



Lyonsdown Forest School

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<i>The following will be added to the file before each session for your information:</i>	
Daily Benefit Risk Assessment	
Activity Benefit Risk Assessment	

Welcome to Forest school!

This is where the journey begins.....and like any great story we enter slowly through the oak tree gate and venture down into the deep, deep, deep Forest.

Look around you, what can you hear? What can you smell? What can you feel between your fingers? What do you see? How does it feel?

We go quietly as we start to hear a noise... is it a bird, mouse or a dragon? The wind whistles and the rain patters through the trees and the adventure in the Forest begins.

What is a Forest School?

A Forest School is a process that offers all learners the chance to develop their learning, build their confidence and self esteem through hands on learning in a natural environment. It is an educational process that involves outdoor play and learning through discovery, experimentation and interaction with nature. The learners can develop their interests and skills in a free and safe environment.

Forest School is a specialised learning approach that sits within and compliments the wider context of outdoor and woodland education.

Forest school principles give the learner a chance to feel:

- equal, unique and valuable
- competent to explore & discover
- entitled to experience appropriate risk and challenge
- entitled to choose, and to initiate and drive their own learning and development
- entitled to experience regular success
- entitled to develop positive relationships with themselves and other people
- entitled to develop a strong, positive relationship with their natural world

The principles of a Forest School:

- FS is a long-term process of regular sessions, rather than a one-off or infrequent visits; the cycle of planning, observation, adaptation and review links each session.
- FS takes place in a woodland or natural environment to support the development of a relationship between the learner and the natural world.
- FS uses a range of learner-centred processes to create a community for being, development and learning.
- FS aims to promote the holistic development of all those involved, fostering resilient, confident, independent and creative learners.
- FS offers learners the opportunity to take supported risks appropriate to the environment and to themselves.
- FS is run by qualified Forest School practitioners who continuously maintain and develop their professional practice.

Curriculum Connections

Learning that takes place outdoors can be more memorable as all the senses are involved. Forest Schools helps children develop through a child-led approach and teaches them how to assess risks for themselves with adult supervision.

Activities are linked to the topic that the children are covering that term.

Literacy – Storytelling around the fire, writing with natural dyes and materials, following instructions and creating story maps with natural objects. Learning about myths and legends in the local area.

Maths – Data handling, Measuring, Shapes and Problem Solving.

Science - Finding and comparing different habitats for animals, birds and insects.

Observing the changing of the seasons and how to care for the forest school environment.

Learning names and attributes of plants and trees including which are poisonous and which are edible.

Music – keeping a pulse or copying a rhythm pattern by using natural materials to create different sounds, like beating sticks against rocks or trees. Listening and copying bird sounds and learning how birds and insects communicate with different sounds.

Design Technology – Building dens and bridges that are suitable for them to sit in and walk on, whittling wood, making wooden objects. Learning which materials and types of wood we can use for the object we want to make. Finding different berries to make dye and decorating material and clothing. Tying different knots and learning how to lash wood together to make rope swings.

Art – creating 3D pictures or sculptures out of clay or mud, colour matching and making our own charcoal to draw with. Weaving with willow and reeds and tying knots to make jewellery or dream catchers. Creating nature art and finding inspiration from nature artists such as Andy Goldsworthy.

ICT – following algorithms (a set of instructions to solve a problem)

PSHE - Creating and nurturing a bond with the outdoors and the happiness and stress relief it can bring. Learning how to dress and look after yourself in various weather conditions.

Team building exercises, bonding games and problem solving as a group. Getting fresh air exercise and the stress relief that the outdoors can bring.

Golden Rules

- Look after the Forest School
- Do Not Eat the plants.
- Stay within the boundaries
- Always look up, down and around you for hazards.
- Listen and follow instructions from the adults and all times.

