libby Robinson (owner at the bramble patch)

Uncollected child policy

On booking a space at the Bramble Patch holiday club parents and carers must supply the following information; contact numbers of 2 carers for the child and a contact address for the parents.

In the case of the an uncollected child from the Bramble Patch we will take the following steps:

- If the child has not been collected 10 minutes after collection time, Libby will use the information on file to call the contact numbers.
- All reasonable attempts are made in order to contact the parents / carers.
- The child does not leave the premises during this time and they stay with 2 members of staff.
- If after an hour no one has collected the child and it has still not been possible to make contact then the local authority – Children's services - will be contacted.
- Children's services will aim to locate the children's parents and carers. If they can't the child will come under care of the local authorities.
- The incident will be reported in the Bramble Patch incident book.

Staffing policy and procedure

The Bramble Patch sessions are run by qualified forest school leaders / teachers. Other staff members are there to support the leaders.

The forest school leaders will ensure the session is run with the Bramble Patch ethos in which children are allowed freedom to explore and challenge themselves within the safe boundaries of the Bramble Patch.

Other staff members will have read the policies thoroughly and know all procedures. Staff members will know the routine and procedures of the day.

Staff well-being will be monitored by Libby and check ins.

Libby will complete daily site checks before the commencement of the session so ensure the site is fit for purpose.

All adults at the bramble patch ensure they adhere to the 'Leave no trace' ethos and ensure that all rubbish and equipment is cleared and stored correctly after the session is completed. Libby will ensure that she informs any volunteers of this information so they can collectively follow it. The Bramble Patch will ensure that all volunteers have read and have a good understanding of the environment policy and procedures documents.

The ratios of staffing:

The Bramble Patch runs all sessions with a ratio of 1:8 for children aged 5 and over.

If there are children with additional needs attending the Bramble Patch, an adult will be assigned to them before the session.

Vetting and Barring policy and procedures

The Bramble Patch is committed to the safety of everyone attending Forest School sessions. Appropriate vetting and barring procedures will help to attain this.

Any adult involved with the Bramble Patch will need to complete an advanced DBS check.

All checks will need to be completed before any work or voluntary work is completed at The Bramble Patch.

All records are kept securely and a copy is held by Libby Robinson.

In line with government guidelines all DBS checks will be renewed every 3 years.

Visitors policy and procedures:

At the Bramble Patch we welcome invited visitors to our sessions, these visitors will need to complete an advance DBS check and send a copy of this to Libby Robinson at the Bramble Patch before they are able to attend sessions.

As the Bramble Patch is set upon privately owned farm land it is unlikely that we will get unexpected visitors as the site include no public footpaths or bridle ways.

However, if a member of the public (uninvited visitor) was to enter our site and seems a threat to our children or forest schools the children will be asked to gather with a staff member and the visitor will be asked to leave by the forest school leader and land owner.

The Children will be made aware that if uninvited visitor enters the site to immediately report to a Bramble Patch adult on site and remain at the fire circle. – This would be very rare circumstances. – see above.

If an incident was to occur, I would record this in the Bramble Patch incident book which is kept/ stored securely by Libby Robinson.

Complaints procedure and policy:

At the Bramble Patch holiday club we aim to provide the best possible childcare and experience for your child. However if you are unhappy with any part of our holiday club care you can inform us as we would like every opportunity to improve on our day to day practices.

Libby will be responsible for dealing with complaints.

Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Club activity: The manager (Libby) will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member: if appropriate the parent will be encouraged to discuss the matter with staff concerned. If the parent feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the manager.

The manager will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 20 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint.
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis.

If child protection issues are raised Libby will follow the child protection procedures. If a criminal act may have been committed, the manager will contact the police.

