



# Policies and Procedures

A working document for The Lodge including forest school provision

For full detailed policies and procedures please refer to

[www.alpschools.org](http://www.alpschools.org)

# Accident / Emergency/ serious incident reporting

- ▶ Emergencies are never wanted, but they are a possibility, and so we at The Lodge ensure that all staff are familiar with appropriate emergency procedures. 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 support ratios for the rest of the participants. At least one first aider must be on site at all times. A record of first aid administered to them to be made as soon as possible after the event.
- ▶ 3. Emergency services contacted as necessary, ideally by an adult helper. Charged mobile phones are carried by staff. Available member of staff to meet emergency vehicle at the entrance where possible/necessary. Give following details and grid references to 999 operator: Lavender Cottage Westwood Road Stockbury Kent ME9 7SQ . OS grid ref; TQ 82639 61575
- ▶ 4. Safety of the rest of 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 practicable after the incident by The Lodge leader or by the designated member of ALP staff.
- ▶ 6. ALP schools Director and Head Teacher 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. Incident report and/or first aid book should be filled in on site if possible and then logged back at The Lodge Office (some supporting staff may fill out their own incident report or concern form) – see first aid kit for report forms. This should be filled in whenever the emergency plan is used even if no one was harmed or had first aid administered.

# Adverse Weather Conditions

1. The Lodge Leaders believe 'There is no such thing as bad weather, only bad clothing' - Letters are sent to parents/carers and students are correctly inducted regards appropriate clothing
2. The management of Health and safety at work Regulations 1999 requires employers to assess the risks of activities; Introduce measures to control these risks and to tell their employees about these measures So far as reasonably practicable the Lodge staff and management will take all reasonable steps to identify and reduce hazards to a minimum. However all staff, volunteers, and participants must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while at the The Lodge (Forest School) is an outdoor 'classroom'; and as such, weather can be the most influential element in what and how things happen.
3. The Lodge participants will not participate in some outdoor activities if the conditions are deemed dangerous such as in high winds, thunder storms, or during periods of extreme cold. We will use weather apps and the Beaufort Scale (over 5 on the Beaufort scale or above 19-24 mph are deemed dangerous) and Met office online forecast to make judgments about the expected conditions. The Lodge (outdoor activity) lead and Head teacher of ALP school will ultimately make the decision deeming if the weather is suitable for use of the Lodgel.
4. When it is wet the parachute and additional shelters will be used for experiences lead by a trained adult.
5. Activities to take place on the fields adjacent to the woods if deemed unsafe or using indoor facilities.
6. Many of our experiences can be carried out inside, such as cooking, art and crafts and social / communication activities so the Lodge activities will continue to go ahead inside if conditions do not allow us to go out
7. Swimming will not take place in adverse weather, Swimming activities will occur when the weather permits, usually in terms 1, 5 and 6. Offside swimming at recreational centres can be arranged as an alternative

# Behaviour

- ▶ ALP schools offer medium and long term provision for pupils with social, emotional and behavioural difficulties and a range of other special educational needs. At The Lodge we strive to create an environment where:
- ▶ Learning is supported and attitudes to learning are positive • Parents, staff and pupils are positive about behaviour. Pupils' behaviour during The Lodge experiences is good, Good behaviour and good work is recognised and appreciated, pupils are proud of their achievements • Pupils can learn the importance of taking responsibility for their own actions by developing their self discipline skills • Pupils can gain an understanding of their role in the wider community and in society and can appreciate the need to treat all people with respect • Skilled and highly consistent behaviour management by all staff makes a strong contribution to improvements in behaviour over time.
- ▶ There are some fundamental beliefs that underpin our approach to modelling, creating and promoting good behaviour .Please avoid disturbing participants when in flow (Flow is when a participant is engaged in an experience or in deep concentration/ thought)
- ▶ We provide a positive, safe, caring learning environment where every person is valued and respected • All pupils have the right to consistent and high quality experiences with minimal disruption from others• Regular communication between pupils, parents and staff is vital • In the unlikely event that children are hurt, abused or bullied by others at the Lodge they will be listened to and will receive support – such incidents are taken very seriously • The developing self esteem of our pupils is very important in preparing them to be successful • The forest school ethos is acknowledged to play a crucial role in the management of behaviour in the woods, swimming and around our animals. Pupils who are motivated, engaged and interested are more likely to manage their behaviour well. The pupil voice is important and listened to when making any decisions in respect of The Lodge