Daily Operating Guidelines and Procedures

- Pre-Session
 - Risk assessment and detailed check of site to be undertaken: litter, glass, animal faeces, dangerous objects etc.
 - A written record will be kept detailing the hazards that were found and how they were dealt with.
 - Leaders and helpers meeting before and after each session to discuss special needs, adult/student ratio and pre/post assessment of children's learning to inform planning.
 - Report any sickness, welfare concerns or other issues. Pupil's Teacher report.
 - Check of weather conditions according to the scale.
- Arrival
 - Meet in the school playground.
 - Group size and adult ratio checked.
 - Walk to Greenhill Gardens (5 minutes max)
 - Confirm session timings.
 - Discuss and remember the rules.
 - Make group aware of the hazards and how to avoid them.
 - Practice group call
 - Walk the boundaries - highlight any new hazards and practice group call.
- During Session
 - Forest School leader will carry first-aid kit, whistle, mobile phone.
 - Regular headcounts will be performed throughout the session.
 - Regular checks by adults of participants for health and well being.
 - Activities with specific risks will be outlined before those activities take place.
- End of Session
 - Resources to be collected, cleaned and site to be returned to natural state.
 - Walk back to Lyonsdown School.
 - All participants and leaders to wash hands
 - Report to parents of participants well being and learning including home learning tips for those families that are interested.
 - Feedback from other adults of participants learning assessments and response to activities during session. Report to pupil's teacher.

Travel

Participants will meet in the school playground and walk to the designated site. The Forest School leader will lead the group with the volunteers keeping the group together. After the session, the group will return to the playground to meet the parents and guardians.

Role Specifications

- Forest School Leader:
Forest School Leaders must have the Forest School Leadership Level 3 Certificate and First-Aid Training 16 hour.

The forest school leader must:

1. Undertake a risk assessment for the site in advance and put in place safety measures.
2. Carry out a safety check before the start of each session, including weather check and daily risk assessment of site.
3. Ensure the welfare and safety of all participants and adults during the session.
4. Provide guidance and expectations to the other adults.
5. Be responsible for the activities run during the sessions.
6. To assess the site on a quarterly basis according to the ecological plan.

- Support Staff, Volunteers and helpers:
All adults must have a current DBS check.

1. Get involved with the participants activities and help when required.
2. Enhance their learning by asking open ended questions, extending vocabulary, directing their curiosity and allowing free play and investigations.
3. Ensure the safety and well being of all participants and other adults.
4. Record observations and feedback to the leader.

Toileting

All participants will be given the chance to use the toilet before leaving the school building. During the session they must ask an adult if they would like to return to school to use the bathroom. Younger children must be accompanied back to school. Older children can go alone with permission from the Forest School leader.

Food

Participants can bring their own snacks with them to be eaten as the leader decides.

No nuts or products that 'may contain nuts' can be brought onto site due to allergies.

All adults must be aware of individual allergies.

No food that is picked or found in the site can be eaten by the participants.

Any food cooked as part of the Forest School Activities must be washed on on site and will contain no nuts or dairy.

Children can bring hot drinks on cold days and consume them when they are cooled sufficiently.

The FS leader will provide drinking water and hand washing water facilities.

Clothing

It is important that children and staff have appropriate clothing for Forest School. If a child does not have clothing suitable for the weather and activities, and no alternative can be provided, the child must stay in school.

- Waterproof jacket and trousers
- Wellies/ Waterproof hiking boots / Sturdy, waterproof footwear
- Hat / light and loose long sleeves and trousers (hot weather)
- Sun cream (hot weather)
- Gloves and hat (cold weather)
- Fleece / jumper / extra layers (cold weather)
- Change of clothes

Weather

Forest school will take place in all weathers except where weather poses a risk to safety. High winds or storms that may create a serious hazard with falling branches. Appropriate clothing must be worn according to the weather conditions.

The FS leader will refer to the Beaufort Scale to make an informed decision. See below

The Beaufort Scale			
Rating	Description	Wind Speed	Indicators
0	Calm	at 1.6 km/h	Smoke rises straight up
1-3	Light wind	up to 29 km/h	Leaves and twigs move, flags blow out
4-5	Moderate wind	up to 35 km/h	Small trees sway, waves on lake
6-7	Strong wind	up to 87 km/h	Large trees sway, makes walking hard
8-9	Gale	up to 97 km/h	Slates fall of roofs
10-11	Storm	up to 116 km/h	Widespread damage

Cancellation

There may be times when Forest School sessions have to be cancelled due to unforeseen circumstances, such as:

- Staff illness that prevents the adult / child ratios being met.
- Severe weather conditions.
- Health and Safety risks.

We endeavour to run Forest School sessions whenever possible, however we reserve the right to cancel on the day and we will inform all participants as soon as possible.

