

Forest School - Emergency Procedure

Forest School Sites regularly used by Pre-School group:

- 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 woodlandlocation.

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 Forest School Leader/H and S Officer carries out regular risk assessments to ensure the Forest School site is safe and clear for use. Please refer to our Site Risk Assessment.

Designated First Aiders

Kate Rice

Kelly Haines

Hayley Lewis

Louise Stephens

Julie Wilson

Julia Delamare

The settings Designated Safeguarding Lead (DSL) - Kelly Haines, 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, students and volunteers 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 to stand next too,
- Adults call to children still playing 1, 2, 3 where are you?
- Children are counted as they reach an adult,
- Adults to collect the Purple Bag that includes; Register, Visitors book, First Aid kit, Child Record details and Medication. This is located in the trolley and adult shouts out "I have the Purple bag" to alert adults,
- Adults walk children to Assembly Point, at the nearest path gate to our location.
- Adult to call names on the register and check visitors book,
- 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 visitor's book,
- 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 immediately,
- Place of Safety: Return to Pre-School woodland site if able/Polesden Lacey Estate restaurant/courtyard.
- Complete the Emergency checklist and evaluation form located in the folder labelled 'Checklists'.

Medical Emergency:

- Kelly/Kate/Hayley to administer first aid treatment.
- Kelly/Kate/Hayley 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/Hayley to call emergency services 999/112. What3words App to be used if required for location.

- Kelly/Kate/Hayley to give details of location, details of incident and injury. Refer to Emergency Contact Information located in First Aid bag.
- Kelly/Kate/Hayley to contact casualties' next of kin.
- Kelly/Kate/Hayley to contact all other children's parents/carers for early collection if required.
- Adults to organise the remaining children to return to Pre-School woodland site/relocate nearby.
- Kate/Kelly/Hayley to clear the site of first aid equipment.
- Kate/ Kelly/Hayley to complete an Accident/Incident form and ask parents/carers to sign the form.
- Kate/Kelly to notify Ofsted and National Trust team of incident if required.

Forest School Training

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

This policy was adopted in June 2012 to be reviewed annually.

This policy was reviewed in September 2024, to be reviewed in September 2025

Signed by Owner/FS Leader _____ Manager _____