# Behaviour rules and expectations

- ▶ Part of the role of all Lodge Leader is to take responsibility in the management of behaviour at the Lodge. The leader will work with all staff , volunteers and participants to maintain a positive and productive learning environment and in maintaining positive behaviour.
- ▶ The Lodge follows ALP Schools Behaviour Policy. This outlines how positive behaviour and attitudes are to be promoted and how we plan to eliminate instances of poor behaviour. Where appropriate the Leader may draw up an individual behaviour support plan in consultation with tutors and other professionals. The expectations at The Lodge are as follows:
- ▶ We expect all pupils to respect nature and others property and belongings. • Experiences will commence on time and discretion will be used with respect to visits to the toilet and the use of 'comfort breaks' if required at any time. • Participants will be supervised when moving in and around the woods and around the swimming pool. This will be essential if there a health and safety concerns regarding that pupil. • No one is expected to leave The Lodge without permission. • If participants have mobile phones on site they must be switched off or on silent mode and not visible or used at any point during the session without permission. Any phones used inappropriately or continuously using phones will lead to confiscated and phones placed in a locked box until the end of the session.
- ▶ PERSONAL, LEARNING, EMOTIONAL OR MEDICAL ISSUES Poor behaviour can stem from personal problems or difficulties. Punishing bad behaviour without understanding the reasons behind it will only have short term effect and will not provide a lasting solution or support pupils in learning to manage their own behaviour. Experiences of a high quality is essential in promoting and maintaining good behaviour inside and outside the forest school environment. We aim to give our pupils the capacity and skills to understand and manage their own and others' emotions. In order to achieve this we create an environment that encourages pupils to reflect upon their behaviour and offers them alternative strategies
- ▶ PARENTS AND CARERS The involvement of parents and carers is essential to the effectiveness of this policy. Good communication is vital and staff are available for parents to contact by phone. The Lodge Leader is happy to be contacted by email, arrange meetings or be available at parents evenings
- ▶ BEHAVIOUR AND CONDUCT - At lunchtimes meals are provided by the campfire or outdoor kitchen. The Lodge promotes healthy eating and the menus will reflect this. Special dietary requirements will be catered for. Participants can eat around the campfire or in a separate area if requested and will be supervised/accompanied by staff. The Lodge promotes healthy living and therefore smoking is discouraged.

# Positive handling

- ▶ All Lodge staff are Team TEACH trained which includes strategies to de-escalate situations as well as safe holds for serious situations. All pupils have a positive handling plan that is regularly reviewed and updated by the school and shared with Lodge staff. “Team-Teach is designed to reduce the reliance on restraint and restriction by expanding the toolbox of positive behavioural supports. Reducing risk involves giving staff the confidence to take decisive action when it is necessary, in order to keep people safe, whilst at the same time encouraging better assessment, planning and communication to enable staff teams to anticipate foreseeable hazards and avoid them.” . Whatever a sanction is used is likely to be less effective if it is overused and as far as possible pupils are encouraged to make good choices about their behaviour. Sanctions will be differentiated according to age and key Stage and will take into consideration the special needs and the developmental level of a pupil. Examples of sanctions that can be used are: • Withdrawal of experiences in accordance with the behaviour. • Being referred to the SMT of The Lodge and ALP Schools • Parents contacted or asked to meet with staff in school or at The Lodge • Changing the learning environment to suit the participants needs.
- ▶ Where a serious incident occurs there will be an opportunity for the pupil to reflect on his/her behaviour and actions and the chance to discuss with an adult how it can be avoided in the future. A serious incident is: • One where the result is injury to someone • Where damage to property is caused • Stealing • Deliberate or provocative racist remarks • Persistent bullying
- ▶ Where a student is involved in an incident the Leader from The Lodge or abn SMT member from ALP schools will contact the parent or carer by phone to discuss the incident and any sanctions that have been given to the student
- ▶ ALP Schools have strict no drugs or alcohol policy anyone found in possession or under the influence of drugs or alcohol will be escorted from the setting to a safe place ie to home or school. Parents ,carers and line management will be informed and a concern or incident form completed.