*We require 24 hours notice if your child is unable to attend the Forest School session.
This notice will enable us to inform staff and offer the place to another pupil.*

Complaints

Lyonsdown School follows the following procedures regarding complaints:

Stage 1: An informal raising of a concern, notified orally or in writing to a member of staff.

Stage 2: A formal complaint in writing to the Head.

Stage 3: A referral to the Complaints Review Panel.

Resources

Essential Items:

Item name	Checked In	Checked Out
First Aid Kit		
Register - Medical information and emergency contact details of all adults and children in the group		
Emergency Procedures		
Risk Assessments		
Means of communication - check phone signal		
Container with individual medication - labelled (parental consent and trained staff to administer)		
Water containers – drinking water / hand washing		
Wet wipes (biodegradable environmentally friendly ones)		
Protective gloves		
Rubbish bags		
Weather dependent equipment: Sun cream / spare clothes / towels etc		
Species list for site		
Poles with scarves to mark boundaries		

Activity items:

Free Play	Arts and Crafts	Story time	Nature	Fire	Tools
Mud kitchen equipment	Paint brushes	Wildlife puppets	Magnifying glass	Cotton Wool	Bow Saw
Rope and string	Shells	Pipe	ID books and cards	Paper / Newspaper	Hand Drill
Tarpaulin	Clay	Logs	Scrapbook	Vaseline	Fixed blade knife
Branches for swing	Charcoal	Notebook	Sketchbook	Fire Steels	Secateurs
Head scarves	Wool			Charcoal tin	
	String			Tinder	

Resources Protocols

Tools

Tools will be checked before and after each session by the Forest School Leader and monitored by an adult when in use.

All tools will be cleaned and maintained by the Forest School Leader between each session. Only in the use of the bow saw should a glove be worn when using tools.

New tools will be demonstrated and all safety aspects will be discussed with the participants. All adults will be trained and reminded of the safe use of the tools before each session.

- Emphasise that all movements should be made in the direction away from the body.
- Keep the hand holding the wood as far away as possible from the blade.
- Always assume safe position.

Secateurs and Loppers

Secateurs are used for cutting twigs and branches that are too thick to be cut by scissors.

Loppers are used for cutting twigs and branches that are too thick to be cut by secateurs.

- Secateurs should always have the safety lock in place when being carried.
- All tools should be carried by the handle, with the point towards the ground. One hand should be on each handle when using the loppers and ensure there is a safe working area. When using secateurs the working area should be clear of others.
- The other hand should be held well away from the blade.

Bow-Saw

Bow Saws can be used for cutting branches for further activities.

- Bow saws should be used in pairs.
- Children should be kneeling seated at either side of the piece of wood, with their legs at a distance from the saw. The hand holding the wood should be away from the blade.
- Bow saws are carried at the side of the body with the teeth facing backwards.
- Guards should be on at all times when saw is not in use.

Knife

Knives are used for whittling and other controlled wood work.

Knives should always have safety cover on when being carried and not in use.

- Safe seated position (with Legs apart and elbow on knees) or kneeling position depending on the task should be used.
- The blood bubble criteria should be adhered to at all times.
- Knives should be numbered kept in a secure box and signed out.

Vegetable Peelers

This tool is used for whittling wood.

- Peelers work best with green wood.
- Peelers should be carried by the handle with the blade pointing down.
- Check the handle, ensuring the grip is securely in place.

Fire

Setting up

- Establish a fire area, checking for overhead branches beforehand.
- Mark out fire area – circle should be at least 1.5 meters away from the fire all round.
- Train the participants how to approach and leave before lighting a fire.
- Don't light in windy or very dry conditions.
- Keep fires approx 4m from any shelter built from easily combusting materials.
- Ensure fire kit, including fire resistant gloves and water, is close by.

During the activity

- A kneeling position should be used when sitting close to the fire, for cooking or tending.
- Never leave a fire unattended.
- No one may enter the fire circle perimeter unless invited to do so by an adult.
- There must be no running near the fire circle.
- No items must be carried and placed within the fire circle unless by an adult.
- Walk around the outside of the fire circle at ALL times
- Even when the fire is unlit we will treat it as if it is lit.

When Children are Lighting or Managing a Fire

- Remove gloves.
- Tuck in hair/hat tails.
- Ensure jacket sleeves etc are not past wrists.
- If Early Years have fires restrict flame height to equivalent of your knee.

