



Forest School Handbook

Whetstone Field Primary School

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1. Introduction - vision and philosophy

Forest School is based on a fundamental respect for children and young people and for their capacity to instigate, test and maintain curiosity in the world around them. It is built around the principles of a child's right to play; their right to access the outdoors (and in particular a woodland environment); the right to access risk and the vibrant reality of the natural world and the right to experience a healthy range of emotions through all the challenges of social interaction, in order to build a resilience that will enable continued and creative engagement with their peers and their potential. Forest School always happens in the same woodland or natural wooded environment over a long period time. The area should be appropriate for the learners who use it, offering the space for them to explore and discover and it should be designated only for Forest School activities.

Unlike other types of outdoor learning, which may occur in the timetable sporadically, Forest School sessions should be planned so that they are included as an integral and regular part of the timetable. Although the sessions should be planned, there should also be room for review and adaptation based on practitioner observations of the learners and their interactions with the environment and each other. This ensures the learners will gain the most from carefully tailored experiences, demonstrate progression of learning and will ensure that they build a relationship with the natural world.

Similarly, the entire Forest School programme is built on collaborative reflection between learners and practitioners so learning opportunities are developed based on learners' individual motivations and interests. Reflection is usually completed at the end of each session so everyone involved with the programme can recognise and understand their achievements thus developing emotional intelligence and building self-esteem and so that future desired plans can be discussed.

In addition, Forest School provides learners with the chance to take risks which are appropriate to the natural environment and to the learner. This may not always be possible in other outdoor learning scenarios due to lack of training of supporting adults. Supporting adults need to be aware of how to facilitate learners' risk taking by having knowledge of the environment and an understanding of how to encourage learners to be independent.

Forest School risks are supported by qualified Forest School practitioners, who are trained to facilitate risk taking within the context of Forest School and furthermore to run the Forest School programme, including managing risk and risk-benefit assessments. It is important to note that they are also responsible for continuously maintaining and developing their professional practice as they too see themselves as a learner through reflective practice.

Finally, Forest School uses a wide range of learner-centred pedagogical approaches to encourage individuals to create a community for learning and development for themselves and other learners. Play and choice are important to the learning process and unlike other more structured outdoor learning scenarios play is recognised as fundamental to the learning and development of the whole learner. Forest School aims to encourage the holistic development of all learners, including fostering resilience, building confidence, encouraging independence and drawing out creativity.

The Forest School at Whetstone Field Primary School was established in the summer of 2014 in a small piece of the school playing field. Although the site is already surrounded by gardens and therefore a range of large and small trees, shrubs and hedges, a number of young trees have been planted in the hope that in the future there will be a woodland which will add to the experiences already available. On the edge of the plantation the Forest School Base Camp with seating and a fire pit was established and soon a significant amount of wood-chip mulch added to improve the heavy, clay soil. A variety of logs and wood materials have been acquired from known sources in keeping with the existing flora and fauna to be used to add to the experiences available. Since the beginnings of this site other projects have been investigated and implemented, such as the planting of a small hazel coppice, planting of more trees (including an oak), holes have been filled in on the site, an area for digging has been created, pruning of willow trees to be used as a natural resource for Forest School activities, a hedgerow to act as a boundary and to encourage more wildlife has also been planted and the fire pit has most recently been filled in and a cast iron fire pit purchased so that fires can be enjoyed even when the ground is very damp. We also have the beginnings of a willow tunnel!

The Forest School at Whetstone Field Primary School is run by one qualified Forest School Leader. The Forest School is covered by the school's Public Liability and Employer's Liability Insurance Policy:

Insurer:
Policy No:
Renewal Date:
Limit of indemnity:

This document will be reviewed annually by the Forest School Leader.

Date Document Updated - July 2018

Review Date.....July 2019.....

3. Forest School Staffing

Forest School Leader: Bernice Whitehouse
OCN Forest School Leader
Paediatric First Aid
Basic Food Hygiene - Level 2

Whetstone Field Primary School Forest School follows the Walsall Council guidelines for adult to child ratios. The Forest School is staffed by the Forest School Leader plus a minimum of one adult. The ratio is typically 1:15.

All staff have an Enhanced CRB Disclosure check, of which the Whetstone Field Primary School Office maintains a Register.

4. Health and Safety at Forest School

Health and Safety at Work Act (HASWA)

The HASWA outlines the responsibilities of employers (in this case, the Forest School Leader) and also of employees (being adults working with the group). The main considerations relevant to Forest School sessions are detailed below.

Employers must:

Tell you about risks to your health and safety.

Tell you how to do your job safely.

