

Campfire Cymru

Policies and Procedures



Contents

Contents 2 Policy review dates 3 Equality/Inclusion/Equal Opportunities Policy 4

Responsibility 4

Recruitment and selection 4

Training and organisational

development 5

Safeguarding Policies 6 Legal Basis for these Policies 6 Wales Safeguarding Procedures 6

<https://www.safeguarding.wales/en/6> Anti bullying 7 Confidentiality 7 Children/adults at risk 7 Definitions 7

Safeguarding policy statement 8 General safeguarding principles 8 Safeguarding Responsibilities 9

Disclosure 10 DBS 10 Data protection/Privacy 10 Legal Framework & Data Protection Principles 10

Key Definitions 11 Data Protection Principles 11 Lawful bases for processing personal data 12 Individual Rights

12 Health and Safety Policies 15 Legal basis for these policies 15 Health & Safety Overview 17 General

Principles 18 Accident and emergency 18 Insurance 18 Lost / missing person 18 Staff ratios and responsibilities 18 Cooking/food hygiene 19 Handwashing 19 Weather 19 Fire 20 First Aid 20 First Aid

procedures 212

Manual Handling 21 Risk management/assessment and risk-benefit assessment 22 Tools 22 Welfare

23 Visitor protocol 23 Dogs 24 Subcontractors' Health and Safety Compliance 24 Office working 24

Sites 24 RIDDOR 25

Environmental and Sustainability Policy 26 Waste reduction 26 Purchasing 26 Energy and water saving

26 Travel 26 Hygiene, health and safety 27 Vegetarian 27 Printing & Email 27 Ecological Impact

Assessment (EclA) and Sustainable Management Plan 27

Quality Policy 28 Appendix 1: Emergency Action Plan 29 Appendix 2: Contingency Plan 30

Appendix 3: Lost Child Procedure 31 Appendix 4: Disclosure or Concern procedures 32

Contact details for Duty Social worker - Children 33 Single Point of Access - Adults 33 **Appendix 5:**

Safeguarding and Complaints card 34 Appendix 6: Communication Strategy 35

Policy review dates

Current Policy was reviewed on: 28/11/23
Person responsible: Ellie Jones/Becks Fowkes with support from Claire Sharp, Children in Wales
Next review date: November 2024

Equality / Inclusion / Equal Opportunities Policy

Campfire Cymru is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best. To that end the purpose of this policy is to provide equality and fairness for all employees, workers and applicants, whether full-time or part-time, and not to discriminate on grounds of gender (including sex, marriage, gender re assignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual

orientation, religion or belief, or age.

Campfire Cymru opposes all forms of unlawful and unfair discrimination.

Responsibility

The overall responsibility for ensuring effective implementation of Campfire Cymru's Equal opportunities policy is assigned to the board of directors. This responsibility includes ensuring that all employees and workers are notified of the details of this policy and are aware of its implications through the provision of appropriate training. All line managers have responsibility for promoting equality of opportunity, and should ensure that their own procedures and practices comply with the provisions of Campfire Cymru's Equal opportunities policy. The performance and example of managers is crucial to improving opportunities for all. Individual employees and workers at all levels have responsibility for ensuring that equality of opportunity is consistently provided in all of Campfire Cymru's employment practices and activities.

Recruitment and selection

Campfire Cymru believes in developing its existing staff and volunteers and therefore has a policy of advertising all job vacancies internally only first.

All posts will be advertised internally for a minimum of two weeks, and only in the event that the initial search is not successful will posts then be advertised externally.

This will help maximise equality of opportunity and provide staff and volunteers with opportunities for career development, thus maintaining the skills and expertise of existing staff and volunteers.

Campfire Cymru will strive to:

- Ensure that all employees are recruited on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment, its workforce better represents all sections of society.
- Where a job opportunity is to be advertised externally to ensure that it communicates the job opportunity to all sections of the community, ensuring that it does not discriminate against, or discourage applications from any section of the community.
- Ensure that all involved in the recruitment selection are trained on equalities issues. ● Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- Offer fair terms and conditions of employment to employees.

Training and organisational development

Campfire Cymru will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational and individual needs. ● Ensure that vacancies are open to existing staff.
- Ensure that equalities training is offered as part of its overall training and organisational development programme.

Monitoring and Evaluation

Monitoring will be carried out to measure the effectiveness of Campfire Cymru's Equal opportunities policy and to check that the policy is working and to act as a basis for future plans.

This will be done by:

- Monitoring recruitment and selection procedures to ensure discrimination is not occurring.
- Checking the representation of applicants.
- Checking the representation of Campfire Cymru's workforce.

Disciplinary

All employees should be aware that whilst an employer can be held liable in law for acts of discrimination committed by employees, employees too can be held personally liable in law for acts of discrimination which they commit, authorise, contribute to, or condone in relation to other employees, workers and members of the public. Employees therefore should be aware that breaches of Campfire Cymru's Equal opportunities policy will be dealt with through Campfire Cymru's Disciplinary policy.

Grievances

Should an employee, trainee or participant have an issue or concern in relation to Campfire Cymru's Equal opportunities Policy, then they should take this up in the first instance with Becks Fowkes, then the board of Directors.

Should an employee, trainee or participant believe they are being, or have been, discriminated against or harassed in any way, then they should take this up the first instance with Becks Fowkes, then the board of Directors.

Disability/Neurodiversity Statement

We take our inspiration from nature. In nature, no two organisms are the same. Every tree, leaf and animal is different. Everything is a product of its genetics and its environment. Every organism has its own place, and its own purpose. We don't expect a squirrel to behave like a hedgehog.

In our sessions no-one is judged. They are accepted for who they are, with their own unique strengths and needs. Different ways to move, communicate, eat and experience life are all valid. Behaviour is considered a form of communication that we can interpret if we are tuned in.

We co-produce our learning and play activities with participants to provide needs-based opportunities in a comfortable natural environment. These may challenge, support, excite, develop skills and understanding and/or help participants to regulate. They are not designed to try and change participants to fit a neurotypical world.

Draft, November 2022

Safeguarding Policies

Legal Basis for these Policies

These Safeguarding Policies have been compiled with reference to the following laws:

- **Social Services and Wellbeing Act (Wales) 2014**

https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

This Act provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales. It emphasises the importance of all the different aspects that contribute to wellbeing including being well in your emotions, feeling safe where you live, having every chance to do well at school, having friends, being a part of good, strong communities and being safe from violence.

This act acknowledges the role of social enterprises in helping local authorities to support families and children with their wellbeing.

- **Children Act 1989** <https://www.legislation.gov.uk/ukpga/1989/41/contents> This is the main source of child welfare law for England and Wales. The Act seeks to ensure that every child is kept safe and protected from harm. Its main purpose is to ensure that the welfare and developmental needs of every child are met. The Act provides the basis in law for most of children's services' duties and responsibilities towards children and their families. It also provides the legal framework for the child protection system.

- **United Nations Convention on the Rights of the Child (UNCRC)**

<https://www.unicef.org.uk/wp-content/uploads/2016/08/unicef-convention-rights-child-uncrc.pdf>

This framework covers all aspects of a child's life and sets out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. As well as adhering to, and working to safeguard children from the preventative parts of the UNCRC, e.g. Article 19: Prevention from violence, abuse and neglect, Campfire Cymru has a significant role to play in upholding Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities. This is a key part of the Forest School ethos and should be promoted throughout sessions wherever possible.

Wales Safeguarding Procedures

<https://www.safeguarding.wales/en/>

These detail the essential roles and responsibilities for practitioners to ensure that they safeguard children and adults who are at risk of abuse and neglect.

- All staff, contractors and volunteers with Campfire Cymru must have this app downloaded to their phone and make sure they are familiar with the resource. This should then be used for reference any time they have safeguarding concerns or questions.

6

Anti-bullying

Bullying behaviour is an action which hurts or causes distress by taking advantage of another person in some way, making him or her feel uncomfortable or threatened. Respect for each other is integral to the nurturing nature of forest school sessions and bullying plays no part in this.

- Every participant and staff member at Forest School has the right to enjoy their session time free from intimidation.
- Unkind actions or remarks will not be tolerated, even when these were not intended to hurt.
- To stand by, when someone else is being bullied, is to support bullying.
- If you are being bullied, or you know of someone who is being bullied you should report this to the Forest School leader, or to Becks Fowkes, director.
- Bullying will always be taken seriously.

Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians.

Parents are responsible for their children's behaviour when at forest school.

Confidentiality

Observations and record taking are an integral part of Forest School. However, no information should be shared with those outside of the session, except once they have been anonymised in order to share with funders, for example. Participants will be notified in advance that observations will be taking place and shared with funders. The exception to this rule is if there are safeguarding concerns - see below.

Where there are safeguarding concerns about a participant, a balance should be struck between confidentiality and addressing or reporting an issue. The following examples should help to illustrate this:

- A post-session debrief between staff is essential. This time should be used to discuss any minor concerns about a participant or family - or anything that staff have noticed - together and ask whether any other staff may have noticed anything. Staff may decide that their concerns are worth recording on Campfire Cymru's disclosure and concerns form. Remember even a small thing may contribute to a larger picture.
- In the event of a more serious disclosure, the staff member concerned should report straight to the DSP without discussing details with other staff. The DSP may then decide to give other staff involved in working with that participant some limited information just to flag up that an issue has been raised, and to allow them to effectively support the participant or family and look out for additional signs of potential harm.
- In the event of information coming to light about a participant that could potentially mean that they may pose a danger to other participants (e.g. knife use, racist or homophobic comments) then all staff will be alerted to this in as confidential way as possible, in order to enable them to safeguard the whole group, e.g. by listening out for issues, increasing supervision ratios, adapting tool use procedures etc.

Children/adults at risk

Definitions

Section 126 (1) of the Social Services and Well-being (Wales) Act 2014 defines an adult at risk as an adult who:

- Is experiencing or is at risk of abuse or neglect,
- Has needs for care and support (whether or not the authority is meeting any of those needs), and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Section 130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who:

- Is experiencing or is at risk of abuse, neglect or other kinds of harm
- Has needs for care and support (whether or not the authority is meeting any of those needs)

Safeguarding policy statement

Campfire Cymru respects and defends the right of every child and adult at risk. Campfire Cymru are committed to child and adult at risk protection and safeguarding children and adults at risk's welfare. This commitment is made to all children and adults at risk regardless of their gender, sexual orientation, disability, race, nationality or country of origin, all children and adults at risk have the same rights to protection.

Campfire Cymru will take all reasonable steps to protect children and adults at risk from neglect and physical, sexual, financial or emotional harm. Staff and volunteers will, at all times, show respect for and understanding of the rights, safety and welfare of children and adults at risk, and conduct themselves in a way that reflects the aims and principles of Campfire Cymru.

In practice, this means that we do not tolerate any behaviour which may harm children or adults at risk emotionally, physically or psychologically. Such behaviour includes physical, emotional, verbal, financial or sexual abuse, bullying, harassment, undue or harsh criticism or violence directed towards individuals or groups. We will take disciplinary action against any volunteer, member or member of staff found in violation of these principles.

NB - Disciplinary policy/procedures needs to be updated - in process with HR consultancy

In planning Campfire Cymru activities, staff and volunteers will use a person-centred approach to risk assessment. Campfire Cymru believe that by focusing on children and adults at risk, and involving them, their welfare is more likely to be paramount.

8

Campfire Cymru seek to maintain a culture of honesty and openness, supporting children and adults at risk to work co-operatively with staff to identify what they consider likely to affect them and their safety.

General safeguarding principles

- All children and adults at risk should be protected at all times from behaviour and attitudes

they find uncomfortable.

- Anyone has the right to speak out about behaviour and attitudes they find uncomfortable, they know who they should speak to in advance and be confident they will be listened to.
- The safeguarding officer will take the lead on safeguarding issues and develop a tailored safeguarding plan.
- Staff and volunteers will undergo vetting and screening procedures relevant to their role and as required by legislation e.g. 2 references and enhanced DBS check.
- At induction, all staff, contractors and volunteers will be expected to:
 - Read all Campfire Cymru policies and sign to say they have done this
 - Undertake relevant safeguarding training within 4 weeks of joining the organisation
Minimum standard NSPCC online course 'Safeguarding Children with SEND'. unless they can show evidence of recent relevant training within the last 2 years
Training will be selected in accordance with the National Safeguarding Training, Learning and Development standards:
<https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards>
 - Complete a trial block of 6 sessions under the supervision of experienced members of staff/contractors
 - Download and familiarise themselves with the Wales Safeguarding Procedures
https://play.google.com/store/apps/details?id=com.socialcarewales.safeguarding&pcampaignid=web_share
- All staff and contractors will receive regular supervision sessions in proportion to the amount of work they are undertaking, e.g. once per term if running regular sessions.
- Risk benefit assessments will be completed for all venues and activity types.
- Personal details of children and adults at risk are held securely in accordance with Campfire Cymru's data protection policy.
- All staff and contractors will be expected to update their Safeguarding training every 2 years. Training will be offered in line with their designated group from the standards listed above:
 - * Executive Director - Group E
 - * Designated Safeguarding Lead - Group C
 - * Contractors: Group B
 - * Volunteers: Group A

Safeguarding Responsibilities

The **board of directors** is responsible for:

- Reviewing and updating the organisation's policy on safeguarding every year
- Evaluating the effectiveness of safeguarding within the organisation every two years using

a recognised tool such as:

<https://learning.nspcc.org.uk/safeguarding-self-assessment-tool>

The **safeguarding officer: Ellie Jones** is responsible for:

- Developing the safeguarding policy and procedures
- Advising and providing guidance to staff and volunteers concerned about a safeguarding issue.
- Communicating to staff and volunteers any changes in policy and procedures.
- Training staff and volunteers about how to respond to safeguarding concerns.
- Keeping accurate records of concerns about children or adults at risk and actions taken.
- Promoting the importance of safeguarding across the organisation.
- Managing complaints about poor practice of either staff or volunteers.
- Making decisions about appointing someone who has a criminal record.
- Being familiar with the details and procedures of our Regional Safeguarding Board
<https://www.northwalessafeguardingboard.wales/>
A copy of the MARF form can be found here:
[North-Wales-Childrens-Services-Multi-agency-Referral-Form.docx](#)
- Acting as the first point of contact for staff, members or volunteers concerned about the safety and welfare of a child or adult at risk.
- Contacting local social services in cases where a child or adult at risk is at risk of harm.
- Ensuring that all staff, members and volunteers know where they can find the safeguarding policy and safeguarding procedures including these being on our website, and simplified versions available to all children or adults at risk attending sessions. Please see Appendix 5 for a copy of the card that will be handed to all participants attending sessions.
- To liaise with appropriate local agencies for support and advice and keep a list of local contacts.