Ending the activity

The fire area should be left with no trace of a fire pit.

- Pour small amounts of water onto the fire until the flames and smoke stops.
- Mix the ashes and the embers with soil, stir it up.
- The leader will feel the embers and rocks to make sure everything is cool.
- When you are certain there is no sparks or heat, spread the ashes and fill in.

***Permission from the owner must be provided for a fire.*

Permission has not been provided by Barnet Borough Council for Greenhill Gardens. There will be no opportunity for a fire during the Lyonsdown Introduction to Forest School 6 week course.

Cooking

Cooking will be done around the fire or the occasional use of wild food.
 The leader will be fully trained and prepared before any foraging will take place.
 The Forest School Leader has the Basic Food Hygiene Certificate.
 The Forest School assistant Catherine Satchwell also holds a Basic Food Hygiene Certificate. *See end of booklet for copies of certificates*

Before the activity:

- Inform parents/carers of planned activity and gain permission.
- Check for food allergies, religious reasons, ethical beliefs with planning menu .
- Advise parents on the ingredients to be used.
- Ensure you have up-to date information about allergies and religion.
- Food hygiene regulations should be followed.
- Risk assess working area and activity.
- Carry antiseptic wipes or soap and water for hand washing.

During the activity:

- Split open food and check it is cooked before consumption.
- When cooking with a stick use green wood and remove bark before cooking using a knife and scraping action.
- Don't reheat cooked food.
- Avoid foods that need a lot of fat to cook in case of pan fire.

Food Hygiene Procedure will be followed:

All perishable food must be stored in a cool box / bag and wrapped in appropriate packaging to avoid attracting insects and vermin.

All unused food stuffs and packaging must be disposed of appropriately.

Hands must be cleaned before handling food and utensils.

All children coming to Forest School must have a dry place in which to store their lunch bags.

All water provided by Forest School must be fresh i.e. provided in sealed containers.

Wild Food

Forest School recognises that developing awareness and relationships with nature is highly important.

With safe, professional guidance we can develop the children's ability to recognise and appropriately interact with trees and plants for food, medicine purposes and practical uses. This can greatly enhance the appreciation of their environment and leads to motivation to protect it.

Other benefits can include learning about the native plants in their area and appreciating the different seasons and what becomes available throughout the year.

Children will be given the opportunity to hunt for wild food and be taught what local plants are poisonous and what plants to avoid.

Policies

Environmental Awareness Policy

Forest School aims to promote environmental awareness, responsibility for the world around them and create a lifelong love and respect for the natural world.

The site assessment enables us to evaluate our impact on the local area and minimise the damage. Our participants will be fully involved in the ecological maintenance by carrying out site assessments and improving the biodiversity and plant life when possible.

Our environmental aims:

- Use sustainable resources found on site.
- Create minimal or no waste through recycling and re-use. Minimise the use of plastics and throw away materials.
- Ensure knowledge of sustainable management practices in the natural environment and at home.
- All litter is taken away and no waste food left on site to encourage animals that have a detrimental impact on the ecosystem.
- Restrict tree climbing and building rope swings unless the tree has been assessed and deemed strong enough.
- Fire making only held in designated area with minimal impact on wildlife, plants and trees. Designated area in places away from tree roots, overhanging branches and away from areas in can change the PH levels of soils. No fires in areas where fire can travel underground through peat or along tree roots.
- Follow the 'leave no trace' principles as a guide on how to leave our site after each session.

Behaviour Policy

- ★ We listen
- ★ We ask questions
- ★ We are kind and helpful
- ★ We work hard
- ★ We look after property and our area
- ★ We are honest

Children who have particular behaviour needs will be individually risk assessed and may be required to work 1:1 with an adult.

The forest school leader reserves the right to finish a session at any point if they feel that the safety of participants is at risk.

Health and Safety Policy

Forest School sessions offer learning opportunities for children and young people. Part of their purpose is to encourage participants to face new challenges and learn to take reasonable risks.

In order to do that safely, the adults involved must know their role and ensure that the necessary risk assessments are carried out regularly and thoroughly.

The following guidance for adults and children must be clearly understood by all concerned.