Ensure that safe working practices and appropriate policies are in place to safeguard staff and users.

Inform you how to get First Aid.

Tell you what to do in an Emergency.

Provide you with any protection you may need to fulfill your role

Employees must:

Take care of their own health and safety and that of people who may be affected by what they do (or don't do).

Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for health, safety or welfare.

How this will be done:

Adults will be asked to read the risk assessment(s) prior to the sessions.

The Forest School Leader will introduce the adults involved to the activities and inform them of safety considerations.

Adults will record accidents and incidents, and review whether they could have been avoided. The Forest School Leader will make appropriate changes to procedures and policies, as necessary.

The Forest School Leader will have a First Aid kit and will administer First Aid.

Adults will be asked to read the emergency procedures prior to the sessions.

Relevant safety equipment (e.g. gloves) will be given to anybody who needs it.

How this should be done:

Adults must actively manage risks by reporting, reducing, or removing them where possible, providing it is safe to do so.

Follow the Health and Safety advice given during the session by the Forest School Leader, or seek advice if uncertain. Nobody should interfere with safety equipment, such as the First Aid Kit, other essential equipment, or protective equipment.

5. Risk Management Policy

Whetstone Field Primary School Forest School aims to develop children's self-esteem, independence and motivation to learn in a safe environment. In order that these aims can be met, the Forest School Leader will:

- Consistently apply the five-step approach to risk assessment for all Forest School activities:
 - Look for hazards.
 - Decide who may be harmed and how.
 - Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
 - Record findings, including make amendments to standing risk assessments based on site visits or observations.
 - Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary.
- Carry out Site Risk Assessments on each site where Forest School activities will take place.
- Pre-visit checks will be carried out by the Forest School Leader when possible on sites to be used prior to a day's activity.
- Complete an Activity Risk/Benefit Assessment for every activity to be undertaken at Forest School.
- Ensure all staff and volunteer helpers have read the relevant Site and Activity Risk Assessments prior to a session.
- Move activities indoors if, in the opinion of the Forest School Leader, weather conditions such as high winds or the threat/occurrence of electrical storms make work outdoors unsafe.
- Inform staff, volunteers and children of potential hazards and methods of working in order to minimise their risk further.
- Involve staff, volunteers and children in risk assessment, as appropriate, as part of learning.
- Ensure legal guidelines regarding off-site activities, such as adequate insurance and parental permission are met.
- Ensure that all staff, volunteers and children are aware of the emergency procedures for the Forest School site.
- Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and cooking on the fire.
- Ensure children and adults will have access to drinking water during sessions.
- Ensure a nil-by-mouth policy is adopted in all Forest School sessions, except for food provided/prepared/cooked as part of a fully risk-assessed Forest School activity.

6. First Aid

The Forest School Leader is responsible for First Aid and is qualified in Paediatric First Aid.

An Emergency Rucksack is carried to all Forest School sessions. This contains the First Aid Kit.

Emergency Rucksack Checklist

Medical Emergency Procedures (laminated)

Whistle

Mobile Phone

First Aid Kit

Burns First Aid Kit

Thermal Blanket

Toilet Paper

Clingfilm

Bite and Sting Relief Spray

Emergency Fire-lighting Kit

Accident Book and Letters

First Aid Kit Checklist

Savlon Dry spray

Liquid sugar (Juice)

4 x Medium Sterile Dressing

2 x Large Sterile Dressing

2 x Triangular Bandage

6 x Safety Pin

2 x Eye Pad Sterile Dressing

20 x Saline Cleansing Wipes

1 x Adhesive Tape

1 x Hypafix Tape

6 x Disposable Gloves

2 x Finger Sterile Dressing

1 x Resuscitation Face Shield

1 x Hydrogel Burn Dressing

1 x Tough Cut Shears

1 x Conforming Bandage

1 x Tweezers

Emergency Contact Details and Medical Records (available in school office)

7. Accident and Emergency Procedure

All staff, volunteers and participants will be briefed on what to do in case of an emergency. A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The Forest School Leader will assess the situation, the nature and extent of the injury/accident. They will ensure that the rest of the group are safe from danger and are adequately supervised. They will attend to any casualties, giving First Aid as necessary. An Accident Form will be completed later at the School Office. A RIDDOR record will be created, along with an Accident Report for any death, serious injury or seven-day injury.

If the Forest School Leader is injured or becomes ill, the Teaching Assistant will take charge of the situation as above and in addition will call for one of the First Aiders from school to attend using emergency phone. They will then follow the procedure below.

