

Forest School Site Emergency Procedure

This policy and procedure has been written to reflect the procedures to be followed during Forest School training and whilst out with the Bus Stop Pre-School children.

Forest School Sites regularly used by Bus Stop Forest School Training:

- Freehold Woods, Polesden Lacey Estate, Bookham, RH5 6BD
- Preserved Copse, Polesden Lacey Estate, Bookham, RH5 6BD

Emergency Numbers: call 999 from a landline, call 112 from a mobile phone.

What3words: toys.unity.study – These words locate Bus Stop Pre-School location.

What3words: torch.bring.low – These words locate Polesden Lacey House.

What3words: sides.villa.stand – These words locate the end of Admirals Walk road, leading to Nursery field, down to Freehold Woods.

An Emergency Practice is carried out once every term to ensure emergency procedures are familiar to staff members and to children. The Bus Stop Forest School Trainers reviews and update risk assessments regularly to ensure the Forest School site is safe and clear for use. Please refer to our Site Risk Assessment.

Named Paediatric and Forest School First Aiders:

Kate Rice – Lead Forest School Trainer

Kelly Haines, EYP – Forest School Trainer

Hayley Lewis

Julia Delamare

Julie Wilson

Bus Stops Designated Safeguarding Lead (DSL) is Kelly Haines. Kelly holds the Bus Stop mobile in her pocket throughout a Forest School session. If the DSL is not present then the Deputy DLS – Kate Rice, holds the mobile.

In the event of a medical emergency or a circumstance arises where the Forest School site has to be evacuated, staff members and students must carry out the following procedure:

Evacuation of Site:

- Adults calls “1,2,3 where are you” to gather the children and adults together,
- Children find an adult. Students find their FS Trainer.
- Adults call to children still playing and students still working 1, 2, 3 where are you?
- Children are counted as they reach an adult. Students are counted by the FS Trainer and reminded to stay with them.
- Adults to collect the Purple Bag that includes; Register, Visitors book, First Aid kit, Child and Student Record details and Medication. This is located in the trolley and adult shouts out “I have the Purple bag” to alert adults,
- If a fire is lit, the Fire keeper will extinguish the fire.

- Adults walk children and students to Assembly Point, at the nearest path gate to our location.
- Adult to call names on the register and check students are present,
- Kelly/Kate to search the Forest School site for children /adults,
- Kelly/Kate to join the children/adults at 'Assembly Point,
- Emergency services are called '999'/112 on settings/staff mobile phone if required. What3words App can be used if required for location.
- Missing Child/Adult: Search the immediate area, recall register and check students are present,
- Kelly/Kate to call the emergency services if child/adult is not found within first search.
- Do Not Return to Forest School Site, where appropriate.
- Contact parents/carers when reasonably practical,
- Place of Safety: Return to Pre-School building if able/Polesden Lacey Estate restaurant/courtyard.
- Complete the Emergency checklist and evaluation form located in the folder labeled 'Checklists'.

Medical Emergency:

- Kelly/Kate to administer first aid treatment.
- Kelly/Kate to stay with casualty until emergency services arrive on site.
- Adults to call "1,2,3, where are you" to gather children and adults together, keeping them out of view of casualty.
- Kelly/Kate to call emergency services 999/112. What3words App to be used if required for location.
- Kelly/Kate to give details of location, details of incident and injury. Refer to Emergency Contact Information located in First Aid bag for child/staff/students.
- Kelly/Kate to contact casualties' emergency contact.
- Kelly/Kate to contact all other children's parents/carers for early collection if required.
- Adults to organise the remaining children/students to return to building/relocate nearby.
- Kate/Kelly to clear the site of first aid equipment.
- Kate/ Kelly to complete an Accident/Incident form and ask parents/carers or student to sign the form.
- Kate/Kelly to notify Cambium Sustainable, Ofsted and National Trust team of incident if required.

Forest School training may need to be postponed/rearranged with the students due to the nature of the emergency.

This policy was reviewed in May 2025, to be reviewed in September 2025

Signed by Lead FS Trainer _____ FS Trainer _____