1. The Forest School Leader is always in charge and responsible for the activities and participants.
2. The Forest School Leader has overall duty of care for the participants in his/her charge, but all leaders are required to take all reasonable steps to ensure participant are safe.
3. The Forest School Leader or another member of teaching staff is competent to lead the activity and is familiar with the site.
4. All leader helpers must sign and date a form to show they have read this handbook and appropriate risk assessments and understand and agree to comply with the general operating procedures for Forest School.
5. Whenever sessions are being carried out the Forest School Leader will inform a member of staff at school of the group's whereabouts and for how long we intend to stay in the area.
6. The Forest School Leader or Assistant will carry the Emergency Bag, with:
 - First-aid Kit
 - A contact list for each participant undertaking the activities
 - The schools' telephone number.
7. The Forest School Leader will always carry a mobile phone.
8. In the event of an emergency, the Forest School Leader will ensure that the School contacts the emergency services.
9. The risk assessment has been completed and appropriate safety measures are in place.
10. The Forest School Leader will carry out an up to date risk assessment before each session.
11. The adult: child ratio is appropriate.
12. When tools are used the leader: participant ratio will always be 1:1.
13. Adequate child protection procedures are in place.
14. Parents have signed consent forms.
15. Arrangements have been made for the medical and special educational needs of children attending. All staff are aware of any special needs and requirements.
16. There is adequate and relevant insurance cover.
17. The Forest School leader, teacher and school contact have a copy of the emergency procedures, the names of everyone in the group and contact details for the next of kin.

First Aid Procedure

Trained first aiders will assess the situation and follow necessary procedures for treatment.

Trained First Aiders are:

First Aider	Contact
Sarah Davies	07964816283
Laura Gunning (Paramedic)	07899324563
Catherine Satchwell	07876835685

Emergency Contacts:

Emergency Services	999
Police - non emergency	101
Medical - non emergency	111
Sam Sheridan (School caretaker)	07813547645
Christopher Hammond (Head Teacher)	07954375378

Accident and Emergency Procedure:

1. Forest School leader or designated First Aider will carry out preliminary assessment of the situation and establish the extent of the emergency.
2. Ensure that the entire group are safe and looked after and kept together.
3. All other leaders will be told as soon as possible and allocated roles; roles may be changed as needed.
4. First Aid kit and medical details will be provided as soon as possible.
5. Carry out basic First Aid and Emergency Services called if required.
6. Ensure that an adult accompanies casualties to hospital with any relevant medical information.
7. Inform the school of the name of the casualty and details of their injuries plus action taken so far.
8. School will notify the next of kin providing as full a factual account as possible.
9. Written report made by witnesses and Forest School leader as soon as able. Report must include: Dates / Times / Events / Witness names and contacts / Vital evidence.
10. Accident Report Form completed.
11. Follow up with parents / next of kin

Lost or Missing Participant

1. As soon as participant is noted as missing, make an immediate search of the site and surrounding areas.
2. Assemble rest of participants and ensure they are safe.
3. Call school to alert Parents / emergency contact.
4. Follow the School's procedure.

Safeguarding Policy

It is the responsibility of Forest School to safeguard all children and young people from physical, sexual and emotional harm while participating in Forest School activities. We are committed to taking reasonable measures to create an environment where children are safe from abuse, in which any suspicion of abuse is promptly and appropriately responded to using the following procedures and guidelines.

- Minimise the risk of abuse through best practice and organisation.
- Empower those to speak out.
- Take appropriate action when it arises.

The definition of abuse:

- Neglect
- Physical injury
- Emotional abuse
- Sexual abuse
- Bullying.

All adults working within the Forest School need to be aware that a child may choose to discuss sensitive matters the following procedures need to be followed:

1. Listen to the participant and ask no leading questions. Let the child lead the discussion and do not ask for extra details. Do not finish the child's sentences or add extra phrases or vocabulary the child has not specifically expressed themselves.
2. Offer reassurance and kind words and stay calm. Accept the child's words.
3. Make No promises and do not say you will keep a secret. Make it clear that there are limits to your confidentiality.
4. Inform the Child Protection Officer straight away.
5. Keep an written record of the conversation including dates, times, location of the conversation and what was said.