In the event of Injury

If anyone sustains an injury or illness which cannot be treated by First Aid on-site and requires medical assistance:

- In serious cases, the Emergency Services should be contacted (see below) using the Emergency Phone carried by the Forest School Leader, then the school will be notified. The School Office will be responsible for contacting the injured party's emergency contact.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- One member of staff from school will meet the ambulance at the Whetstone Lane entrance and direct the crew to the incident site via the entrance to the school playing field. If required, an additional First Aider from school will be requested to assist at the Forest School site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by a member of the School office staff.
- In minor cases, the Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to the hospital, doctor or home, as appropriate.

Emergency Contact Numbers

Ambulance/Fire Brigade: 999

School Office: 01922 743498

Forest School Mobile: 07973 655568

Requesting attendance by Emergency Services (Ambulance/Fire Brigade)

Dial 999 and ask for an ambulance. Be ready with the following information:

- Emergency Mobile Number **07973 655568**
- School Phone Number **01922 743498**
- School Post Code **WS9 0HJ**
- Ambulance Access - **Whetstone Lane**
- Location Details **Grid Reference SP 05629 99821**

Dangerous Occurrence

A RIDDOR record will be created, along with an Incident Report for any serious near-miss incident at or in the vicinity of the Forest School Site.

8. Cancellation Procedure

Whetstone Field Primary School Forest School will take place at the usual site in all weathers except for high winds or where there is a risk of an electrical storm. In high winds (force 4 increasing to force 5 or more) or where there is risk of an electrical storm, Forest School will take place indoors or will be cancelled.

Whetstone Field Primary School Forest School will also be cancelled if the logical minimum ratio of 1 adult to 15 children cannot be achieved. Forest School will also be cancelled if the Forest School Leader is absent.

It is not necessary to notify parents of cancelled sessions as all sessions take place as part of the typical school day.

Staff will be advised when they arrive at school and will attend their normal classroom duties.

Volunteers will be advised by a telephone call.

9. Toileting Procedure

Before a Forest School session, children will be given the opportunity to go to the toilet.

During a Forest School session, children needing the toilet will use the adjoining hedgerow under the protection of nearby trees. They will be escorted by one adult and provided with hand gel once they have returned to site.

Or otherwise return to school with an adult who has been called to attend the site from school unless there is an extra adult at Forest School that day.

10. Parental Consent

Parental Consent for Forest School participation will be obtained prior to the first session a child attends. A sample letter can be obtained from the Forest School leader or found on the Google Drive.

11. Use of Photographs

Photographs will be taken in accordance with Whetstone Field Primary School's Photo Permission Guidelines which is available on the school website.

12. Tool Policy

Whetstone Field Primary School Forest School uses the following tools with the children at present (adult supervision ratio is recorded in brackets):

- Bow saw (1:1)
- Palm drills and clamps (1:2)
- Secateurs (1:1 until child is confident and adult is happy with their understanding of tool use)
- Peelers (1:2 building up as children become confident and adult is happy with their understanding of tool use)
- Trowels (EYFS 1:4, KS1 1:6, KS2 periodic)
- Forks (EYFS 1:4, KS1 1:6, KS2 periodic)
- Mallets (KS1 1:3, KS2 periodic)
- Scissors (KS1 1:6, KS2 periodic)

The Forest School Leader is responsible for overseeing safe use and maintenance of all tools. A list of the items stored in the Tool Bag is available in Appendices. These lists are also attached to the Tool Bag and used as checklists to ensure that all items are returned safely at the end of each session.

The Forest School Leader is responsible for the safe-keeping of the tool bag. The Tool Bag is kept locked in the EYFS store when not being used at Forest School sessions.

The Forest School Leader wears steel toe-capped boots where appropriate and gloves for all participants are also available as Personal Protection Equipment when needed.

Activity Risk/Benefit Assessments are completed for all activities involving the use of tools. Tool-specific Safety Information Sheets are included in Appendices.

13. Fire Safety Policy

Campfires are an important part of Forest School and are used in some sessions. Whetstone Field Primary School aims to ensure that all children and adults participating in Forest School sessions with fires will do so safely and with as little risk to their health as possible.

Location

- Only the fire circle will be used for campfires. The fire circle will always be sited away from low canopy branches.
- A cast iron fire pit will be used to prevent the spread of fire.
- The fire pit and fire circle will be moved periodically to prevent scarring of the site.

Positioning of Children and Adults

- Fire areas are surrounded by seating logs at least 2 metres from the fire pit. Exit paths are available at each corner.
- When the campfire is in use, children are not permitted to access the area immediately surrounding the fire without permission.
- Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Children must walk around the outside of the seating logs step over to sit down at all times. A fire will not be lit with a group until all children have demonstrated that they do this at all times.
- Once seated around the fire, the children must remain seated until directed by an adult to move.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children.
- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If wind direction is variable, the leader should rearrange the seating if at all possible.

Fire Lighting

- Training has been provided to the Forest School Leader regarding the way to construct and light a fire.

Safety and Responsibility

- A Fire Blanket, bucket of water and Burns Kit must be sited close to the camp fire. Cling film is carried in the Emergency Ruck Sack.
- Only adults are permitted to light fires, unless children are under the direct supervision of the Forest School Leader.
- Fires are lit using a match to paper and tinder.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.
- When the fire pit is not in use, and only when it is cool, it will be covered with a small tarp to slow down the effects of weathering.

Extinguishing

- All fires must be extinguished at the end of a session.
- Whenever possible, all fuels should be burnt off to ash.
- The Forest School Leader should ensure that any large remains of wood, especially when using logs, are separated from one another.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the edges of the site to enable natural decomposition.

14. Food Hygiene Policy

Whetstone Field Primary School Forest School maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food.

- A full Activity Risk/Benefit Assessment will be completed for any activity involving the preparing and/or consuming of food items. This will include attention to the purchase, storage, preparation and serving of any food items to prevent growth of bacteria and food contamination. Where relevant, reference will be made to the relevant Design and Technology Risk Assessments already in place in school.
- Cooking on the campfire will be undertaken only by a member of staff in possession of a Level 2 Basic Food Hygiene Certificate.
- Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in-date and not subject to contamination by pests, mould etc. A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the Forest School site. All such ingredients must be used within 2 hours.
- Un-refrigerated food will be served to children within 4 hours of preparation.
- All utensils, crockery etc. will be checked to ensure they are clean before use.
- Waste food will be disposed of promptly.
- When food items are to be consumed during a Forest School session, warm water with anti-bacterial soap in a bowl will be provided for hand-washing. One hand towel will be provided for every 6 children and adults. Children and adults will be required to wash their hands immediately prior to preparing any food items and/or eating.
- For consumption of hot chocolate and biscuits/marshmallows/popcorn hand gel will be used.
- All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it.
- Cooked food will not be re-heated.

15. Campfire Cooking Policy

Cooking on the campfire will be undertaken only by a member of staff in possession of a Level 2 Basic Food Hygiene Certificate.

The Food Hygiene Policy will be followed whenever cooking on a campfire.

A Risk/Benefit Activity Assessment will be completed for all activities involving cooking on the campfire.

All hair will be tied back and loose clothing secured prior to cooking on a campfire.

16. Transport to Forest School

Whetstone Field Primary School aims to keep all children safe. Children will be transported to and from Forest School on foot. The following procedures will be followed:

- The group will be given a reminder about safe walking before leaving the school site (outward) and before leaving the destination (return).
- The Forest School Leader will assume a position at the front of the line and all children will be asked to stay behind them.
- The additional adult(s) will assume a position at the rear of the line.
- The party will leave school by their usual classroom exit or the exit door that leads onto the KS2 playground from the hall and KS2 corridor. The party will cross the KS2 playground (and in some cases the KS1 playground) and walk down the gully and grassy slope to the edge of Whetstone Lane (locking school gate behind them). Both members of staff will create a tunnel in the road, once safe, for the children to cross through. When prompted children will cross the road through the tunnel and be advised to wait on other side holding partner's hand and next to the green fence. Adults will resume positions in the line and guide children to gate of the school playing field. Once opened children will enter playing field and together with the adults make their way to the bottom of the field and the Forest School site. Children will be advised to enter Forest School through the gap provided in the hedgerow.

17. Missing Child Procedure

Whetstone Field Primary School Forest School's overarching priority in everything it sets out to achieve is to keep all children safe. If it is discovered that a child or adult is missing from the group, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented:

- The Forest School Leader shall be informed immediately.
- Activity for the rest of the group shall be suspended in order that a member of staff may be released to conduct a search which shall last no more than five minutes.
- The remaining children will be given a low risk activity to complete, within the Camp area by the remaining adult, being mindful not to increase any anxiety in the group.
- If, after the five-minute search, the child has not been located, the Forest School Leader will phone Whetstone Field Primary School Office who will find out if the child has returned to school. If not, they will call 999 and alert the police.
- Whetstone Field Primary School Office will also contact the child's parents or adult's emergency contact and inform them of the situation.
- Staff should corroborate details of the situation, including last known position of the missing child or adult and any timings. These will be recorded in the Accident Book carried in the Emergency Rucksack.

18. Equal Opportunities

Whetstone Field Primary School actively promotes the inclusion of all children and adults into Forest School sessions, and will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of race, gender, ability, religion, sexual orientation or age.

Whetstone Field Primary School Forest School will follow the school's Special Educational Needs and Inclusion Policy. A copy of this policy can be found on the school website.

19. Daily Operating Procedure

Before the Session

- The Forest School leader will refer to the Progression of Skills to check on the session's activity.
- Activity Risk/Benefit Assessment Forms will be completed/updated for each planned activity.
- All staff will have read the latest Site Risk Assessment.
- The Forest School Leader will check that enough adults are present for the session to go ahead and that the weather conditions allow it to take place.
- The equipment required for the session will be assembled, checked, loaded onto the Forest School trolley or bags and moved to the classroom from which the group will leave.
- A Safety Sweep by the Forest School leader will be completed upon arrival (if it has not been completed prior) and if deemed necessary.
- All children will be registered by their Class Teacher. They will then get changed for Forest School in the classroom and go to the toilet.
- The equipment required for the session will be taken to the Forest School site, carried by adults and children (Year 2 and upwards).

During the Session

- A headcount check will be undertaken on arrival at Forest School and when deemed necessary afterwards.
- Risks will be continually assessed and appropriate action taken to reduce or remove any risks found.

After the Session

- A headcount check will be undertaken at the end of the session, before returning to school.
- If the Tool Bag has been taken to the site, the contents will be checked by the Forest School Leader to ensure no items are missing.
- A further headcount check will be undertaken as the children arrive at the KS2 playground.

- After the children have left the classroom, the Forest School Leader will return the tools to the Tool Bag and clean, check and maintain tools, as required. The Tool Bag will then be locked and put away in the EYFS store.
- The Forest School Leader will reflect on the session and note any additional equipment or considerations that will be needed for the following week.

20. Safeguarding Children Policy

Whetstone Field Primary School Forest School fully recognises its responsibilities for safeguarding children. All staff and volunteers are responsible for keeping children safe. In particular:

- Ensuring all children have a safe environment at Forest School in which to learn and develop.
- Ensuring we practise safe recruitment in checking the suitability of volunteers to work with children at Forest School.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

Whetstone Field Primary School Forest School will follow the school's Safeguarding (Child Protection) Policy. A copy of the Safeguarding Policy (Child Protection Policy) can be found on the school website.

21. Confidentiality Policy

Whetstone Field Primary Forest School will adhere to the school's Confidentiality Policy. This can be found on the School Website.

The Forest School Leader will maintain all paperwork and registers relevant to Forest School. All confidential paperwork is stored in the Foundation Stage or School Office, which are both locked at night. Any paperwork relevant to a child will be shared with the child's Class Teacher. Any Pastoral or Safeguarding matters will also be reported to the Head Teacher and Deputy Head Teachers.

All computer files containing confidential information will be stored securely on the school network/password protected memory stick. Matters involving Safeguarding will be stored on CPOMS.

The Forest School Leader will carry Medical Details relevant to all children and adults in the Emergency Rucksack. The Emergency Rucksack is stored in the EYFS store when not in use, which is locked at night.

22. Behaviour and Anti-Bullying Policy

Good behaviour is positively encouraged within Whetstone Field Primary School Forest School, with much emphasis on self-discipline, courtesy and consideration for others. We recognise that children respond well to praise and therefore use it freely to promote good behaviour. We also do all that we can to prevent bullying, by reinforcing the school ethos in which bullying is regarded as unacceptable. Whetstone Field Primary School Forest School follows the School Behaviour and Anti-Bullying Policies. These can be found on the school website.

Appendices

- Tool Checklist
- Pre-Session Checklist

Appendices

Tool Checklist

Tool Checklist

Contents of Tool Bag

- 1 x Bahco 21" Peg-tooth Bow Saw
- 2 x Pair Adult Gloves
- 2 x Pair Child Gloves
- 2 x Clamps
- 1 x Secateurs
- 1 x Loppers
- 2 x Palm drills
- Assorted children's scissors
- 6 x Vegetable Peelers
- 5 x Mallets
- 1 x Saw Horse

Appendices

Pre-Session Checklist

Session Checklist

- 1) Child-specific medication
- 2) Adult-specific medication
- 3) Fresh Drinking Water loaded onto Trolley/into Bag
- 4) Cups washed and loaded onto Trolley/into Bag
- 5) Forest School Keys
- 6) Emergency Phone
- 7) Paper and pen
- 8) Emergency Rucksack
- 9) Camera
- 10) Session-specific equipment
- 11) First Aid Kit

Toilet all children before leaving!