

Emergency Closure and Contingency Plan Policy and Procedure

Kate Rice and Kelly Haines make up the Bus Stop Management team and the Forest School Trainers team at Bus Stop. For the purpose of this policy, they will be referred to as the Management team.

This policy will be put into practice in the event of the following circumstances: (the list below is not exhaustive)

- Adverse weather conditions for example snow, flooding, high winds.
- Worldwide Pandemic – affecting worldwide health and well-being, where national/local lockdowns are put into force by the Government.
- Forest School Trainer and other Bus Stop staff sickness.
- Student sickness.
- Access to the Bus Stop woodland is considered dangerous by the Bus Stop Management team and or the National Trust Management team.
- Aggressive Intruder on the premises or in the forest.

The Management team will never take the decision to close and or postpone training lightly. When deciding to close/postpone the team has to consider the safety of all the Forest School Students, Pre-School children/parents and Bus Stop team members.

Please also read Forest School Site Emergency Procedure and Poor Weather Conditions policy.

Emergency Closure Plan

The Management team is responsible for ensuring that information regarding the weather and world health is up to date by checking local Government and Government websites regularly.

The Emergency plan is communicated to students during their first day of training, ensuring they understand the procedures in place.

Procedure for Closing, Remaining Open and Re – Opening

It is the decision of the Management team to close Bus Stop Forest School Training, unless otherwise advised to by the local Government or the National Trust Management team. Bus Stop Forest School Training would close immediately if advised to by the local Government and or Cambium Sustainable.

The Management team would decide to close/postpone training, as a result of the following circumstances: (this list is not exhaustive)

- Staff ratios became unsafe.
- Other Training providers have closed, as advised by the local Government/Cambium Sustainable.
- Limited or no access to the woodland/wider forest.
- Insufficient heating in the Bell tent.
- Trainers/students immediate family is affected by a pandemic.
- Unsafe for Trainers and students to travel on roads.

In the event that the Management team decide or were advised to close during or before a full

Training day, students will be informed by:

- Telephone.
- Answer phone message.
- Email.
- Notice on the front door.

When informing students that Bus Stop Forest School Training is remaining open or able to re – open the methods above of communication will remain the same. It is the role of the Management team to inform all students and to ensure they receive the same message.

In the event of a long term closure, it is the role of Kate Rice (Lead Forest School Trainer/Owner) to inform Cambium Sustainable and the Insurance company. This would also apply when re – opening.

Adverse Weather and/or Access to Polesden Lacey Estate is Dangerous

In the event of adverse weather or access to the Polesden Lacey Estate is considered dangerous the decision to close the Polesden Lacey Estate will be decided by the National Trust Management team. If the decision to close the Estate is made, this means that Bus Stop Training also has to close. The decision is not made by the Bus Stop Management team. The National Trust is responsible for the safe management of the whole Polesden Lacey Estate and for the safety of members of the public accessing the Estate. In these circumstances the Bus Stop Management team will be in regular contact with the National Trust Management team to find out when it is safe for the Estate to be re-opened and students will be contacted as soon as possible.

In the event that the Polesden Lacey Estate remains open and or reopens however the Bus Stop Management team believes that the surrounding country roads and Polesden Lacey driveway remain dangerous the decision for the Bus Stop Forest School Training to remain closed will be made by the Management team, taking into consideration the safety of students and Trainers travelling to and from the Estate.

During the registration process it is explained to students that it is possible that the Polesden Lacey Estate maybe closed due to adverse weather conditions and when a decision is made to close the Estate it is made by the National Trust Management team and not by the Bus Stop Management team.

In the event that the decision to close the Estate is made by the National Trust Management team the day/evening before adverse weather is forecasted, the Bus Stop Management team will email all students immediately.

During a Pandemic

In the event of a Pandemic the Government guidelines will be followed by the Bus Stop Management team. The Management team will review the guidance regularly for updates and inform the students as soon as possible of any changes to their Training dates.

If a student becomes ill whilst on training the said student will be isolated and kept away from other students to help prevent the spread of disease. A First Aid trained member of staff will sit within two metre of the sick student, unless they need assistance in which case the member of staff would ensure they are wearing a pair of disposable gloves, an apron and a facemask (DfE, December 2021).

If students become ill, they will be sent home as soon as possible and if required their emergency contact can be contacted to collect them.

Students who are observed by Trainers on arrival to Bus Stop to be clearly unwell will be asked not to return for 48hrs or until they are no longer ill. Students are asked to contact Bus Stop Trainers, by telephone if they are unwell and cannot attend training.

Trainers will ensure that students and themselves continue to carry out good hygiene practice throughout a pandemic.

Pandemic Infection Control

When training on the Bus Stop premises, students and Trainers have a designated Cleaning Station to use which includes, anti – bacterial sprays, tissues, wipes, disposable gloves and a bin. When in the forest delivering training, the Trainers wear a Bum bag, which includes the following, tissues, wipes, hand gel and nappy bags for use as a bin, which students can access. Students are encouraged to bring their own tissues and hand gel.

Students are reminded on a daily basis to sanitise their hands and to use antibacterial wipes to clean tools and equipment after use. Gloves used for tool use, are washed at the of each day. Bus Stop follows the NHS 'Catch it, Kill it, Bin it' rule. Please refer to Health and Safety policy and Bus Stop COVID-19 Plan for more information on our hygiene practices.

Please refer to the Bus Stop cleaning plan for information on daily cleaning that takes place, located in the kitchen/Bell Tent. All cleaning procedures and infection control measures are also followed by the staff members.

Dealing with Illness and Bereavement

If a bereavement or serious illness occurs for a student, the Bus Stop Management team will ensure that support is given to those affected. The Management team will take the lead from the bereaved student and ask them how they wish to proceed. Please see advice line contact details at the end of this policy.

Lock Down Procedure on the Bus Stop Premises and Forest School Sites

If an unknown person arrives at the Pre-School gate, the Bus Stop Trainers will follow the Bus Stop Pre-Schools Visitors to Settings Procedure, please see Safeguarding Children/ Child Protection Policy.

In the event that a person becomes aggressive and tries to forcibly enter the woodland site where the students and children are present, all children and adults will be taken inside the Lockdown shed and the staff team will calmly read stories/play games with the children. The Lockdown Shed is located in the middle of the Toilet and Resource Sheds and is kept clear of obstructions, enabling children/adults to enter quickly and safely.

It is Bus Stop Pre-School's policy not to permit entry to the woodland site to any unknown person who has not previously made an appointment with the Management team. Please see Safeguarding Policy/Child Protection policy where exceptions may apply.

The Emergency bag is located inside the Lockdown Shed, enabling children/staff to have access to medication, small amount of food first aid kit and the child/staff record details.

Emergency Lockdown Procedure - Unknown/Unexpected Visitors:

- Staff ask visitors to stand in back from the Pre-School gate allowing them to see the person/s clearly in the security mirror.
- If the person/s refuses, the staff member will ask them again, explaining that they need to see them clearly.
- Staff will ask to see photo identification and or ask them for their name and appointment time.
- If the person does not adhere to staff requests and or becomes aggressive, they will be asked to leave the woodland site/area.
- If the person refuses to leave, staff will explain that they will contact the Police – 999.
- The staff member will calmly alert the whole staff team of the unknown person and the children will be taken into the Lockdown Shed. Calling “1, 2, 3, where are you? Evacuate, unknown”.
- A staff member will continue to monitor the Pre-School gate (if it is safe to do so) to see if the unknown person has left the premises.
- If it is felt appropriate parents/carers will be contacted to collect their child/children.
- In the event that the unknown person does leave the premises, the staff will call the Police on 101 to report the incident.
- A review of risk assessments and policies will be carried out by the Management team.
- Parents/carers and the National Trust Management team will be informed and an Accident/Incident report will be completed including:
 - Date and Time,
 - Description of the person,
 - Gender,
 - Events that took place,
 - Any other relevant information.

Unexpected Visitors/Stranger to Forest School Site

Bus Stop Forest School Training delivers training to students in public woodlands. If a visitor/stranger enters the Forest School site, it is the responsibility of the Forest School Trainer to explain that the session is a private session and will politely ask the visitor/stranger to leave to ensure the safety of the students. If the visitors/stranger refuses to leave and or becomes aggressive, the decision will be made to leave the site immediately and return to the Bus Stop building. The incident will be reported to the police and reported to the National Trust Duty Manager. An Accident/Incident report will be completed including:

- Date and Time,
- Description of the person,
- Gender,
- Events that took place,
- Any other relevant information.

Contingency Plan

On joining Bus Stop Forest School Training, it is clearly explained to students that there may be times when training has to be postponed due to unexpected circumstances arising within the Pre-School and or due to the reasons mentioned at the beginning of this policy and or students themselves may have an unexpected circumstance arise within their own lives and have to postpone/rearrange their training dates. In the event that training days need to be rearranged/postponed by Bus Stop Trainers before or during a course, students will be contacted by telephone or emailed as soon, as possible and new training dates can be arranged. Students are asked to contact the Bus Stop Trainers as soon as possible if they have to rearrange/postpone their training.

For students training on a one-to-one basis, they will need to contact their Bus Stop Trainer, as soon as possible and new dates can be arranged. If a student is a part of a small cohort of students, the above applies, and in addition to this the Trainer, will contact the other students to either rearrange the training dates to suit everyone and or will decide to continue with the students that are available and make alternative arrangements with the student who has postponed.

The Bus Stop Forest School Training has 2 Level 4 Trainers on the team and in the event that one Trainer who is leading training cannot continue, the second Trainer may be able to take their place, if it is felt appropriate and agreeable to the students.

In the event that a training course cannot continue and no alternative dates can be offered to students, the Bus Stop Trainers will contact Cambium Sustainable and enquire if another Trainer is available to transfer students to, enabling them to continue on their training. If the course cannot continue and another Trainer can not be found, students will be refunded the full cost of the course, enabling them to access another Training provider.

For Contact and Information

- Police – 999 for an emergency or 101 for non-emergencies.
- Department of Health and Social Care - telephone: 0207 210 4850 or website address: www.dh.gov.uk
- Ofsted – email: enquiries@ofsted.gov.uk , tel: 0300 123 1231
- NHS – www.nhs.uk/mental-health/feelings-symptoms-behaviour/grief-bereavement-loss
- National Bereavement Partnership Helpline, tel: 0800 448 0800
- Advice on how to support their children/young people facing a loss of a loved one during the COVID-19 outbreak – [COVID Crisis Bereavement Helpline: 01342 313895](http://COVIDCrisisBereavementHelpline.org.uk), email: www.jigsawsoutheast.org.uk / info@jigsawsoutheast.org.uk

This policy was up dated May 2025 to be reviewed September 2025.

Signed by Lead FS Trainer _____ FS Trainer _____