

*Denbigh Community Primary School*

**LOtc & Forest Schools - Procedures**

Date	Review Date	Coordinator	Nominated Governor
Spring 2015	Spring 2018	Rebecca Brennan, Laura Linden, Kathryn Rogers	

We recognise the importance of LOtC experience as we feel it makes a major contribution to children's development. We feel that children will be 'missing out on important learning opportunities if quality outdoor provision is not available to them.' (Margaret Edgington - 'The Great Outdoors')

In order for all children to take part in activities and to fully experience LOtC we must have in place effective safety procedures.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

**Aims**

- To have in place effective procedures to ensure the safety of children when experiencing outdoor activities.
- To work with other schools to share good practice in order to improve this policy.

**Procedures**

**Health and Safety**

The School leader will ensure:

- the school Health and Safety policy is adhered to;
- all risk assessments are in place and up to date;
- all accidents are investigated and reported;
- the legal adult : child ratio is maintained;
- all tools and safety equipment is maintained and safe to use;
- first aid equipment is in place and adequately maintained;
- suitable clothing and appropriate footwear are worn at all times;
- sunscreen and hats are worn during hot weather

**Risk Assessments**

The School leader will ensure:

- all risk assessments have been undertaken and are up to date

## **Site Security**

The School leader will ensure that staff are aware prior to going Outdoors:

- that the LOtC area is checked before each session;
- children must be told never to approach an unknown person or animal in the LOtC area.
- school personnel are trained in dealing with strangers and dogs on site;

## **Emergency Procedures**

The School leader will ensure that there is a designated member of staff who can:

- deal with all emergencies;
- ensure first aid is immediately administered to a casualty;
- immediately inform the Headteacher if further medical treatment is required;
- carry a school mobile at all times;
- ensure parents are informed if first aid has been administered to their child;
- ensure parents are immediately contacted if their child has received a head injury;
- ask parents or a nominated person to come to school and check their child;
- log and report any incident

## **First Aid**

The School leader will work alongside the Head Teacher to ensure that :

- all school personnel have received the appropriate first aid training;
- first aid equipment is always present at all sessions;
- first aid equipment is in good supply and checked before each session

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

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We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

#### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

#### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

#### **Linked Policies**

▪ Health and Safety	▪ Behaviour	▪ Medical & First Aid	▪ Food
▪ Volunteer Helpers	▪ Parental Involvement	▪ Risk Assessment	▪ Risk Management
▪ Safeguarding and Child Protection	▪ School Security	▪ Intruders	▪ Supervision of Pupils
▪ Pupil Discipline & Behaviour	▪	▪	▪

<b>Headteacher:</b>	Louise Guthrie	<b>Date:</b>	
<b>Chair of Governing Body:</b>	Carly Davison	<b>Date:</b>	

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**Initial Equality Impact Assessment**

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
LOtC	To provide a stimulating and challenging LOtC environment		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups																		Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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**Policy Evaluation**

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
<b>A statement outlining the overall effectiveness of this policy</b>				

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