# Forest School Policy

Last reviewed: October 2026

Next review due: October 2027

**What is Forest School?**

The Forest School movement originated in Denmark. It has been an integral part of Early years education since the 1980's when it was introduced as part of an expansion of nursery provision. It is based on the idea that young children can develop enthusiasm for education through the appreciation of nature. In Denmark, Forest schools have found to boost pupils' confidence and improved their behaviour and social skills. Forest school is holistic learning through play and exploration, children learn about the environment, how to handle risks and use their initiative to solve problems and to co-operate with others.

**Where?**

Our Forest school site is on the school grounds in a wooded area at the top of the school field. (*See Ecological Assessments in Appendix*).

The site is owned by North Yorkshire Council, and they have given us access to use this location for our Forest School sessions.

**Who?**

The Forest School leader at present is Laura Galloway (Awaiting Level 3 Accreditation 2024)

**Mission statement:**

*Through visits to our Forest school area every child will access learning and development within the natural world around them. Every child will succeed through inspirational, stimulating, hands on experiences, developing their self-esteem, confidence, and responsibility.*

**Forest School Code of Conduct**

Children will **always** be given a safety briefing at the start of a session and reminded of how we all stay safe. When required to return to base a whistle will sound to call them in, regular practise of this will take place.

**Picking up and playing with sticks.**

Children will be allowed to carry sticks shorter than their arm's length but to make sure that they think about how close they are to other children. Longer sticks can be dragged or carried with a child at both ends. Sticks must not be thrown, nor should children be allowed to pull them from living trees.

**Tree climbing**

When a risk assessment is carried out before the session, areas below climbing trees will be checked for sharp objects and the tree checked for loose branches. Children are not to climb higher than an adult's arm length or chest height. (This will be taught). Unsafe or tempting trees can be marked with a hazard tape.

**Rope and string use**

Children will be encouraged to connect and transport materials but prevented from tying up other children or themselves! If a child has a clever idea and wants, for example, to try and build a rope swing, do help them, use the opportunity to model appropriate knot tying.
All string and rope must be collected up at the end of the session.

**Carrying and transporting materials**

The children should be encouraged to roll, lift, drag and pull materials either by hand or using ropes. The safe way to lift, by bending your knees and keeping your back straight should be modelled by all adults. Heavier objects will be rolled, dragged, or carried by more people.

**Digging**

There is a designated area for digging. Children will be shown how to look after the tools and how to use them safely. They will be shown how to look carefully for insects and their habitats and look after them when they have found them. The children will be taught to look for any hazards while digging such as exposed roots etc. Maximum of four children in the area at any time.

**Toileting**

Children will always use the toilet before leaving the classroom and going to the Forest school area. However, in the case of an emergency children will be taken into school in small groups with each member of staff knowing the number of children going.

**Eating and Drinking**

Children will be taught not to eat anything found in the woods through - stop, no pick, no lick. We will discuss this together so that children are secure in their knowledge. If we take drinks or snacks outside, we will ensure children use washing supplies to clean their hands before eating their snack or drinking.

**Hand Tools**

Children will be taught the safe use of hand tools such as – mallets, loppers, palm drills, fixed blade knives. All tools will be counted out and in, after use they will be locked away. There will be NO running in the tool area, a safe distance (blood circle) between tool users will be maintained at all times. The Forest School Leader will demonstrate the usage of tools on a 1:1 basis. Long hair **must** be tied back, and all loose items tucked in.

**Fire circle**

At our forest school area, we have a stoned fire pit with a fire circle in the middle which will be checked for flammable debris prior to use. Children will be seated on either logs or foam mats outside the fire lighting area. There must be no running within the fire area, and anything being carried must be placed on the ground behind the seating. We then step over the logs to sit down.
The fire area is never left unattended at any time and an adult is always there supervising and supporting. All fire safety equipment, including water and fire blanket will be placed next to the fire circle. Only 5 people are allowed at the fire circle at any one time, and they must be invited in by an adult. Hair **must** be tied back, and all dangling items removed or tucked in.

You must walk around the fire circle in an anti-clockwise direction and there is a designated entrance and exit to the circle. When tending to the fire you must always adopt the 'safety sitting' with one knee on the ground and the other foot placed firmly on the ground. All equipment will be counted in and stored in a locked box.

Children will be taught that before eating anything cooked on the fire, they must wait at least 20 seconds before eating allowing food to cool and must stay seated until finished.

**Collecting Wood**
Wood can only be collected from the ground layer of our woodland area.

**Leaving the site**
The site must always be left as it is found. If artefacts are made using 'found materials' these may be taken off the site and into school to go home. Shelters will normally be demolished and imported materials taken back to storage at the end of each session. All rubbish will be collected and disposed of correctly in school bins.