All complaints will be kept on file for 3 years.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about The Bramble Patch holiday Club at any time. Ofsted will consider and investigate all complaints. Ofsted's address is:

Ofsted,

Piccadilly Gate,

Store Street,

Manchester

M1 2WD

Telephone: 0300 123 1231 (general enquiries) 0300 123 4666 (Complaints)



Activity: **Minibeasts**

Benefits of the Activity					
<ul style="list-style-type: none">• Children will build a nature connection• It will stimulate children's curiosity, imagination and interests• Children will build a better understanding habitat and the ecosystems.• Develop language and communication skills• Develop children's knowledge of identification of species• Develops respects for animals and the natural world.					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Stings and bites	3	2	6	2 x 2 = 4
2	Skin irritation	2	2	4	4
3	Allergic reaction to sting/bite	1	3	3	3
4					
5					
6					
7					
8					
Control Measures					
1.	Ensure forest school leader has all correct medication: - i.e. Inhaler, epi pen				
2.	medical records to be filled out prior to woodland visit and are up to date with any information about allergies/ reactions.				
3.	No picking, no licking rule				
4.	Educate children on minibeasts and which ones will cause harm, not to handle them etc.				
5.	Daily site check to identify any harmful minibeasts ie. Wasp/bee nest. Provide boundaries to raise awareness.				
Further Measures					
Qualified first aider on site					
First aid kit readily available with homely remedies such as sting and bite creams etc.					

Activity: Dead animal on site

Benefits of the Activity					
<ul style="list-style-type: none"> • Children gain and understanding of life and death, the circle of life etc. • Children understand how a dead animal is part of natura part of nature, gain insights into how this is important to out eco system and food chains etc. • Builds children's connection to nature • Builds communication and language skills. • Learning to self- risk assess. 					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Transference of germs / diseases / infections	2	3	6	1 x 3 = 3
2					
3					
4					
5					
6					
7					
8					
Control Measures					
	Ensure children are well educated in what to do if they find a dead animal - No Licking No picking – tell an adult etc.				
	Corner off the area and if needed, safely dispose of the body				
	Hand washing and sanitiser available.				
	Daily sit check to identify animal – is it safe/ useful for educational purposes etc.				
Further Measures					



Benefits of the Activity

- Using loose parts to build and create stimulates curiosity and imagination
- Branches and sticks can be used for craft enhancing creativity and imagination
- Builds children's connection to nature
- Branches used for rope swings/ladders will support children's vestibular and proprioceptive senses
- Sticks and branches can be used in play which stimulates - holistic development
- Problem solving skill
- Self-risk assessments
- Can be used for den building promotes team work.

Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Eye injury	2	3	6	$1 \times 3 = 3$
2	Small abrasions, cuts and grazes	3	1	3	3
3	Bruises from bumps and falls	2	2	4	4
4	Crush from dead branch falling	2	3	6	$1 \times 3 = 3$
5					
6					
7					
8					

Control Measures

1.	appropriate clothing to be worn, long sleeves and trousers
2.	Daily site check to remove dead branches or low hanging branches
3.	Forest school is a long term process – children will be safer with more experience
4.	

Further Measures



Qualified first aider on site / first aid kit

Activity: **Branches and sticks**

Activity: **Eating at forest schools**

Benefits of the Activity					
<ul style="list-style-type: none"> • Connection to nature • Team work • Learning about food and healthy eating • Learning about where food comes from • Sharing and reflecting develops sense of community • Language and communication skills • Develops life skills. 					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Illness due to poor hand hygiene	3	2	6	1 x 2 = 2
2	Eating inappropriate material e.g. unknown fungi or berries from the area	2	3	6	1 x 3 = 3
3	Not cooking food thoroughly	2	2	4	1x2=2
4					
5					
6					
7					
8					
Control Measures					
	Ensure handwashing facility is available with soap and hand sanitiser				
	Ensure good hand washing before food preparation and eating				
	Ensure that the children are well educated foraging/ what is edible and what is not.				
	No licking no picking rule.				
	Always have an adult supervising food preparation and cooking.				
Further Measures					
Qualified first aider.					



Activity: **Mud**

Benefits of the Activity					
<ul style="list-style-type: none">• Builds nature connection• Sensory development/experiences• open ended play experiences – develops Imagination, creativity and curiosity• Increases balance and strength which engages their vestibular sense• promotes fine and gross motor skills• Promotes the proprioceptive sense – balancing, placing feet etc.• Builds confidence and encourages social skills, team work and communication skills					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Small limb break or Fracture	2	2	4	4
2	Eye injury	1	2	2	2
3	Stomach upset (from eating the mud)	1	2	2	2
4	Cuts/l abrasions	3	1	3	3
5	Skin irritation or bites from bugs	2	3	6	1 x 3 = 3
6	Bruises from bumps, scraps or falls	3	1	3	3
7					
8					
Control Measures					
1.	wearing appropriate clothing and footwear				
2.	hand washing facilities available				
3.	Daily site check to ensure mud area is fit for purpose.				
4.	Teach children the rule of ‘no licking, no picking, no nicking’				
Further Measures					
Qualified first aider on site					



Activity: **Tree climbing**

Benefits of the Activity					
<ul style="list-style-type: none">• Builds confidence and independence.• Learning how to self- risk assess• Increase team work, problem solving skills confidence and wellbeing.• Develops proprioception• Increases balance and strength – improves vestibular senses• Increases nature connectivity• Develops resiliency, problem solving abilities and reflectiveness.• Fosters resourcefulness – Develops fine and gross motor skills					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Serious or large break, head, neck or back.	2	3	6	1x3=3
2	Small limb break, ankle, wrist, arm	3	2	6	2x2=4
3	Impaling self by landing on Sharpe object.	1	3	3	3
4	Graze, scratch, abrasion from bark or branches	3	1	3	3
5	Eye injury from debris/poking sticks	2	3	6	1x3 =3
6	Bites or stings from insects in tree's	2	3	6	1x3=3
7	Bruises from contact with tree's	3	1	3	3
8	Collision/crush from landing on someone under tree.	1	2	2	2
Control Measures					
	Teach 3-point rule, how to check branches= knowing that the branches are stronger close to the trunk.				
	Have a climbing height limit/ check tree for bees/ wasps in tree's				
	Clear area under tree's				
	Remove broken branches as appropriate				
	Daily site checks				
	FS is a long-term process; children will be safer with more experience				
Further Measures					



Qualified first aider
First aid kit on site. – check children's records for medical information EpiPens/ inhalers etc.

Activity: **Ropes and rope swings**

Benefits of the Activity					
<ul style="list-style-type: none">● Builds resilience and develops ability to manage risks effectively● Improves vestibular senses● Develops problem solving skills and provides opportunities to reflect and adapt● Stimulates the proprioceptive sense● Increases independence● Develops reciprocity (communication and team work skills if working collaboratively)					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Large/serious break/injury to head or back	2	3	6	1 x 3 = 3
2	Small limb break (ankle, wrist, arm)	3	2	6	2 x 2 = 4
3	Rope burns	3	1	3	3
4	Impaling by landing on sharp object	1	3	3	3
5	Cuts and abrasions from tree branches etc.	3	1	3	3
6	Collisions/crushing from landing on someone or swinging into them	3	2	6	2 x 2 = 4
7	Bruises from falling or contact with trees/branches	3	1	3	3
8	Strangulation	1	3	3	3
Control Measures					
1.	Teach how to use ropes & swings safely (3 point rule suggested)				
2.	Clear the area where ropes and swings will be				
3.	Daily site checks – remove sharp/hazardous objects				
4.	Forest school is a long term process – they will be safe as time goes on and experience grows				
5.	Ensure knots are tied correctly/safely				
6.	Check the trees are alive before attaching ropes (leaves growing on them)				
Further Measures					



Qualified first aider on site, updated and checked first aid kit, appropriate clothing worn

Activity: **Sensory activities – using blindfold**

Benefits of the Activity					
<ul style="list-style-type: none"> • Children will build a nature connection through nature games • Promotes team work and team building • Promotes balance skills – proprioception • Promotes listening and communication skills • Increases Physical exercise/ activity from game play • Develops resilience and confidence • Develops problem solving skills • Promotes self-awareness • Develops self-risk assessment skills 					
Risks, and to whom		Likelihood	Severity	RR	PCMRR
1	Trips, slips and falls	3	2	6	$2 \times 2 = 4$
2	Minor	2	2	4	4
3	Major	2	3	6	3
4	Bruising from bumps, scraps etc.	3	2	6	$2 \times 2 + 4$
5					
6					
7					
8					
Control Measures					
1.	Adult to lead and monitor games.				
2.	Child will only where blind fold if they feel comfortable, will not be enforced.				
3.	Daily site check to remove any harmful objects				
4.	Games will be played in larger open spaces.				

5.	
Further Measures	
Qualified first aider on site	
First aid kit updated and full	

Key to Risk Rating:

Likelihood: 1 – very unlikely
2 - possible
3 - very likely

Severity: 1- minor scratches and grazes
2 - serious grazes, minor breaks
3 - major breaks, head injury, death

Risk Rating: = 1,2 – minimal 3,4 – acceptable 6, 9 - unacceptable