



**Nottinghamshire
County Council**

2022

Safety Codes of Practice

Sherwood Forest Education Centre



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Emergency Contacts

Your School:

Telephone Number(s):

Sherwood Forest Visitors Centres: 01623 677321

Katie Ward, Sherwood Forest Education Centre,

St Johns Hut, Sherwood Forest National Nature Reserve

Edwinstowe

Nottinghamshire NG21 9RN

Telephone: 01623 822218 (Perlethorpe Office)

**Nottinghamshire LA Outdoor Education Adviser
01623 556110**

Nottinghamshire LA Emergency Helpline

In the event of an 'after hours' emergency,
when no support staff are available:

0300 456 4546

If the situation is life threatening, immediately ring:

999

(Centre addresses are above)

Centres:

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Introduction

This booklet is aimed at providing all the necessary practical information required for groups visiting the Environmental Education Day Centre at Sherwood Forest. The Environmental Education Day Centre is maintained by Nottinghamshire County Council Local Authority (LA) for schools. Safety at the centre is managed by the Nottinghamshire County Council's Notts Outdoors team in conjunction with the RSPB at Sherwood.

By describing the standards of safety provided for schools by the Notts Outdoors Team and standards which visiting schools are recommended to provide for their pupils, it provides a quality assurance document for governors, head teachers, teachers, parents and pupils alike.

Because the safety of visiting one of the centres is the joint responsibility of the Notts Outdoors Team and the visiting school and other agencies responsible for the management of the site, this document makes clear the responsibilities of and provides codes of practice for all groups of staff. All support staff, visiting teachers and leaders should have access to, and be familiar with, these codes of practice.

The document follows the recommendations and requirements of Nottinghamshire LA's '*Visits Guidance for Children and Young People*'. Schools from other LAs should also follow their own LA's policies in planning and undertaking their visit. Private schools should have their own policy.

The risk assessments for all activities carried out at the centre is available on the internet at www.nottinghamshire.gov.uk/nottsoutdoors under Schools and Groups>Centers>Sherwood Forest>Documents and (for Nottinghamshire schools) on the Schools Portal website.

In following this booklet, all concerned need to appreciate that no document of this nature can cover every possible set of circumstances. Safe educational experiences ultimately rely on the common sense and good judgement of teachers and other adults, while working within their own experience and capabilities.

The Environmental Education Day Centres

Health & Safety Policy Statement

The Notts Outdoors staff managing the day centres recognise their responsibility for giving effect to Nottinghamshire County Council's safety policies for the protection of all centre staff, pupils, visiting teachers and members of the public liable to be affected by the operations and activities of the centres.

Within the line management structure of Children, Families and Cultural Services, the tutor based at the centre will manage the health and safety functions of the centre to prevent, so far as is reasonably practicable, injuries to any person as a result of the operation of the centre by provision of safe premises and equipment, and the effective management of the work activities over which the centre exercises control. This provision will be based on the principles of risk management and include any controls and protective equipment necessary for persons identified as being at risk.

The centre tutor will, so far as is reasonable to do so, ensure that staff designated with health and safety responsibilities are competent to carry these out.

It is the duty of all centre and visiting staff to co-operate with the centre tutor to ensure the safety of themselves, co-employees, pupils and other persons liable to be affected by their activities at work and to follow the operational procedures of the centre.

Signed:



Katie Ward
Position: Centre tutor
Centre: Sherwood Forest Education Centre
Date: June 2022

Signed:



Gary Richards
Position: Team Manager

Safety Responsibilities

Safety responsibilities of the Notts Outdoors Team

In liaison with the RSPB, the centre tutor will:

- take overall responsibility for the management of health and safety of all areas in their operational control. **Covid-19 risk assessments will be updated regularly and to stay inline with gov guidance.**
- through the proper processes of risk assessment, ensure appropriate standards of health and safety in classrooms and other areas under their management, including, where appropriate, the building, furniture and fittings, water, sewerage and other services, fire precautions and procedures, following, as appropriate, local authority fire, environmental health and general safety advice.
- liaise with site managers of Nottingham Trent University, Sherwood Forest and the Thoresby Estate at Perlethorpe to ensure any areas of potential risk to visiting schools are identified and appropriate measures taken.
- undertake risk assessments and provide written guidelines/codes of practice to schools for activities undertaken in or from the centre.
- provide pre-visit training for visiting leaders through structured meeting.
- conduct a pre-visit planning process with visiting staff in order to agree a safe and appropriate programme.
- except in the case of agreed self-led school visits, provide guidance and advice to visiting teachers and groups and advise on proposed activities in relation to weather and other pertinent factors.
- take responsibility, where appropriate, for the overall management and safety of pupils both on and off-site, including, as necessary, making decisions in relation to the management of activities and the amendment or cancellation of activities.
- provide first aid equipment and materials, written guidance as to procedures to be followed in an emergency and, wherever possible, leadership and management of emergency situations.
- ensure that the centres' outdoor clothing, equipment and teaching equipment is safe and suitable.
- ensure any vehicles or trailers made available to school groups are roadworthy and comply with regulations.
- undertake supervision and leadership of pupils where so agreed in a programme.
- ensure all Service staff leading activities are sufficiently experienced, trained and qualified in accordance with the centres' codes of practice.
- ensure all Service teaching staff working with schools are trained and qualified in first aid.
- ensure, as far as possible, that schools can make contact during their visit with a member of the Service staff in the event of an emergency.

Safety Responsibilities of the Caretaker/Cleaner at the Centre.

The caretaker/cleaner of each classroom/centre is responsible to his/her line manager for:

- ensuring, so far as is reasonably practicable, the safety and health provisions and procedures affecting cleaning are adhered to.
- cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- all waste materials from the centre are disposed of in accordance with LA or site policy.
- maintaining a high standard of housekeeping.
- reporting to the centre tutor or site staff any problem or imminent danger associated with his/her responsibilities as soon as it is practicable to do so.

Safety Responsibilities of all Council Employees

- As employees, all members of staff have a duty in law to work safely and not put other persons at risk, and also to co-operate with the centre staff and the LA to ensure that responsibilities placed upon them as employees are, so far as is necessary, complied with.

Safety Responsibilities of Visiting Schools

Through the management of the teacher leading the visit, the visiting school is responsible for:

- ensuring the visit leader, and other leaders if possible, attend a preparatory training meeting specific to the centre to be visited prior to the visit. There must be at least ONE teacher who is attending on the day of the visit, at the pre-visit meeting or have corresponded with the centre tutor and discussed the visit and received videos of key areas used on the day of the visit.
- ensuring that all adults in charge of groups working independently are fully briefed by the visit leader in relevant aspects of health and safety including; fire and emergency procedures, organisation and planning of the visit.
- in the absence of centre staff, taking responsibility for first aid provision and management of fire procedures and other emergencies (it is required that at least one trained first aider should accompany each independent group).
- ensuring teachers and others who lead activities are sufficiently experienced and trained as appropriate to the activity.
- planning a safe and appropriate programme which follows the advice and guidance provided by centre staff.
- undertake a risk assessment for all areas of the visit under their control including the journey to the centre and any special needs of the group (the centre is responsible for risk assessments of the centre and activities provided by the centre).
- undertaking the school's planning and preparation for the visit, including briefing of other staff, parents, helpers and pupils, the provision of parental consent and medical forms and the approval of arrangements by the head teacher. (Nottinghamshire schools use the Evolve system.)
- organising personal insurance for pupils and visiting adults if required, and for teachers on INSET meetings.
- provision to centre staff of all relevant information, including medical information, in respect of both staff and pupils.
- provision of safe supervision of pupils at all times by appropriately experienced adults, particularly during playtimes and at the end of activities.
- **ensuring suitable standards of discipline and behaviour, so that pupils act responsibly in their care for themselves, others, the centre, equipment and the environment. Pupils should be withdrawn from activities if they fail to meet these standards, or returned to school in extreme cases.**
- on any agreed independently-led visits, obtaining a weather forecast and ensuring the planned programme is safe and suitable in the light of this.
- establishing a means of communication between the visiting group, school and parents.
- be aware of the Council's policy on the transport of pupils to and from centres.
- smoking is not permitted at any of the centres or associated sites. Alcohol is not permitted at the

Centre.

General Information about the Centre

Website

For more information on the Environmental Education Day Centres, and to access the centre risk assessments, visit the website: <https://www.nottinghamshire.gov.uk/nottsoutdoors> or (for Nottinghamshire schools) the Wired website.

Curriculum Resources

To support the wide variety of activities available at the Day Centres there is a range of materials, linked to the National Curriculum, produced by teachers. There are a wide variety of materials for all ages, ranging from historical trails to literacy, science, sensory and maths activities, to name but a few.

Equipment/Materials

A wide range of equipment is available at the centres. Check with staff if you require specific resources.