# Cancellation & Contingency

- ▶ In the case of extreme weather and no suitable alternative venue being available. The Leader may need to cancel sessions at short notice.
- ▶ In the case of The Lodge s leader being unwell every effort will be made to seek replacement staff or to re arrange for the next suitable date available.
- ▶ In the case of the woodland setting being deemed unsafe for any reason The Lodge lead will contact all relevant parties and explain the reason for closure..
- ▶ In the event of group leader having to cancel a session the leader will contact schools and inform them of the decision .
- ▶ The Lodge leads will contact the schools, parents and Carers of any participants via email and phone as soon as possible to inform of closure or alternative location details.
- ▶ The Lodge is located in a remote location and roads leading to the Lodge are typical country lanes. In conditions of ice and snow this may make the Lodge inaccessible. If this occurs the schools will be notified and a suitable contingency plan put in place. Some activities can take place at other locations or in the school environment.

# Safeguarding

- ▶ Safeguarding Policy - It is the responsibility ALP Schools and The Lodge to ensure the safety of children and vulnerable adults whilst in our care. We are committed to creating an environment which is safe from abuse and any suspicion of abuse is promptly and appropriately dealt with.
- ▶ Alp Schools Safeguarding Policy focuses on:
  - Minimising the risk of abuse taking place through good planning and best practice
  - Empowering those it works with to stay safe and speak out
  - Taking appropriate action when any allegations arise
- ▶ All staff will have enhanced checks from the Disclosure & Barring Service, dated within 5 years and at the current home address. Alp schools will not employ people with unsuitable DBS certificates any recruitment will be in accordance with NSPCC safer recruitment guidelines.
- ▶ Ratio of staff to participants will be agreed prior to sessions using EHC Plans, case studies, individual risk assessments and guidance from ALP school staff and management who are familiar with each participants needs. This will ensure appropriate support and supervision of groups at all times: Risk assessments will determine the number of staff that need to be present
- ▶ Toileting If required or requested from the participant - only the schools supporting staff or parents/ carers may assist with toileting.
- ▶ Disclosures, Recording & Reporting Appropriate steps will be taken where concerns arise regarding the safety of a participant. Concerns will be reported to a Designated Safeguarding Lead and we will ensure that disclosures are responded to sensitively and appropriately, in line with up to date safeguarding protocol.
  - Any concerns will be taken seriously and acted upon immediately
  - Positive action will be taken to ensure the protection of participants who are subject to any concerns
  - The safety of the rest of the group will be secured before taking further action if on site – if a crime has taken place call 999 and report this to the Police
  - Implicated adult(s) will be encouraged to leave the group until the disclosure is officially cleared/action taken
  - All appropriate staff/managers will be informed
  - Relevant information/evidence will be recorded in an appropriate and cooperative manner
  - In all child/vulnerable adult protection situations, confidentiality will be maintained at all times by disclosing information only to those who need to know



# The Lodge in conjunction with ALP Schools will....

- ▶ • Communicate to all workers their legal and moral responsibility to protect children and young people from harm, abuse and exploitation. • Communicate to all workers their responsibility to work to the standards that are detailed in Keeping Children Safe in Education 2022 and the need to work at all times towards maintaining high standards of practice in protection of children and young people. • Ensure that all workers have undertaken basic child protection training and a record kept. • The Designated Safeguarding Lead will confirm with individual workers their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's Designated Safeguarding Lead for child protection. • Ensure that the Designated Safeguarding Lead has undertaken basic training and that they understand their responsibility to refer any child/young person protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care/LADO). • Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner. • Provide opportunities for all workers to further develop their skills and knowledge particularly in relation to the welfare and protection of children and young people
- ▶ Facilitate opportunities for participants to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure. • Facilitate involvement of parents or carers in the work of the organisation and to make participants protection policies and procedures available to them. • Endeavour to keep up to date with national developments relating to the welfare and protection of children and young people. • These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by The Lodge. • The procedures recognise that child/young person protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. • The Lodge forest school is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