All **staff, contractors and volunteers** are responsible for:

- Being familiar with the safeguarding policy
- Ensuring parents, carers, children and young people are aware of the organisation's safeguarding policy.

Disclosure

Please see Appendix 4: Disclosure procedures

DBS

Any person taking responsibility for the care or supervision of children or adults at risk on a regular basis (more than once a month) or on an overnight activity with Campfire Cymru will be required to:

- Complete an enhanced DBS Check through Campfire Cymru. Disclosures completed through other organisations will not be accepted. All disclosures need to be renewed every 3 years.
- Alternatively DBS checks can also be made through the update service following the latest government guidance:
<https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide>
This check will be repeated every 2 years at the same time as we ask staff and contractors to update their Safeguarding training.
- Provide two referees willing to support their application and provide evidence of their suitability to volunteer / work with under-18s. At least one of these referees should be external to Campfire Cymru. Should these references give cause for concern, advice must be sought from the Safeguarding Officer.
- Declare any criminal convictions relating to the abuse of children, however long ago they may have been. This is an exemption from the provision of the Rehabilitation of Offenders Act 1974.

Any person helping out on a one-off basis will not be required to fulfil the above requirements, but must be supervised by a member of Campfire Cymru who has been through the vetting procedure.

Use of mobile phones

- Each project will be issued with a Campfire Cymru mobile phone, which should be used for contacting families, taking photos and uploading photos to social media
- No photos of participants should be taken using personal mobile phones
- If private mobile phones are used to record safeguarding concerns or private information, none of this should be left on the phone afterwards

Data protection / Privacy

As part of its activities Campfire Cymru makes use of personal information about its members, employees, volunteers, trainees and participants. We recognise the importance of using personal and sensitive data in an appropriate way and protecting the person which it applies to, and complying with data protection law in doing so.

Legal Framework & Data Protection Principles

Relevant law & regulation: The General Data Protection Regulation (GDPR) is an EU-level 11 agreement that is incorporated into UK law by the Data Protection Bill 2017, which updates the existing Data Protection Act (1998). The Regulations came into effect on 25 May 2018. The most significant change is to clarify the lawful bases on which data can be processed (particularly in relation to consent), a much stronger requirement to demonstrate compliance and much more severe punishment for failure to comply.

The Privacy & Electronic Communications Regulations (PECR) covers all electronic communication, e.g. emails, social media, video calling, phone systems using VOIP (Voice Over Internet Protocol), cookies on websites, etc. The 2003 regulations have been updated to bring them into line with GDPR.

Key Definitions

The Data Protection Principles apply to Personal Data and to Special Categories of Personal Data (Sensitive Personal Data under the 1998 Act). Personal Data means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

Data protection legislation applies to both automated (digital) personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data. Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the legislation depending on how difficult it is to attribute the pseudonym to a particular individual.

Special Categories of Personal Data are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data or biometric data used for the purpose of uniquely identifying a natural person, data concerning health, or data concerning a natural person's sex life or sexual orientation. Higher standards are in place in relation to the processing of Special Categories of Personal Data.

For Campfire Cymru purposes, explicit consent would usually be required for the processing of Special Categories of Personal Data. The main exception might be data concerning health, where it may be in the vital interests of a young person that we process data relating to their health and they are unable to give consent, but this would only apply in exceptional circumstances. Normally explicit consent should be gained in advance from the young person (or their parent / guardian depending on their age). Processing data includes gathering, storing, updating, making use of, deleting or archiving.

A Data Controller determines the purposes and means of processing personal data. The controller shall be responsible for, and be able to demonstrate, compliance with the principles. The Data Controller for Campfire Cymru is Director, Becks Fowkes.

A Data Processor is responsible for processing personal data on behalf of a controller. In Campfire Cymru, Data Processors include staff, volunteers and third parties.

Data Protection Principles

There are six Data Protection Principles: Personal Data must be

1: processed lawfully, fairly and in a transparent manner in relation to individuals; 2. collected for

specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful bases for processing personal data

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.) If you are processing special category data, you need to identify both a lawful basis for processing and a special category condition for processing in compliance with Article 9. You should document both your lawful basis for processing and your special category condition so that you can demonstrate compliance and accountability. If you are processing data about criminal convictions, criminal offences or related security measures, you need both a lawful basis for processing and a separate condition for processing this data in compliance with Article 10. You should document both your lawful basis for processing and your criminal offence data condition so that you can demonstrate compliance and accountability.

Individual Rights

The legislation sets out eight areas where an individual has rights relating to their personal data.

1. The right to be informed. We must tell them what data you are processing and why – this is done through a privacy statement or fair usage notice.
2. The right of access. An individual can make a Subject Access Request, following which we must, for no charge, supply a copy of any data we hold about them within one month of receiving the request.
3. The right to rectification. We must correct any inaccuracies in the information that they inform us about.
4. The right to erasure. Also known as the “right to be forgotten”, this is slightly misleading as we may be required to keep some data for legal reasons even if the individual does not want us to contact them in future.
5. The right to restrict processing. An individual can put constraints on the use of the data they provide – again this may be over-ridden by legal requirements.
6. The right to data portability. More relevant in a commercial setting, but we must ensure that the data is held in a format that could be transferred to an alternative provider if the individual wishes.
7. The right to object. We must have in place a complaints procedure.
8. Rights in relation to automated decision making and profiling. If we make decisions or take action based on the analysis of their data using algorithms or other automated processes, they can insist that it is looked at again by a human.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Campfire Cymru is registered with the Information Commissioners Office (ICO) as a Tier 1 organisation (small business or charity).

Whose data do we hold and why?

Who? How long? Why?

Parents/Carers of children attending Forest Families sessions (contact details)

after this
In case of health or emergency needs during the course. In order to report to Funders

Participants at Forest Families sessions (contact & health details)
for the duration of the courses attended and for up to a year after this

In case of health or emergency needs during the course. In order to report to Funders

for the duration of the courses attended and for up to a year

14

Participants at Forest School programmes other than Forest Families (contact & health details)

	course,	
Trainees – Health information	for the duration of the course,	In case of health or emergency needs at the course
Trainees Contact details	3 years from the start of the course	To enable support during completion of the course and to offer CPD afterwards.
Potential trainees	Contact details - 3 years from first contact or until the start of their course	To keep updated with opportunities to train.
<i>Third parties</i>		
	In case of health or emergency needs during the course.	
for the duration of the		

Campfire Cymru does not sell personal data. We only shares personal data with third parties where this is necessary to provide services to individuals or due to funders monitoring requirements:

Third Party Whose data? Which data?

Funders	Name, Postcode, Age,	
Forest Families participants	Disability Status and number of sessions attended.	Contact details, information pertaining to differentiation
Cambium Trainees	Anonymised case studies	
needs.		

Health and Safety Policies

Legal basis for these policies

This health and safety policy has been compiled with reference to the following laws:

- **Health and Safety Act 1974**

This act has been consulted and an overview created adhering to its principles.

(<https://www.hse.gov.uk/simple-health-safety/index.htm> 4/5/20)

- **Knife Act 1997 (Tool Policy)**

Relating to the way in which knives are represented & marketed. It is an offence to indicate or suggest that a knife is suitable for combat. Or to stimulate or encourage violent behaviour using a knife.

- **Prevention of Crime Act 1953 section 1 (Tool Policy)**

This act prohibits the carrying of offensive weapons in public places without lawful authority or reasonable excuse. (<https://www.gov.uk/buying-carrying-knives>

Examples of good reasons to carry a knife or weapon in public can include:

- taking knives you use at work to and from work
- if it'll be used in a demonstration or to teach someone how to use it

5/5/20

- **Criminal Justice Act 1988 (Tool Policy) under section s139**

<http://www.legislation.gov.uk/ukpga/1988/33/section/139> 5/5/20

‘Any person who has an article with him in a public place shall be guilty of an offence, reinforcing

It is also illegal under the same act or use any knife in a threatening manner.

☛ Sometimes it is necessary to carry tools from site to site however to do this safely and legally we need to have them stored away in lockable containers out of reach.

☛ For outside of a Forest School situation carrying tools could be justified for use of work, education religion or national costume. We need to be able to prove whom we work for, how and why we use the tools for work.

- **Countryside and Wildlife Act 1981 (Sustainability policy)**

“The Wildlife and Countryside Act 1981 is the primary legislation which protects animals, plants and habitats in the UK” RSPB It protects most birds, their nests and eggs, so woodland management & other activities need to be done so as not to disturb birds and their nests. It also protects some rare wildlife and plants including some we see in North Wales such as natterjack toads, great crested newts, dormice, bats, red squirrel, slowworm, grass snake.

<https://www.rspb.org.uk/birds-and-wildlife/advice/wildlife-and-the-law/wildlife-and-countryside-act/>
<http://www.ukwildlife.com/index.php/wildlife-countryside-act-1981/schedule-5/>

(5/5/20)

- **Countryside and Rights of Way Act 2000 (Sustainability Policy)**

“The Countryside and Rights of Way Act 2000 () normally gives a public right of access to land mapped as ‘open country’ (mountain, moor, heath and down) or registered common land. These areas are known as ‘open access land.’” The act specifies what may and may not happen on public access land and what landowners are responsible for including liability in the case of injury from

unsafe trees. Most of the sites we use are either publically owned, school sites or owned by National Trust. We do not own any land currently.

<https://www.gov.uk/guidance/open-access-land-management-rights-and-responsibilities> 5/5/20

- **Equality Act 2010 (Equal Opportunities Policy)**

“The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.” It includes a lot of detail on who and how we should protect each other from discrimination, harassment and victimisation. For example on the basis of disability, age, gender, gender identification, race, religion.

<https://www.gov.uk/guidance/equality-act-2010-guidance> 5/5/20

- **The Manual Handling Operations Regulations 1992**

These are the main piece of legislation dealing with manual handling. It sets out the main duties for employers and employees. The order of controls contained within the regulations explain that first you need to avoid manual handling.

- **The Data protection Act 1998 (Data Protection Policy & Comms Strategy)**

<https://www.gov.uk/data-protection> 5/5/20

“Everyone responsible for using personal data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Health & Safety Overview

This is the statement of general policy and arrangements for Campfire Cymru

Becks Fowkes has overall and final responsibility for health and safety

Becks Fowkes has day to day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of Action/ Arrangements (what are you going to do)
Prevent accidents and cases of work-related ill health (physical and mental) by managing health and safety risks in the workplace	Becks Fowkes Follow and regularly review Health and Safety Policies & Procedures. Be aware of these, Clear communication with staff, contractors, trainees, parents. Clear expectations, risks, health & safety guidance shared. See also: risk assessment folder
Provide clear instructions & information, and adequate training, to ensure employees are competent to do their work.	Becks Fowkes Risk Assessment & daily procedures available on site and on the website. Maintain good working relationships with contractors. Address any perceived difficulty and training needs. Training needs identified for contractors.
Engage and consult with employees on day-to-day health & safety conditions	Becks Fowkes Daily checks prior to starting session. Ongoing risk assessment and readiness. Regular and clear communication between staff and with parents. See also: assessment and daily checks sheet
Implement emergency procedures – evaluation in case of fire or other significant incident	Becks Fowkes Evacuation procedures for each site discussed and agreed with staff. See also: Fire safety policy. Lost child policy. Evacuation routes
Maintain safe and healthy working conditions, provide & maintain plant, equipment and machinery, and ensure safe storage/ use of substances.	Becks Fowkes Use daily checks and risk assessments to ensure changing conditions are recorded and investigated. Regular discussions with staff. See: Risk Assessments, Fire Safety Policy. Tool Use Policy. Accident book.
Signed (employer)	Becks Fowkes Date: 28/05/23
Health & safety law poster is displayed at (location)	Health & safety folder (close to the fire circle, prominently displayed)
Fire aid kit is located	Close to the fire circle, prominently displayed
Accident book is located	Within health & safety folder

18

General Principles

Ensure:

- One appropriately qualified first aider is on-site at all sessions.
- Trainees are made aware of who the first aider is, usually lead trainer.
- This Health & Safety Guide including our policies & procedures is available to contractors and students and reviewed regularly.

- Risk assessments and emergency plan are available to contractors and students and reviewed regularly.
- Risk assessments and pre-site visits take place before training or sessions commence.
- All staff, volunteers and trainees are made aware of emergency plan incl. evacuation routes.
- Any accidents are recorded & investigated and information gathered is used to inform future risk assessment and policy making
- Involvement of staff and trainees in the risk assessment process at appropriate opportunities to enable them to take their own health and safety precautions.
- Safety equipment is in good working order and is used appropriately
- Sound maintenance of the First Aid Kit and any tools or equipment to be used during training.

Accident and emergency

See appendix 1: Emergency Plan and Appendix 2: Contingency Plan

Insurance

It is a legal requirement that Level 3 Forest School Leaders have adequate Public Liability Insurance in place when running Forest School Programmes and it be tailored to the client group and experiences they will be offering.

Campfire Cymru has Public Liability insurance to cover damages should any accident happen during a Forest School Session or training day. This insurance covers participants, staff, contractors and volunteers. All woodland owners have Public Liability insurance cover. (If the woodland owner is making a charge to use the woodland, the owner will also need to have commercial liability insurance).

Lost / missing person

See appendix 3, Lost Child Procedure

Staff ratios and responsibilities

It is the responsibility of the forest school leader to ensure that there are suitable staff pupil ratios during a Forest School session. However, as these sessions are for families, parents are present and are responsible for their children. Parents should accompany their children on walks around the site. Where this is not possible two members of staff should go with the children.

19

Staff responsibilities for site safety sweeps and daily risk assessments of weather etc are clearly communicated to staff. This may be via a lead/assistant model, or a shared responsibility model.

Cooking/food hygiene

- Staff and trainers should complete regular food hygiene courses, to be renewed every 3 years. Contracted staff are responsible for their own upkeep of this qualification.
- Knives for preparation of food will be labeled and kept separately from woodworking tools. ●

Cooking and serving equipment will be stored in a watertight box and inspected before use.

- People will be required to wash their hands before and after handling food. Separate, clean handwashing will be provided on forest school site, usually in the form of a tip-tap or flask of warm water.
- Raw meat and fish will not be used at training or Forest School sessions. On the rare occasions when processed meat or fish is made available, this will be kept and stored in its own packaging.
- All food waste will be removed from site. Food waste bags will be provided.
- When using foraged ingredients, the identification of these will be verified by the tutor prior to being included in cooking. E.g. wild garlic, blackberries, nettles. Any unidentified plants and fungi should not be consumed.
- If unidentified foraged food is consumed, a sample of the food should be retained for identification in case of an allergic reaction.
- Trainees will be asked to inform the tutor of any allergies and dietary requirements upon registration and again on the first day of the course or as necessary. Forest School participants will be asked for any allergies during the booking process.

Handwashing

People will be required to wash their hands before and after handling food. Separate, clean handwashing will be provided on forest school site, usually in the form of a tip-tap.

Participants on courses will be advised to wash their hands after the session to reduce the risk of ingesting poisons / spreading infections.

Weather

A guide to assessment of weather prior to running sessions:

- The night before – check the forecast, make provisional alternative arrangements clear to staff and trainees if weather may be unsuitable.
- On the day – check the forecast again. Go outside on site or as close as possible and assess first hand.

Sessions will rarely be cancelled due to weather, however contingency plans may be put into place if needed.

20

Times when sessions might be cancelled or postponed include:

- High wind / gusts – when it may not be safe to enter the woods or be on the beach
- Fresh snow, blocking access
- Extremely cold weather, particularly when roads are icy
- Heavy rain combined with cold weather

Fire

Safe siting, lighting and extinguishing of fires is integral to forest school training and forest school sessions. The education, emotional and social benefits of lighting a fire will be weighed up against the environmental impact of establishing the fire.

We will gain consent of the land owner before lighting fires on site. Usually this consent has been given verbally and arrangements agreed for disposal of ash, charred wood and maintenance of the main fire site.

5 litres of clean water in a bucket or similar, covered with a towel, will be positioned close to the main fire site prior to lighting. This will be used for burns and to extinguish the fire.

Appropriate first aid and PPE will be made available at sessions where fires are to be lit. E.g. Welders gloves, fire blanket, burns kit, water bucket.

Participants will be reminded to tie hair back and keep flammable clothing away from fires.

All fires will be extinguished and the remains of the fire made stone cold prior to leaving the site. This will usually be done by using water to extinguish the fire.

Fires will not be sited on public footpaths, under benches or in constricted areas. Overhanging branches, the presence of dry leaf litter or similar should be considered and the fire positioned to avoid accidental ignition of these.

The soil should be checked as peaty soil or pine needles can ignite easily.

The size of the fire should be considered - what is it needed for? Fires will be kept as small as they can, while still fulfilling their purpose.

Weather & fires - Wind should be considered. This will be subjective and based on the experience of the session leaders. If in doubt, don't light a fire. After a period of particularly dry weather, it may not be sensible to light a fire on some sites. Session leaders are expected to use their judgement to avoid lighting fires when it is not safe to do so.

Fires are always closely managed by the session leader or a nominated adult. This maybe a forest school leader, trainee or experienced volunteer. Fires will not be left unattended, unless briefly on a well secured site, if no young children are present at the session.

Trainees will be supervised using a hands-off approach, when lighting and managing fires.

Fires will only be lit when it is deemed safe by the session leader. Fires should not be lit without consent of the session leader.

First Aid

To maintain Health and Safety in the Forest School setting it is essential to have qualified first aiders. Campfire Cymru requires at least one first aider at each session and all staff or contractors are expected to keep their first aid certificates up to date. A first aider should be on site at all times. First aiders should hold a current Paediatric first aid certificate and outdoor first aid certificate

First Aid procedures

- A comprehensive outdoor first aid kit must be available at every Forest school session. This should be kept in a sealed container. A list of minimum contents can be found in Appendix 6 of this document.
- The first aid kit will conform to current health and safety regulations and will not contain tablets or ointments.
- The first aid kit should be maintained and checked regularly by session staff, and all items replenished when used.
- Only first aiders should administer first aid in the first instance.
- The first aider should attend to any casualties with an adult helper and with regard for maintenance of required supervision ratios or the rest of the party.
- A record of changes in casualties' state and anything administered to them should be made.
- All accidents should be reported to the forest school leader and logged on an the incident form. Disposable gloves and aprons are to be worn when dealing with spillage of any bodily fluids.
- All first aid kits will be collected and all contents reviewed over winter each year. Any items going out of date within the next calendar year will be replaced.

Manual Handling

The Manual Handling Operations Regulations 1992 are the main piece of legislation dealing with manual handling. It sets out the main duties for employers and employees. The order of controls contained within the regulations explain that first you need to avoid manual handling.

Moving loads using physical force is manual handling. It causes nearly a third of all reportable accidents. Manual handling activities should be avoided where possible and risk assessments done wherever they have to be carried out. Any manual handling should be made safer by adopting suitable controls.

When carrying out a manual handling task staff should consider

1. the nature of the task
2. the capabilities of the individual performing it
3. the characteristics of the load
4. the layout of the environment

AVOID – The most effective way of preventing injuries is to remove the hazard— i.e. remove the

need to carry out any manual handling. For example you may be able to use an aid such as a trolley. Any alternative means of moving objects must also be assessed and controlled to ensure that they do not cause any new significant hazards.

ASSESS – Any manual handling tasks that cannot be avoided must be properly assessed to ensure that remaining risk factors are all reduced by using adequate controls.

REDUCE – Can loads be made smaller, can lifting distances or heights be reduced, should some tasks be done by two people, what action can you take to lessen manual handling tasks?

AVOID MANUAL HANDLING ACTIVITIES INVOLVING:

Holding object away from the body, twisting stooping or reaching, large vertical movement, long distance, strenuous effort, repetition with no rest breaks

WHEREVER POSSIBLE:

Use a lifting aid, improve the workplace layout, reduce the amount of twisting etc, avoid lifting from the floor, reduce carrying distance, avoid repetition, vary the work, push rather than pull, provide rest periods

Risk management/assessment and risk-benefit assessment

Risk assessments are regularly reviewed and updated as needed. Risk assessments are key to ensuring safety at sessions and the 5 principles of Risk Assessment have been followed in drawing them up. There are 4 elements to our risk assessment process:

1. **Site Specific General risk assessment** - reviewed at least once a year, and in particular after a long gap where the woodland has not been used. This should cover any hazards that are always present in the woodland e.g. uneven floor, hanging branches or dead trees, poisonous plants, streams etc.
2. **Risk benefit assessment** - one should be completed any time the staff are introducing a new hazard into the site via an activity or resource, e.g. Tree climbing, fire, tools, ropes and swings etc.
3. **Daily procedures and site safety sweep.** There is a list of daily procedures to be completed at the start of each session. The site should also be checked for new hazards such as hanging branches, litter, dog faeces etc at the start of every new session. Notes should be made as to the site conditions and any additional safety briefings that need to be given to participants.
4. **Dynamic risk assessment.** A dynamic risk assessment is **the process of identifying, measuring and evaluating risk in real-time, while working.** For example if a participant has requested an activity that has not previously been risk assessed. Staff must complete a dynamic risk assessment and decide whether the risks can be minimised via controls, or must not be allowed to go ahead. After the session, this dynamic risk assessment may be written up as a risk-benefit assessment.

Tools

Tools will be brought to the site and transported around site in their designated tool bags.

A tool area will be established at the site and made known to all. This will be where tools live when they are not in use and need to be returned to this area after use.

Tools will be used for specific tasks including whittling, cooking & craft. Tools are not to be used as weapons.

Appropriate PPE will be worn when using tools. Glove on non-tool hand. Hard hats for working above head height.

Appropriate footwear which provides protection and good stability will be worn when using tools. No barefoot tool use.

Tools are checked in and out of bags and then visibly inspected prior to every session. Tools will be checked for damage and sharpened regularly.

Risk-Benefit Assessments for each tool should be available in the onsite risk assessment folder.

Welfare

- Clothing - trainees and participants will be reminded to wear suitable clothing for each session. Anyone wearing unsuitable clothing may be asked not to participate in certain activities e.g. firelighting if wearing flammable items or sandals.
- PPE
 - Session leaders and trainees are expected to bring their own PPE in terms of clothing and shoes.
 - Activity specific PPE such as fire gloves, gloves for tool use and helmets will be provided as needed. Some additional items for waterproof and warmth will be available if requested in advance.
 - PPE will be inspected & replaced as necessary if damaged.
- Toileting
 - Most venues used have easily accessible toilets. Where these are not obvious they will be pointed out to trainees or participants.
 - Trainees and participants will be reminded that there are no toilets in the woods and signposted to the nearest public toilet if needed.
 - 'Wild' toileting is not encouraged in the country parks where many of our sessions take place.
 - On occasions where we use areas away from toilets, breaks will be included to enable people to leave the site if necessary. Alternatively, a discrete area of the woodland may be identified for wees only. Additional handwashing facilities or antibacterial spray will be provided in this case.
- Food and drink - Providing food and drink is an integral part of our sessions and contributes to the therapeutic, nurturing element of our work. Wherever possible hot drinks and food will be provided. The exceptions to this may be:
 - In hot weather if a fire is not safe or is deemed unsuitable due to the heat
 - If staff to participant ratios do not allow adequate supervision of the fire

Visitor protocol

Visitors to the session should, if possible, make arrangements beforehand. This gives staff time to let children know what to expect, however:

- When an unexpected visitor appears the forest school lead should approach them before they get to the children.
- Children should not be encouraged to speak to the visitor.
- The visitor must be supervised by an identified member of Campfire Cymru who has been through the vetting procedure.
- If there are dogs accompanying a visitor the leader a member of staff should intercept and discourage them from entering the forest school fire circle space. Children should be warned not to approach the dogs.

Dogs

Dogs are not usually permitted at any of our sessions, unless they are registered as assistance dogs.

Subcontractors' Health and Safety Compliance

Subcontractors are required to provide their Health & Safety policy to Campfire Cymru prior to undertaking work for us. This is then signed off by Becks Fowkes. All staff, contractors and volunteers are required to register through our online registration form. This includes agreeing to abide by our Health & Safety policies and procedures while working/volunteering for the company.

Office working

All staff & contractors currently work from home offices. Campfire Cymru home office is checked annually including the workstation, space, lighting, flooring, ventilation, desk, chair, computer, data security, for relevant insurance & to ensure that electrical equipment is in good order and installed correctly.

Sites

The following sites are used regularly:

Site	Managed by
Ty Mawr Country Park	Wrexham Country Parks service.

25

Felin Puleston	National Trust.
Forest Wood	National Trust

Halkyn Castle Wood	Private owners, Halkyn Castle Wood
Richard's wood	Private owners, Richards wood
Rhyd y Gaseg	Natural Resources Wales
Coed Pen y Pign	Natural Resources Wales

Daily checks are performed at sites on arrival prior to sessions starting. These include checking for overhanging dead branches, damage since last visit, removal of hazardous litter and dog waste, signs of impact.

When using a new site, session leaders will do at least one site visit prior to using the site. This will enable an informed risk assessment to be made.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

RIDDOR- Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR (hse.gov.uk)

www.hse.gov.uk/riddor/

Any of the following incidents and injuries are RIDDOR reportable:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which: - covers more than 10% of the body - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which: - leads to hypothermia or heat-induced illness - requires resuscitation or admittance to hospital for more than 24 hours.

Any incidents which are the cause of staff or equipment must also be reported

Any incidents where persons have left site and gone straight to hospital must be reported

A report must be received within 10 days of the incident.

Environmental and Sustainability Policy

Campfire Cymru recognises that our work may have a direct or indirect effect on the local, regional and global environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainability in its broadest context.

Waste reduction

It is most effective to minimise waste at source. Campfire Cymru will think about disposal of a product before making a purchase.

Campfire Cymru is committed to:

- . Buying sustainable natural, reusable, refillable or recyclable products.
- . Avoid using disposable items such as single use plastic plates, cutlery and cups. .
- Look for products made from recycled or sustainable natural materials.

Purchasing

All purchasing decisions will take account of the environmental factors involved in production, use and disposal of the product.

Campfire Cymru is committed to:

- . Borrow from or share with other organisations
- . Buy second-hand if possible
- . Buy recycled and recyclable products
- . Shop locally
- . Buy Fairtrade
- . Use eco-friendly products

Energy and water saving

Energy production consumes valuable non-renewable resources and causes massive pollution. Campfire Cymru is committed to:

- . Using a green energy supplier.
- . Installing renewable energy technology where possible.
- . Using only energy efficiency light bulbs.
- . Use electrical equipment efficiently.
- . Ensure radiators have adjustable controls.
- . Use water efficiently at all times.

Travel

Campfire Cymru aims to reduce the impact of vehicle emissions by encouraging the application of sustainable principles to travelling and arranging meetings.

Campfire Cymru is committed to:

- . promote public transport, cycling or walking as the preferred form of transport for staff and volunteers.
- . introduce extra allowances for those using alternative travel.
- . car share where possible.
- . use audio / video conferencing.
- . work from home if appropriate
- . any vehicles purchased by the company will be electric only
- . offer staff, volunteers and contractors work at their most local site
- . offer service users services at their most local site

Hygiene, health and safety

- . Campfire Cymru operates a no smoking policy. Smoking is not allowed on any of our premises or in any of our vehicles.

Vegetarian

The mass production of meat for the supermarket market releases high levels of methane into the atmosphere. Where cooking takes place as part of Campfire Cymru training and sessions, vegetarian or vegan options will be the mainstay of these.

Printing & Email

The majority of communication and resource sharing with trainees will be done online to avoid unnecessary printing. Where it is more useful to have the information in paper format, we will use double sided and recycled paper and aim to print only the number of copies needed. For this reason, flyers will usually be online only.

Ecological Impact Assessment (EclA) and Sustainable Management Plan

Although Campfire Cymru owns no woodland sites, we will always consider our ecological impact on any site. We will work within and towards any local sustainable management plan applicable to the sites in use.

Woodland management can take many forms, not all of which are sustainable or beneficial to the environment. The practice of clear felling where large areas of woodland are felled in one season is widely used as it is the most efficient in terms for people and machinery. However clear felling is very destructive and has a major impact on the woodland ecosystem.

- . Campfire Cymru is committed to only use or encourage sustainable woodland management approaches such as continuous cover forestry, selective felling and coppice management.

Quality Policy

Campfire Cymru is committed to providing services that are of the highest quality. All decisions made within the organisation will take this into consideration. The commitment to quality appears as part of Campfire Cymru's mission statement and will be reported on as part of the organisation's annual report every year.

Campfire Cymru will agree the scope of its activities and ensure, through the directors, that it provides appropriate and innovative services that meet the requirements of its users, within the legislative requirements. Also, that services are delivered by a highly skilled, trained, motivated and well supported workforce.

Campfire Cymru will endeavour to secure funding from all appropriate funding sources and ensure that it provides the relevant performance management data and reports required to the funders. It will also seek to involve funders closely in its work, particularly in quality improvement. Campfire Cymru will work in partnership with the appropriate statutory organisations and with other organisations where such collaboration will be to the benefit of service users. When the services provided by Campfire Cymru are not appropriate users will be signposted to an organisation that can provide the required service.

Campfire Cymru will ensure that all interested parties at all levels of the organisation are represented in decision making processes that contribute to the development and improvement of services. Service users' views and feedback will be central to the review, report, improvement and development of services.

Campfire Cymru will communicate this policy to all levels of the organisation and ensure that representatives of all interested parties review it, in accordance with the policy on reviews, to ensure that there is continuous improvement in the delivery of our services.

Appendix 1: Emergency Action Plan

Most emergencies can be resolved on-the-spot by the leader removing the group from potential threat and providing first aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. First Aider to attend to any casualties with adult helper and with regard for maintenance of required supervision ratios for the rest of the party. At least one first aider must be on site at all times. A record of changes in casualties' state and anything administered to them to be made if possible.
3. Emergency services contacted as necessary, ideally by an adult helper. Charged mobile phones are carried by staff. Despatch an adult helper to meet emergency vehicle at the entrance where possible/necessary.
4. Safety of the rest of the group will be maintained by the remaining staff and adults away from the scene of the incident.
5. Informing next of kin should be carried out as soon as possible after the incident
6. School management and managers of partner organisations must be informed of any major incident as soon as possible. Following this as soon as is possible the landowner of the site should also be informed.
7. An incident report should be written on site if possible and then logged - see onsite folder for report form. This should be filled in whenever the emergency plan is used even if no one was harmed and it was just a near miss.

Appendix 2: Contingency Plan

In the event of a serious incident or extreme change in weather, the following procedures should be observed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. Assess possibility of further danger occurring once the group has been moved to a safe location and act accordingly to mitigate the danger. If not possible, suspend the training session until it is safe.
3. Assess state of mind of all participants and leaders. Is everyone able to continue? If not, suspend the training session until trainees/participants and leaders are well enough to continue. Consider rescheduling the session.
4. If necessary, training days will be rescheduled with trainees and Cambium informed of new dates asap.
5. Session days will also be rescheduled if possible.

Appendix 3: Lost Child Procedure

In the event of a child becoming lost while at forest school, the forest school leader will put into practice the following procedures.

Preventative

- Maintain correct ratios
- Regular head counts
- Boundaries & return to base 'call & response' or 'wolf call' protocol established

In the event of a child going missing:

- Stop activity and gather the group together.
- Delegate an adult helper to look after this group and keep them in one place.
Check no one else is missing.
- Make a quick, initial search of the immediate area, while calling the child's name, leaving silent gaps in between for them to answer.
- Return to the group and establish key facts : what was the child wearing?
Where were they last seen? How were they feeling before the session?
Happy? Sad?
- Agree a wider search plan with other adults and initiate this.

- Contact the missing child's parents, park staff & police.
- Close the session, contacting other parents to collect children early if necessary.

Information to give police:

- Location of session and where child was last seen
- Child's name & age/ date of birth
- Parent/ Carer's contact details
- Detailed description of the child, working from head to toe, including as much clothing description as possible.
- Circumstances of the incident, anything that may have triggered the disappearance.
- Who is looking for the child, how to contact them & where they are
- Any health concerns the leader feels is relevant e.g. diabetic

32

Appendix 4: Disclosure or Concern procedures

If you are worried about a child or adult at risk, do not keep this to yourself. In the first instance, please refer to the safeguarding officer, Ellie Jones 07766831857. If Ellie is not available, please contact the duty Social Worker as below. Do not delay if you suspect a child may be in danger. You do not need to know everything about the child and what is happening - just to be worried, or feel that everything is not right.

'All staff members should be aware of the signs of abuse, neglect and other kinds of harm. Signs can be physical but are often more subtle such as a change in behaviour or becoming withdrawn. Small signs can be part of a pattern so it is important that staff do not dismiss anything as not being relevant or big enough. If all staff mention changes or observations to the DSP they can build a picture that might otherwise go unnoticed.' Keeping Learners Safe

If a child wants to confide in you, you SHOULD

- Be accessible and receptive. Stop what you are doing and give the child your full attention • Try to arrange another adult to supervise the other children present if necessary • Listen carefully and uncritically, at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Stay calm and react with acceptance, curiosity and empathy (following our 'PACE'ful approach)
- Be curious and seek to clarify a child's initial comments
- Make a careful record of what was said as soon as possible - on Campfire Cymru Record of Concern Form
- Pass this information on to the correct person (the Designated Safeguarding Person) • Remember it is your responsibility to take any necessary action e.g. reporting concerns

You should NEVER

- Investigate or seek to prove or disprove possible abuse
- Speculate, accuse or confront anybody who is allegedly involved
- Offer opinions about what is being said or the persons allegedly involved

Children with communication difficulties, or who use alternative / augmentative communication systems

- While extra care may be needed to ensure that signs of abuse and neglect are interpreted correctly, any suspicions should be reported in exactly the same manner as for other children;
- Opinion and interpretation will be crucial (be prepared to be asked about the basis for it and to possibly have its validity questioned if the matter goes to court).

Recordings should

- State who was present, time, date and place;
- Be passed to the Designated Safeguarding Person immediately (certainly within 24 hours);
- Use the child's words wherever possible;
- Be factual/state exactly what was observed or what has been told to you by another person;
- Differentiate clearly between fact, opinion, interpretation, observation and/or allegation.

33

These are the kind of things that staff could say to a child if they notice something that worries them. It might be a lot easier for the child to talk to someone they know and trust rather than a complete stranger.

- "I have noticed you don't seem yourself at the moment."
- "I have noticed you crying."
- "I notice you are very quiet at the moment."

The child may not respond to you at this point, and you should not expect a response. However, you may want to try opening up a conversation by saying things like:

- "Help me understand more about that."
- "Can you tell me more about that?"
- "I have noticed X and I wonder what might be going on for you at the moment."
- "I have noticed X and would like to understand more about that."

If you need Police assistance in an EMERGENCY, you should always dial 999

Contact details for Duty Social worker - Children

If you're worried about any child and think they may be a victim of neglect, abuse or cruelty in contact the relevant duty Social Worker on:

<p>Conwy:</p> <ul style="list-style-type: none"> • 01492 575111 (office hours) • 0300 1233079 (out of hours) <p>Wrexham:</p> <ul style="list-style-type: none"> • 01978 292039 (office hours) • 0345 0533 116 (out of hours) 	<p>Denbighshire:</p> <ul style="list-style-type: none"> • 01824 712200 (office hours) • 0345 053 3116 (out of hours) • Email: cfsgateway@denbighshire.gov.uk <p>Flintshire:</p> <ul style="list-style-type: none"> • 01352 701000 (office hours) • 0345 0533 116 (out of hours)
<p>North Wales Police HQ (East):</p> <p>0845 607 1002</p>	<p>NSPCC: 0808 800 5000.</p>

Single Point of Access - Adults

If you are concerned about an adult – please use these contact numbers:

<p>Conwy</p> <p>0300 4561111 (Office hours)</p> <p>0300 1233079 (Out of hours)</p>	<p>Denbighshire</p> <p>0300 4561000 (Office hours)</p> <p>0345 053 3116 (Out of hours)</p>
<p>Flintshire</p> <p>03000 858858 (Office hours)</p> <p>0845 053 3116 (Out of hours)</p>	<p>Wrexham</p> <p>01978 292066 (Office hours)</p> <p>0345 053 3116 (Out of hours)</p>

Appendix 5: Safeguarding and Complaints Card

Please see attached double-sided card which will be handed to participants at the start of each block of sessions.

Can't attend a session for any reason?

Please let the team know on **mobile number**

Safeguarding

If you are worried about anything, we are here to listen

If you are concerned about the welfare of a child or adult at risk at one of our sessions, please contact our designated

safeguarding person:

Ellie Jones 07766831857 or ellie@campfire.cymru

Call Childline on **0800 1111**

or visit the website

Under 12: **childline.org.uk/kids**

Over 12: **childline.org.uk**

Compliments, Suggestions or Complaints

Campfire Cymru is committed to co-producing

improvement of our services.

If you would like to give us a compliment or a complaint, you can talk to one of our staff

At this session, you can always talk to:

NAME of staff

If you would prefer to contact us in

written form, or anonymously, please do so by scanning the QR code here and

completing the form attached.

35

Appendix 6: Main First Aid Kit Contents

Contents <small>Checked - present and in date 2024 2025 2026</small>	Contents
Disposable sterile gloves x4	Trauma bandage x2
Face shield/resuscitation aid	Plasters in a variety of different sizes
Tick remover	Small and large non-adhesive bandages
Tweezers	Sterile eye dressings x2
Safety pins	Triangular bandages x2
Whistle	Crepe rolled bandages x2
Tuff-cut scissors and/or Ligature knife	Alcohol-free cleansing wipes
Normal scissors	Micropore or other sticky tape
Distilled water/eye wash x5	Duct tape
Casualty record sheet x3	Cold pack x2
Chinagraph pencil x2	Sam splint x1

Roll of cling film	Foil blanket
Battery pack and wire	Single asprin



A smaller kit with a less comprehensive selection may also be taken to sessions to use as a mobile kit

36

Appendix 7: Accidents and Disclosures



Please report by scanning the QR code below or typing the link into google.

Accidents and near misses	Disclosures or concerns
	
https://forms.gle/KBnYZqUgMw76egks8	https://forms.gle/jCSUHYtyZvj6eYEm6

37

Appendix 8: Communication Strategy

Audience / Stakeholder	Information Reason Method	Timeline
Trainees	Course outline and Confirmation of booking Email	On booking

	welcome	
	Pre course info including directions, expectations	Essential to course Email / Phone 3 weeks prior to course
	Clarification of requirements, any problems, last minute changes to arrangements	Resolve problems quickly and kindly Phone/ Face to Face As needed
	Resources for trainees Aid course completion	Email, Website, Facebook + Cambium Website During and after course
Potential Trainees	Online Flyer Bring in new trainees	Facebook, email networks Year prior to course dates and then pushed regularly
	Course requirements, outline & prices	Provide more detail Website, Cambium Website, email As needed
Staff & volunteers	Course dates Ensure availability of staff	Email/face to face/staff meeting School term prior to course dates or sooner
	CPD & discounts offered	Support current staff team, boost morale Email/face to face/staff meeting/ facebook As needed
Funders	Outcomes of training funded	Requirement of funding Email/letter/phon As requested by funders

	e	
	Needs arising from training Secure future funding Email/letter/phone	As needed
	News about CC Training Maintain good relationships Email / consider newsletter	bi-annually
Sites	Dates, Policies, Maintain good F2F, email,	termly

38

	Numbers attending relationships phone	
	Flyers Advertise sessions Laminated bilingual flyer	termly
Events	Presentation Networking, advertising, attract funders & trainees Flyers Powerpoint, photos, signage	As needed
Directors	Termly update on day to day running of the business including financial snapshot Business strategy Phone conference, email	Quarterly
	Policies and procedures & accounts preparation To get support Email, Phone conference, phone	Annual review
	AGM – annual review, directors elections AGM – structure of business Phone conference / face to face	annual

Members Cambium, (Agored through cambium)	Newsletter Inform membership Email	quarterly
	AGM – annual review, AGM – structure of directors elections business Training event Clear communication administration and channel trainees booking in	annual As needed Website / email / phone
	Resources and ideas sharing	As needed
	Online flyer Potential trainees & contractors	As and when
	Resources and ideas sharing	As and when