If you have encountered minor problems or loss of equipment etc please inform the tutor leading your day visit so we can plan to re-stock the resources. If you should inadvertently return to school with any of the centre's equipment, please inform us immediately and arrange for its speedy return!

You will need to provide any paper or consumable items you wish to use during your visit and some photocopying of recording sheets may be required prior to your visit.

Hand sanitiser is stationed at the entrance and exit to St John's hut and we encourage regular use of sanitiser during the day, alongside the usual hand washing procedures.

Doing our bit for the environment

The Environmental Education Day Centres aim to inform pupils about education for sustainable development. Please ask centre staff about this or visit www.ecoschools.org.uk. There are paper and compost recycling schemes at each of the centres. Please take any other packed lunch rubbish back to school.

Turning off lights when not needed will not only save precious resources but keep our bills low too! The Environmental Education Policy of the centre is on display. Do try to build environmental awareness into your visit.

We encourage recycling at our day centre and there are specific bins provided for crisp bag recycling.

We now ask for visiting schools to take ALL Rubbish back to school with them. We will provide black bin liners if required for lunch time rubbish, but these must be taken back to school when the trip departs.

Care of the Centres

Care of the Centres is the responsibility of the teacher in charge of the visiting group. We do our utmost to create a pleasant, stimulating environment for your visit and appreciate it when groups treat the building, displays and equipment with care and respect. There are brushes and dustpans in the classroom and although we do not expect the Centres to be spotless after your visit, a quick

sweeping up would be a great help (especially if children have eaten lunches inside).

When leaving the centre please check:

- close any windows you have opened
- lights are turned off
- the room is clean and tidy
- rubbish is taken away with you
- equipment has been returned tidily in a clean condition
- the building is locked using the outer door touch pad (in the case of a departure when the centre tutor is not available to supervise the departure)

Please leave the Centre as you would wish to find it! HAVE A GREAT DAY!

After your visit

Please fill in an **evaluation form** to help us continue to provide what you need.

After your visit, children's work, letters, drawings, artwork, photocopies of Trailblazer record books etc will be gratefully received. By sending us such materials you will be helping to make displays relevant, interesting and informative for other schools when they visit.

Sherwood Forest Education Centre

Sherwood Forest National Nature Reserve contains some of the oldest trees in Europe, veteran oaks five centuries old and the world-famous Major Oak, still producing acorns after standing at the heart of the forest for an estimated 800 years! The site is now run by the RSPB.

The 450-acre country park is part of the Sherwood Forest National Nature Reserve, designated in 2002 by Natural England (website: www.naturalengland.org.uk), the Government agency responsible for safeguarding our natural environment.

The ecology here is fascinating. The natural decay of fallen timber means the woodland teems with insect life and fungi, which in turn provide food for varied species of birds and bats.

The site is managed by The RSPB and maintained by RSPB Rangers, working to a woodland management plan drawn up in partnership with Natural England. Each year Sherwood Forest welcomes around 350,000 visitors. There is a gift shop in the area of the Visitor Centre.

Working in Sherwood Forest National Nature Reserve

Sherwood is a working site with conservation management tasks and public events undertaken throughout the year. A map showing the paths through Sherwood can be obtained from the RSPB Visitor Centre. It is important to stay on the marked paths, as the site has many environmentally sensitive areas.

Please check with Sherwood staff regarding areas that can't be accessed on the day of your visit.

Weather conditions may also prevent groups from entering the woods at certain times of the year, when strong winds or heavy snow can cause fallen branches. Again, please check if uncertain. The RSPB office is usually manned during office hours and if any emergency arises and Centre staff are not on site, telephone 01623 677321 or visit the Visitor Centre.

The Park is a popular destination throughout the year, although quieter during the week. Ensure children are well supervised and aware of 'stranger danger' procedures.

Please refer the latest visits advice and generic Risk Assessments at www.nottinghamshire.gov.uk/nottsoutdoors in the Outdoor Education Advisors section and the specific Sherwood Country Park Risk Assessments.

Naturism on RSPB Reserves - Sherwood Forest and Budby South Forest Policy

Since the RSPB has been managing the land at Budby and Sherwood, they have followed Government legislation regarding Public Order and Open Access and tolerated naturism in quieter areas of the land that they are responsible for. Naturism is discouraged in the very busy RSPB Sherwood Forest area.

If you wish to receive a copy of the RSPB Naturism Policy, please contact Notts Outdoors and the Policy will be sent out to you.

Your visit to Sherwood Forest National Nature Reserve

Booking

To ensure the date you require it is wise to book a term in advance firstly by telephone and then by booking form. Always establish the support you require for the day and be clear on activities. When bringing a double class size, there will be a self-led aspect to your visit where school staff will lead half one of the activities on the day and Notts Outdoors will lead the other activity. We only offer full day support from the Notts Outdoor team (see back of Introduction to the Environmental Education Day Centre booklet for contact details).

The objectives for the visit must also be given in advance so that the staff at the centre can plan your activities and prepare any resources you may need. A preliminary visit to Sherwood is essential before bringing a school party to the Park.

The Centre

The Classroom is located next to the Cricket Pavilion, it is the large blue building. It has disabled access to the rear.

Toilet Facilities

Toilets are located inside the classroom. There are three Female cubicles and one male cubicle and urinal in the classroom. Accessible toilets and changing facilities are available at the Visitor Centre. Any groups using the visitors center toilets MUST be accompanied by the leading Notts Outdoors Tutor and the traffic light system at the VC must be adhered to.

Telephone

It is strongly advised that you check mobile phone signals prior to your visit as reception can be patchy especially in the summer months.

Parking

There is ample parking for cars and coaches at the car park next to the fairground. You may wish to bring a car with you as backup in case of an emergency or dependent on the needs of your group. Coaches and Minibuses are free to park. Cars will incur a charge of £4 per day to park. The car park can get extremely busy so please ensure that groups are aware of how to behave safely and stick to the paths where possible.

Safety Procedures at the Centre

Notes for Leaders

Covid-19 Procedures

We follow all current government advice on Covid-19.

Fire Procedures

1. All staff should be aware at all times that a fire could occur. All pupils and adults should be briefed at the start of the visit re fire procedures and the location of fire alarms, extinguishers and exits. Fire procedure and assembly points are displayed in all rooms.
2. An emergency roll call list must be completed and displayed on the visiting schools' noticeboard in the entrance halls of all centres.
3. On discovery of a fire, the alarm should be raised immediately (by voice, bell or alarm system according to individual centre's provision).
4. The fire service should be called by dialling 999 and stating the address of the centre.
5. The teacher in charge of the group checks all rooms are clear (including toilets and storage areas). Other adults should lead pupils to the assembly area. All of the group are to assemble in the areas designated (see signs in each centre) and a roll call completed. No one should re-enter the building until declared safe by the emergency services.
6. If there is an opportunity to fight the fire, extinguishers in the building should be used. Ensure the correct extinguisher is used for each type of fire. No one may re-enter the building unless authorised to do so by a fire officer.

Medical Information and First Aid Arrangements

1. All day centre teaching staff have current first aid certificates.
2. Relevant medical details of pupils and staff should be brought to the centre along with the register of those on site. Visiting teachers should make appropriate arrangements for the storage and administration of prescribed drugs and inform centre staff of any relevant medical conditions of staff or pupils.
3. Schools should bring their own first aid equipment for their group's use on the journey and on site. However, first aid equipment is located in each centre and leaders should familiarise themselves with its location. Items used from the kits should be reported to the centre staff in order that they may be replaced.
4. **'Teacher safety packs'** are available at each centre for schools' use while on site. The contents include first aid kits, whistle, spare clothing, sterile water, maps of the site and location of nearest hospital, and emergency blankets.

Local doctors' numbers:

Major Oak Practice, High Street Edwinstowe.
Telephone: 01623 822303

5. It is recommended that a mobile phone is carried when groups are working away from the centres.

Make sure a signal is obtainable.

6. A trained first aider should accompany each school class on site.

7.. In the event of a serious emergency requiring medical treatment, leaders should call the ambulance service on 999. Any pupil transported to hospital must be accompanied by an adult.

8.. Ambulance access: in the event of an accident at Sherwood, a competent adult must meet the ambulance at the main car park and direct them to the location needed.

Recording and Reporting of Accidents, Illness or 'Near Miss' Incidents

1. Any significant accident or illness should be reported in the accident/near miss logbook at the centre. Accidents or illnesses resulting in offsite treatment should be reported to the Tutor in charge so a well worker form can be completed and logged on the Nottinghamshire County Council system.

2. If an accident requires anyone to be taken to hospital, the Health and Safety Executive must be notified within 24 hours.

3. The head teacher of the school should be informed first of serious injury or illness. The parents are then informed by the head teacher.

4. Any incident which does not get recorded as above, but in the opinion of centre staff or visiting staff could have resulted in injury or illness, should be considered as a near miss. Near miss incidents should be recorded in the logbook. These will help minimise future accidents.

5. If any child sustains a bump on the head and is not referred to a doctor, centre staff and/or visiting staff should ensure a 'head bump' letter is sent home with the child.

6. All accidents should be reviewed once a term by the Head of Day Centres and relevant day centre staff.

7. In accordance with Nottinghamshire LA's '*Visits Guidance for Children and Young People*', centre staff and visiting staff cannot administer drugs to pupils except those prescribed by a doctor. It is the school staff's responsibility to store and record the administration of such prescribed drugs.

8. Any accidents or incidents that occur using the RSPB play area must be reported to the Tutor in charge. This will be passed onto the relevant RSPB representative who can record the incident with the RSPB.

9. If any child falls ill with Covid-19 symptoms during a day visit, the leading Notts Outdoors tutor must be notified. The kitchen area of St John's hut is the designated isolation area if a child with symptoms needs to wait for parents to collect. Notts outdoors will then inform the RSPB and any schools due to visit that there has been a child on site with covid-19 symptoms, and the hut will be left in isolation and then deep cleaned before any schools can return for day trips. Government guidance will be followed for self-isolation and notification.

Weather Forecasts (and water levels for activities by or in water)

• During all outdoor activities, a daily weather forecast must be noted, and the day's plans reviewed in the light of the forecast and prevailing conditions. Under certain conditions, a change of plan may be needed. Centre staff will be able to advise on this matter. Self-led groups must always check the suitability of the activities to the prevailing conditions an alternative plan of activities should be

available in case needed.

- Groups operating independently of centre staff must make arrangements to obtain a weather forecast and review plans for their day if necessary.

Food Hygiene

Pupils must always wash their hands thoroughly with soap and running water before eating lunch. An adult must supervise hand washing. Do not allow pupils to consume food or drink while taking part in an activity. If a picnic lunch is planned away from the centre, arrangements will need to be made for pupils to wash their hands. This is especially important after pond and river activities, or during farm visits.

Road Safety

1. Although many of the roads and tracks at the centres are quiet, they are used by a variety of vehicles including farm and industrial vehicles. Care must be taken at all times when crossing roads and pupils must always be supervised.
2. Always walk on the right-hand side of roads, to face the oncoming traffic, with an adult on the road side. Always stand still when traffic approaches and keep together at one side of the road only.

Outdoor Conditions

Schools must ensure that the group is suitably protected, clothed and shod for the expected weather conditions. Some waterproofs are available for children who are poorly equipped for the outdoors. Please ensure these are returned tidily to the cloakroom area. There are a small number of adult sized waterproofs.

In particularly hot weather please protect pupils' heads, necks and shoulders and include sun lotion in your equipment.

Insurance

The insurance position is as explained in Nottinghamshire LA's '*Visits Guidance for Children and Young People*'. Teachers are covered by the Council's standard insurance for staff during visits, INSET meetings and pre-arranged planning meetings, but this provides no cover for teachers' personal belongings and no cover for pupils. Schools can arrange school travel insurance or personal insurance for teachers through the County Council's insurance section (telephone 0115977 3331).

General Emergency Procedure

1. All leaders in charge of a group at the centres should be prepared for and ready to deal with any emergency which may arise. Groups are advised to have a mobile phone with them when away from the centre.
2. Take charge of the situation. Ensure safety and wellbeing of the whole group. Make sure all members of the party are accounted for.
3. Establish who is injured or ill and the extent of injuries or illness. Give emergency aid if necessary (to sustain breathing and circulation and prevent bleeding).
4. If the situation is urgent or life threatening, telephone 999 and ask for the required services, giving your name, location, number of casualties and an assessment of injuries/illness. Ask for immediate medical advice if necessary.
5. If you are on a walk away from the centre and have a mobile phone or radio contact with staff there, make contact with the centre for help. If you have no contact with the centre, a written message may need to be taken to the nearest telephone or the centre by an adult and/or by two or three responsible pupils (if this is appropriate to the age of the group).
6. Once any urgent situation has been dealt with, take time to reflect and decide the best course of action. Inform the centre staff, if you have not already done so, and share the problem.
7. Ensure any pupil taken to hospital is accompanied by an adult
8. Control access to telephones, including mobile phones, to ensure information about the event is managed appropriately. Contact the head teacher giving clear details of the situation. The head teacher should contact parents of any injured pupils, but if necessary, the leader must do this.
9. Ensure that other pupils are cared for, that they understand what has happened and are distanced from the situation if appropriate. Be aware that others in the party, adults and pupils, you included, may be suffering from shock.
10. In the event of a serious incident or fatality, centre staff, via their line management, should contact Children, Families and Cultural Services and the Health and Safety Executive. Press releases are the responsibility of the Director of Children, Families and Cultural Services.. Everyone should be instructed to direct any press enquiries to Public Relations, Nottinghamshire County Council, tel. 0115 9773729.

Activity Codes of Practice

The pages which follow provide guidelines on the undertaking of activities at the Environmental Education Day Centre Sherwood. **All activities at the centre must be undertaken according to these guidelines.**

Risk Assessments

These codes of practice are formed alongside the centre risk assessments of the sites and activities. If you wish to view these risk assessments on the internet, visit

www.nottinghamshire.gov.uk/nottsoutdoors and go to the website for the centre you are visiting. However, for planning and leading activities it is more important that leaders familiarise themselves with these codes of practice than the risk assessments.

Schools should also refer to their LA's generic risk assessments and their school's specific risk assessments for these types of visits. If necessary, the visit leader and Educational Visits Coordinator may need to complete a specific risk assessment for their visit to the centre, particularly if there are some pupils with special needs in the group.

Group Sizes and Staffing Ratios

Group sizes at Sherwood will be 60 maximum or the equivalent of two class sizes.

The whole group must be led by a qualified teacher. It is expected that each separate working group will be under the supervision of a qualified teacher. Head teachers may, however, decide that other members of school staff may fulfil this role. Parents and other adults significantly contribute to good supervision and adult/pupil ratios. It is expected that groups will operate in ratios of not greater than one adult to 10 pupils, though with younger and special needs pupils and for certain activities ratios of 1:6 or less are recommended.

Recommended group size

Larger class groups split into smaller groups with an adult. Recommended ratio one adult to 10 pupils (maximum), although this will vary with the ages and abilities of the pupils.

Personal equipment

In wet, cold and muddy conditions, boots or wellingtons are strongly advised (some available at certain centres) with additional warm clothes (depending on the weather conditions), waterproofs, hats and gloves brought if required. Full length trousers are recommended when walking in woodland or scrub areas, or in areas where deer and sheep are present. (Small ticks can carry Lyme Disease). Medication/asthma inhalers, epi pens, sun creams etc. where necessary. In hot/sunny weather, pupils will need a sun hat, sun cream and a long-sleeved top to cover up.

Group equipment

Teacher safety rucksack containing a first aid kit Mobile phone/radio (if available) Maps, compass (if needed), whistle, Throwing line if walking near water.

General considerations for visits to all centres

Discuss with pupil's beforehand awareness of and consideration for other groups, such as horse riders or dog walkers. Follow the Country Code; discuss it with group before the visit. Take extra care on country roads. Walk on the right-hand side of the road, with an adult on the roadside, and stand still when traffic approaches together on one side of the road.

Inform pupils of possible hazards during visit – see Field Studies/Walks Around Site (p23). Follow agreed access arrangements closely and adhere to any special circumstances or warning notices (e.g., no access to deer parks during rut in October/November).

Routes should be planned to take into account the prevailing weather conditions and altered on the day if necessary. For example, a walk-through woodland could be hazardous and therefore inadvisable during extreme windy conditions.

Hands must be washed thoroughly before eating with running water and soap, under adult supervision.

Other visitors to sites/general public may be in areas used by schools. Pupils need to be aware of this and how to behave.

Be aware of barbed wire and electric fences on all sites.

At lunch times pupils are supervised by visiting school staff/parents. There should be a first aider with the group and activities the children engage in should be suitable to the terrain and weather conditions.

For adventure playground guidelines see p24.

Children at Sherwood should be accompanied to the toilet block.

Conservation

(including conservation & gardening activities during an Evacuee Day and Forest School activities)

Location

Centre staff, in liaison with other agencies, will organise locations and projects.

Leader in charge of activity

Usually centre staff, rangers, or other outside agency.

Teacher in charge of pupils

Required to be in overall charge of the group, ie disciplinary matters, motivation etc.

Recommended group size/staffing ratios

Larger class groups split into smaller groups according to the activity – for example, litter picking groups of about six pupils to one adult, depending on age and ability. In activities where tools are used, more adults will be needed. These can be students, classroom assistants or other responsible adults. See *‘Visits Guidance for Children and Young People’*.

Personal equipment

Old, warm clothing (full body cover – ie long sleeves and trousers), hat and gloves (depending on weather conditions), waterproofs, protective footwear, wellingtons or boots (some available at some centres), protective overalls if available, work gloves, goggles etc, as appropriate. Medication/asthma inhalers, epi pens, sun creams etc. where necessary.

