



# Standard session procedures

## Session planning

The school will list all sessions on the website, specifying:

- date
- time
- location
- designated leader
- number of participants
- age range and
- staff to participant ratio

A session planning form will be completed and held on file.

The form will state specifically any special considerations which will impact upon the planning and organisation of the session.

## Pre-session checks

On the day of the session, the environmental conditions and site risk assessment sections of the session planning checklist will be completed.

All tools will be checked out of the locked store and inspected.

Participants will be encouraged to use toilet facilities before moving on to the site.

## Arrival on site

A head count will be carried out and the ratio of adult to participants confirmed.

The Ready, steady guidelines will be covered with all participants.

Participants will be given an opportunity to visit the toilet.

## During session

A boundary zone will be set at the beginning of the session according to age and ability.

Ongoing head counts will take place at regular intervals using the “1-2-3 where are you” drill.

Continuous risk assessment should take place taking in to account the conditions, activities and abilities of each child.

## Down tools

Tool use will be stopped in the event of:

- an adult having to leave the site to accompany a participant to the toilet;
- an adult having to respond to minor first aid requirements.
- An emergency, as described in the emergency procedures document.

## End of session

Participants will be recalled to the circle and a head count taken.

A review of the session will take place.

Any learning points for the next session will be noted in the post session evaluation section of the session planning form.

All equipment will be collected in and counted.

The participants will return to the Forest School classroom to be collected.

## Post session

Equipment will be checked and cleaned. Any maintenance required before the next session will be logged in the equipment log.

The site will be revisited to ensure fires are extinguished and the site is left clear.

### Related documents

- Session preparation checklist
- Emergency procedures
- Health and safety policy
- Risk management policy

These procedures were implemented on **January 1<sup>st</sup> 2019**

The procedures will be reviewed and updated in **January 2020** or ad hoc as clarifications become necessary.