▶

# Disclosure and reporting

- ▶ The Lodge recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with children and/or young people and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.
- ▶ How to respond if you receive a disclosure:
  - ▶ • Reassure the person concerned and allow them to talk freely • Listen to what they are saying without displaying shock or disbelief
  - ▶ • Record what you have been told/witnessed as soon as possible using a concern form • Remain calm and do not show shock or disbelief • Tell them that the information will be treated seriously • Don't start to investigate or ask detailed or probing questions • Don't promise to keep it a secret .
- ▶ If you witness abuse or abuse has just taken place the priorities will be:
  - ▶ • To call an ambulance if required • To call the police if a crime has been committed • To preserve evidence • To keep yourself, staff and service users safe • To inform the Designated Safeguarding Lead • To record what happened
- ▶ All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead from the corresponding school. The alleged victim will be told that this will happen. This stage is called the alert. The Designated Safeguarding Lead can then take advice from the LADO and/or other advice giving organisations.
- ▶ If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral to Social Care will be made.
- ▶ If the individual experiencing abuse is not able to understand what is happening to them, a referral will be made without that person's consent.
- ▶ Any staff member who has a safeguarding concern will report this, using the CPoms system or directly to the DSL or DDSI for the corresponding ALP school.
- ▶ The Lodge recognises that safeguarding is everybody's responsibility

# Complaints procedure

- ▶ ALP Schools and The Lodge believe that participants staff and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting ,staff and participants conduct . We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns which our outlined in the complaints policy on our school's website.
- ▶ In the event of a complaint specific to The Lodge please contact Kelly Butler in person ,via email [Kelly.butler@alpschools.org](mailto:Kelly.butler@alpschools.org) or by phone on 07958 216483 . If the Complaint is about the Lodge Leader please contact the Headteacher and follow guidance in the schools Policy.

# Confidentiality & Data protection

- ▶ Sensitive data held during sessions include the emergency contacts list , medical records and daily register is all stored electronically and only accessed by authorised people.
- ▶ The importance of maintaining confidentiality & data protection:
- ▶ The Data Protection Act (1998) is the UK legislation relevant to data protection and confidentiality. Failure to comply with the duties set out within this legislation is an offence punishable by law. Understanding the duties and responsibilities it presents is important in being able to perform the role of a forest school leader in a professional manner and fulfil legal responsibility.
- ▶ The process of confidentiality is when access to information is restricted & kept private. Information about a person should only be held for reasons to fulfil a lawful purpose and with their consent. It may only be shared with others if permission is given and there must be a valid reason to do so. Measures must be taken to prevent loss, damage or transfer without consent. Confidentiality may only be breached if a situation arises that causes concern for the welfare or safety of another and appropriate guidance should be sought & followed.
- ▶ ALP Schools are GDPR compliant. Our privacy notice for staff, students and parents is available on the website. We will always obtain consent for images used on the website

# Environmental

- ▶ Our environmental impact within Forest School is the effect that we leave behind on the environment during and after our experiences. It is important that as individuals and as a group we show respect and care, sharing knowledge and understanding to develop our abilities to care for our natural world.
- ▶ At The Lodge we aim for all our participants and staff to hold a high level of respect for the natural world and encourage all to be involved in decisions about their environment and safety.
- ▶ We aim operate in a way that minimises waste, optimises recycling and promotes the reuse of materials we hope to demonstrate and encourage a wider respect for the environment, as well as an understanding that all produce and waste is linked to the health of our planet as a whole.
- ▶ On site activities such as fires will follow practices that minimise impact on wildlife through being mindful of what is burnt and how any residues are disposed of. The Lodge follow a “leave no trace “ approach. Before leaving the woodland we will ensure that litter is collected and disposed in a suitable manner.
- ▶ The Lodge holds environmental sustainability as a core value. We understand that the choices we make as buyers and consumers is a large part of our footprint and therefore strive to take this into account in our purchases. As far as possible we will buy items which are produced: as locally as possible; organically; from sustainable or renewable sources; ethically, with regards to environment, and workers’ and animal welfare; and with minimum packaging.

# Equal opportunities & Inclusion

At The Lodge equality is promoted by aiming to meet individual needs of each participant. To ensure they are all given opportunities to grow and develop through our outdoor activity provision. Inclusive practice where diversity is celebrated and differences are valued helps develop understanding and respect.

The Lodge is committed to equal opportunity for all and we wish to provide an environment in which people feel equally valued. ALP Schools policies help to ensure that we promote the individuality of all, irrespective of ethnicity, attainment, age, disability, gender or background.

We will adapt experiences to ensure that everyone can participate and, where possible, we will keep spare sets of waterproof clothing to ensure that bad weather is not a barrier to taking part.

For the full Equality and Diversity Policy , which outlines all organisation working practices in this area. This is available from our school website [www.alpschools.org](http://www.alpschools.org)