Group equipment

Teacher safety rucksack (containing First Aid kit)
Flasks – hot/cold drinks depending on time of year
Mobile phone/radio (if available)
Conservation briefing sheets
Tools for the job (centre staff will help organise)

Other considerations

A briefing on how to use, carry and lift objects and any tools must be given at the start of the session. When litter picking, pupils must wear disposable plastic gloves and be briefed about dangerous litter which may carry disease (e.g. needles, sanitary protection etc). It is essential that hands are well washed after conservation activities, especially before eating.

Conservation activities should be suitable for the age and abilities of the pupils.
Cover cuts and grazes with a waterproof plaster or rubber glove (check for allergies).

Orienteering Codes of Practice

Location

On centre site or in surrounding woods, fields etc.

Leader in charge

Experienced visiting teacher or centre staff, preferably having completed an appropriate orienteering leaders' training event.

Recommended group size/staffing ratios

Up to one adult per six pupils recommended to be out on the course in case of emergency or to accompany inexperienced groups on the course. Can be teachers, classroom assistants, students, parents or other responsible adults. A minimum of 5 adults. Less are recommended. Group ratios – ratio for under 5's on the farm is 1:2

Personal equipment

Map (in plastic bag if weather is wet) and whistle (not required on all courses)
Compass (if needed)
Medication/asthma inhalers etc where necessary.

Bad weather Good weather

Training shoes/boots/wellingtons Training shoes/boots
Waterproof coat/jacket/cagoule Suitable clothing (full body cover)
Suitable clothing (full body cover) Sun cream, sun hats etc
Hat and gloves

Group equipment

Teacher safety rucksack containing first aid kit
Mobile phone/radio (if available)
Teachers' maps

Other considerations

Before setting out run through the safety checklist:

- Don't touch/eat fungi or berries.
- Vehicles (Tractors, Cars, Lorries) – stand to one side of the road.
- Dogs/horses – do not approach them, stand still and quiet.
- Children who use asthma inhalers, epi pens should have them at all times.
- Do not run-down hills.
- Stay together in pairs/small groups.
- If unsure of direction, go back to base and consult teacher.
- If members of the public are bothering groups, return to base & consult teacher.

Once at orienteering site, define clearly the area to be used and revisit any safety points necessary.

Adults, preferably in pairs, placed at strategic intervals round the course will avoid children straying from the defined area. Adults may be provided with whistles or personal alarms in case of possible incidents which may affect personal security. Build on skills, gradually increasing difficulty and length of each course. Courses should not involve crossing busy roads.

Shelter Building

Location

Specific Shelter building site.

Leader in charge

Visiting teacher or centre staff.

Recommended group size/staffing ratios

Larger group split down into groups of 2–6 for each shelter. Preferable to have an adult with each group. 1:10 minimum.

Personal equipment

Boots/wellingtons, gloves, old clothes, hat, waterproofs etc. depending on weather conditions (fully body cover). Medication/asthma inhalers, epi pens, sun cream etc. where necessary. Work gloves (old gloves or gardening type).

Group equipment

Teacher safety rucksack containing first aid kit
Mobile phone/radio (if available)

Other considerations

Groups should only use natural debris and be given strict instructions not to cut or uproot any of the vegetation. Bracken is invasive and can be used, however, when pulling bracken gloves should be worn. **Do not use spring bracken during late July/August as spores are considered a health risk.** Session best started by having a planning/drawing session indoors first. Define the area to be used, set boundaries and limits.

Children should be made aware of safety precautions to be considered while lifting or carrying logs, branches etc., and particularly while demolishing shelters (e.g. always have one person on either end of long pieces of wood). The size of shelters should be appropriate to the age of the pupils.

Make sure all children are accounted for all the time.

Take down any shelters by the end of your visit to the centre. The group who built each shelter should demolish it themselves carefully, piece by piece, under supervision. Pupils not involved in demolishing should stand well back. No one should be inside the shelter during demolition. **There should be no evidence that you have been there (including no litter).** Hands must be washed thoroughly before eating – if necessary, use medicated hand wipes. Consider weather conditions when shelter building (e.g. very strong winds or thunderstorms would make woodland activity inappropriate).

Soft Archery

Location

Soft archery range next to the den building area. This is private and only used by schools.

Leader

This activity must be lead by Notts Outdoors Tutors who hold relevant Archery GB Instructor qualifications.

Recommended group size/staffing ratios

Maximum of 15 children to one Notts Outdoors instructor for archery coaching. One school staff member must also be allocated to the group.

Group equipment and Safety

Bracers to be provided by Notts Outdoors. Bows, arrows and targets will all be set up by our staff and range specs will be checked and set up according to Archery GB guidelines.

ALL children must wear long sleeves for the session with the offer of an additional bracer. Hair must be tied back, and tutors will coach each child individually on their first arrow release.

We advise that this activity is best suited to year 3 and upwards.

Field Studies/Walks around the Site

(E.g. Habitat Studies, Earth Walks, Discovery Trails)

Location

Centre grounds and surrounding areas, woodland, farmland, hedgerows, fields, lanes etc.

Leader in charge

Visiting teacher (who is experienced in working in and familiar with the environment and the activity which is proposed), or centre staff.

Recommended group size/staffing ratios

Group size varies according to age of pupils and activity – larger class groups should be split into smaller ones. 1:10 minimum.

Personal equipment

Boots, wellingtons, waterproofs, hat, gloves (dependent on time of year/weather/activity), food, drink, map, compass (if required). Medication/asthma inhalers, epi pens, sun cream etc where necessary.

Group equipment

Teacher safety rucksack containing first aid kit
Mobile phone/radio (if available)
Map/compass
Whistle
Specialised field study equipment (dependent on activity)

Other considerations

It is important that teachers are aware of the environmental implications of over use of sites and consideration of others in the environment (forestry, farming, traffic, public etc) and that studies are planned according to prevailing weather conditions.

Pupils should be briefed before the activity about the possibility of encountering horses, dogs, poisonous plants, berries, fungi or hazardous litter and how to behave if they do so.
It is essential that farm visits are arranged by centre staff.

Pupils should be shown how to use any equipment before the activity begins, to ensure it is used safely and correctly.

Pupils should not put their fingers in mouths, nostrils or eyes.

Hands should be thoroughly washed before eating, under running water with soap with adult supervision.

Outdoor Adventurous Activities

(e.g. blindfold walks & games, use of adventure playgrounds, problem solving activities)

Location

Woodland and areas surrounding the centres including adventure playgrounds.

Leader in charge

Experienced teacher or centre staff.

Recommended group size/staffing ratios

Varies according to age of pupils and activity planned. Suggested maximum of six children to one adult for younger pupils.

Personal equipment

Suitable old clothing for the prevailing weather conditions (full body cover), wellingtons/ boots, gloves, hat etc. Medication/asthma inhalers, epi pens, sun cream where necessary. Work gloves where necessary.

Group equipment

Teacher rucksack containing first aid kit
Mobile phone/radio (if available)
Map/compass (if needed)
Whistle
Equipment for activities, for example ropes, blindfolds etc

Other considerations

Pupils and adult helpers should be introduced to the equipment, activities and safety procedures before setting out from the centre, including information on safe lifting and carrying of objects and other people (e.g. team challenges).

Pupils should be supervised at all times in the adventure playgrounds. No running through the equipment and pupils must not climb on top of the equipment.

The site chosen for the activity should be suitable. Boundaries need to be set for activities to take place.

Teachers should be familiar with the area and with the ability and confidence levels of the pupils. Any children who are not at ease with the activity should be allowed to watch and join in only when they feel confident to tackle what is required of them.

Children should be closely supervised when undertaking activities such as blindfold games, with adults placed by obstacles and at suitable intervals to ensure safety.

Ensure pupils are accounted for at all times during the activities. Hands must be washed thoroughly before eating under running water with soap and adult supervision.

Working in The Centre Classroom

(including art/craft sessions)

Location

Classroom at Sherwood is the blue building located next to the cricket pavilion

Leader in charge

Centre Staff or Visiting Teacher

Recommended group size/staffing ratios

1:10 minimum, 1:5/6 recommended – depending on activities undertaken.

Group equipment

First Aid Kit

Other considerations

RCDs must be used with all electrical equipment and equipment must not be used near water.
Spills on floors must be wiped up immediately.

No hot drinks to be carried around classroom.

Scissors are to be handled sensibly and must have rounded ends.

Any equipment for adult use only must be clearly demonstrated and the pupils informed of this fact.

Leader in charge must remind pupils of how to safely move around the centre i.e. no running, door slamming etc.

First aider must be in the classroom with the group.

Doors are to be kept locked at all times. Front door is only to be used upon arrival and departure.
Main door for access during the day is the back door of the classroom. Key codes must not be given to parents. Only teachers from the school will be given the door codes.

Contacting Sherwood Forest Education Centre

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