Child Protection Officers:

Christopher Hammond

head@lyonsdownschool.co.uk

Designated Safeguarding Lead (DDSL) for Lyonsdown school

Julia Windsor

jwindsor@lyonsdownschool.co.uk

Deputy Designated Safeguarding Lead (DDSL) for the Lower School and EYFS

Zorana Telford

ztelford@lyonsdownschool.co.uk

Designated Safeguarding Lead (DSL) for the Early Years;

The Safeguarding Team also links in with:

Brenda Sheridan

bsheridan@lyonsdownschool.co.uk

Designated Safeguarding Governor

Ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

All staff are DBS checked and are previously known by the school or Forest School Leader.

Equal Opportunities Policy

Forest School is committed to equal opportunities for all and we will endeavour to provide an environment in which everyone feels equally valued.

When joining the Forest School we will request information about medical and access requirements and ensure to adapt activities so everyone can participate as much as possible.

Each child will:

- Feel secure and valued.
- Take responsibility for their own actions
- Participate safely in activities without judgement and with appropriate challenges
- Be provided with challenges that will allow them to succeed.
- Use materials that reflect different cultural and social backgrounds.
- Be encouraged to participate fully in all activities and overcome difficulties and fears, regardless of disabilities and medical needs.

Communication

The sessions will take place on a Monday afternoon between 1pm - 3pm.

All parents and guardians have the opportunity to read a copy of this booklet and discuss its contents with the FS leader.

All parents will be given feedback and tips for home learning regarding any risky activities such as tools and foraging to enforce health and safety awareness for their children.

If parents would like to find out more about Forest School they can arrange a meeting with Sarah Davies by email: sarahdavies306@gmail.com or SDavies@lyonsdownschool.co.uk

Updates and session reports will be included in the school newsletter and on the website.

Insurance

All participants and staff are covered by Lyonsdown School offsite insurance.

Further information can be found at:

<https://www.lyonsdownschool.co.uk/wp-content/uploads/2018/10/Off-Site-Visits-Policy.pdf>

The Lyonsdown Forest School will follow all school policies and procedures.

Lyonsdown School Policies can be found on the website:

<https://www.lyonsdownschool.co.uk/school-policies/>

Parental Consent

I agree to my child taking part in Lyonsdown Forest School activities at regular intervals during the coming academic year. Sessions will be led by our Forest School staff.

I understand my child will need to bring their own outdoor clothing.

I understand that my child may, at an appropriate level, have opportunities to work with hand tools and small fires through the course of their Forest School work.

I understand that my child will work in groups containing 1 adult to 4 children for 3 year olds, 1 adult to 6 children for 4-5 year olds and 1 adult to 10 children for over 5 year olds at all times.

		Initial
Photographs / Video Recordings		
I give permission for my child / children to be photographed whilst at Forest School and for these to be used in the child's achievement books, school records and press releases or publications.		
Transport		
I give my permission for my child / children to be transported by Forest School in an emergency medical situation.		
Sun Cream		
I give my permission for my child to have sun cream applied, when necessary.		
Medical information		
I confirm that the medical information I have supplied to the school is fully up to date		
Allergies		
My child has the following food allergy/allergies:		
Data Protection		
All information provided is covered by the Data Protection Act 1998 and is strictly confidential. I understand and agree to the above being held by Forest School and Lyonsdown School.		
Permissions	Name of parent/ carer: _____ Signed: _____	
I have clearly indicated above permission relating to (child's name)		

as principal parent / carer.	Date: _____
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Emergency Contact Details:

Taking part in Forest School activity is conditional on individuals recognizing that these activities are activities where the potential for misadventure exists, including personal injury.

Participants shall be aware of and accept these risks and agree to be responsible for their own actions and involvement.

I declare that in the event of any claim of compensation for an incident, the claim will only be against another party directly involved in that incident.

No compensation will be sought from the Company or Directors unless they are found, by law, to have acted in a negligent or illegal manner.

It must be remembered that safety is the responsibility of ALL participants who are each responsible for the safety of themselves and other participants.

All safety rules and procedures must be followed.

Any hazards found in / on the site must be reported to a Forest School Leader who will take all reasonable steps to ensure every participant is made aware of the hazard.

I declare that I have read and agree to the content of this document.

I have discussed the content with my children and made them aware of their responsibilities.

I can be contacted on

or

If I cannot be contacted, in an emergency, please contact:

Name:

Relationship:

Contact:

Name:

Signed:

Date:

