



Forest Wild Ones Ltd

New staff handbook

Version	Date	Author	Revision notes
1	March 2024	Vicky Oliver	
1	March 2025	Vicky Oliver	No changes made
2	Feb 2026	Vicky Oliver	Updated, key policies added for day 1 sign off

Induction Procedure and Resources for New Staff at Forest Wild Ones:

Welcome to Forest Wild Ones! We are excited to have you join our team dedicated to providing specialised educational sessions for children in need. This induction procedure and resources document will guide you through the onboarding process and provide you with essential information and resources to help you succeed in your role.

Pre-Induction Preparation:

Before your first day, you will receive a welcome email outlining essential information such as your start date, time, location, and any required documents or forms to complete prior to arrival. Please review this email carefully and complete all necessary paperwork promptly.

First Day Orientation:

On your first day, you will participate in a comprehensive orientation session led by one of the founders. During this session, you will:

- Receive an overview of FWO's mission, values, organisational structure, and policies
- Be introduced to key staff members and given a tour of our facilities
- Review mandatory policies and complete required acknowledgments

Mandatory Day 1 Policy Sign-Offs:

Staff must read and sign to confirm understanding of the following policies:

- Safeguarding Policy
- Health and Safety Policy
- KCSIE (Keeping Children Safe in Education) Updates

By signing your contract, you also acknowledge that you have located the full staff handbook online and are responsible for reading all other policies and procedures.

Role-Specific Training:

Depending on your position, you will undergo role-specific training tailored to your responsibilities and duties within Forest Wild Ones. This may include training on curriculum development, behaviour management techniques, safety protocols, and administrative tasks. Your supervisor or designated mentor will provide guidance and support throughout this training period.

Code of Conduct and Behaviour Expectations

All staff are expected to:

- Maintain professionalism in all interactions, including punctuality, communication, and conduct online/social media
- Adhere to safeguarding responsibilities and report any concerns immediately

- Follow Forest Wild Ones policies regarding child supervision, risk assessments, and outdoor safety
- Respect confidentiality and data protection requirements

Failure to meet these standards may result in disciplinary action, in line with FWO procedures.

Health, Safety, and Outdoor Session Awareness

As an outdoor-focused educational provision, safety is a top priority. Staff are expected to:

- Follow all risk assessments, emergency procedures, and safety protocols
- Use tools, fires, and other outdoor equipment safely, in line with training
- Report all accidents, incidents, or near misses promptly
- Ensure children's safety in all activities, including weather-related risks and site-specific hazards

Detailed guidance is provided in the Health and Safety Policy.

Access to Resources:

Staff will have access to:

- Handbook: Full policies, procedures, and staff expectations
- Training Materials: Modules, presentations, and relevant educational resources
- Curriculum Guides: Lesson plans and session guidance
- IT Systems and Tools: Software and platforms required for your role
- Support Networks: Management, mentor, and peer support

Ongoing Support and Development:

Forest Wild Ones is committed to supporting the professional development and well-being of our staff. You will have access to ongoing training opportunities, mentorship programs, and performance feedback sessions to help you grow and succeed in your role. We encourage open communication and collaboration among team members and value your contributions to our organisation.

Feedback and Evaluation:

Your supervisor will conduct regular check-ins and performance evaluations to provide feedback on your progress, address any concerns or challenges, and set goals for your continued development. We encourage you to actively participate in these discussions and seek support whenever needed.

Staff Responsibility and Acknowledgment

All staff are responsible for familiarising themselves with this handbook. Policies and procedures are regularly updated, and you will be notified of any changes. By signing your contract and completing day 1 induction, you confirm that you have read and understood the required policies and know where to access the full staff handbook online.

Conclusion:

We are thrilled to have you join the Forest Wild Ones team and look forward to working together to make a positive impact on the lives of the children we serve. If you have any questions, please reach out to your supervisor or the founders. Welcome aboard!