**Forest School Rules**
- Look after your Forest School area
- Do not pick anything growing
- Do not put your fingers or anything else in your mouth
- Stay within the designated boundaries.
- Stay outside of the fire circle unless invited in by an adult.
- Look above, below, and around for hazards.
- Do not run through the tool area.

**Walking to and from the Forest School area**

Forest school takes place mostly on afternoons, class teacher to remind children before their day, and send a text to parents. After registration children are to get changed into the

correct clothing (waterproofs) and footwear (wellies) with the support of the class teacher/TA.

Children have lining up orders in class which will be followed for the walk to and from the area. A minimum of 2 adults will accompany the children to and from the area and remain on site throughout the entire session. Registers to be taken at the beginning and end of the session. All staff to count the children before leaving class/FS area.
In case of an emergency the adults will have a walkie-talkie and will contact the school office immediately allowing them to contact the appropriate emergency services, giving them details of location and grid reference. The school travel Policy will always be adhered to if the children were to be leaving the school.

**Forest School Routines**

**Procedures to be carried out before each session**

- A thorough sweep of the site will be done half termly and then before each session to check for litter, glass, animal faeces, etc. Any such items should be collected using disposable gloves and a plastic bag.
- At the same time boundary ropes, fences, gates, and hedges should be checked to ensure that they are secure and safe.
- Trees should be checked for any broken or dead branches which may fall.
- Checks should be made that no dead twigs, etc. protruding at eye-level from bushes etc.
- Check weather conditions if it is unduly windy, heavy rain or a thunderstorm is imminent or has commenced. Then it is not advisable to carry out a Forest school session.

**Procedures to be carried out at the end of each session.**

- All equipment cleared away and returned to storage.
- Ensure if used that the fire is completely extinguished, fire bowl taken down and packed away.
- Count all the tools back into the storage boxes and lock.
- Count children and adults and ensure that all are accounted for.
- Collect any assessment sheets or observations from adults. Discuss next steps/ideas with adults back at school site.
- Check area for any leftover items (crafts or rubbish).

**Insurance**

The children Act 2004, and the Health and Safety Work Act 1974 place several legal responsibilities on the school. The school has insurance cover appropriate to its duties under this legislation, including Employer's and Public Liability Insurance. Responsibility will in most cases rest with the school, but staff will take reasonable care, both for themselves and

other people who may be affected by their acts or omissions at work. (Copy of school insurance in appendix)

**Health and Safety**

*Colburn Community Primary School sets out a clear statement of intent regarding the schools' approach to the health and safety of the children, staff, and visitors to the school. The following list is additional measures relating directly to Forest School sessions.*

1. How ever many adults accompany Forest School sessions the person in charge is always the Forest School Leader.
2. The Forest School Leader has overall duty of care for the children in his/her charge, but all adults are required to take all reasonable steps to ensure children are safe.
3. All adult helpers must read this handbook and appropriate risk assessments and understand and agree to comply with the general operating procedures for Forest School.
4. The Forest School Leader or assistant will carry a first aid kit and Emergency bag. The emergency bag will contain:
    - First aid forms
    - Forest school documentation
    - Essential survival equipment
5. The Forest School leader will always carry a walkie talkie in the case of an emergency.
6. In the event of an emergency, the Forest School leader will ensure that the school contacts the emergency services.
7. The Forest School leader will review the risk assessments before every trip to the area.
8. When tools are used the Adult/child ratio will be always be 1:1 when introducing tools and explaining safe usage.

**Equal Opportunities, Inclusion and Forest School**

Colburn Community Primary School is committed to the idea that there should be equal opportunity for all. Our policies help to ensure that we promote the individuality of our children, irrespective of ethnicity, attainment, age, disability, gender, or background.
We undertake that all children:

- Feel secure and know that their contributions are valued
- Appreciate and value the differences they see in others.
- Can participate safely in clothing that is appropriate to their religious beliefs.
- Are taught in groupings that allow them to experience success
- Use materials that reflect a range of social and cultural backgrounds
- Have a common curriculum experience that allows for a range of different learning styles
- Are set challenging targets that allow them to succeed
- Participate fully, regardless of disabilities or medical needs.

**Safeguarding Children, Confidentiality and Forest School**

Colburn Community Primary School recognises its responsibilities for Child Protection and for confidentiality. The school recognises that effective Child Protection work requires sound

procedures, good inter-agency cooperation and a workforce that is competent and confident in responding to child protection situations. A full copy our Safeguarding Policy is held in the school.

**Emergency Incident Procedures during Forest School**

- Children with minor injuries will be treated in the area.
- Major injuries will be dealt with by Forest School Leader. Nominated assistant will radio through to school office so that the emergency services can be advised. Assistant(s) will support other children, bringing them back to base camp (whistle).
- Evacuation of site children will be counted and then lined up and walked back into school.
- Record full details through school incident procedure in school.
- Missing child.
    1. Search vicinity
    2. Assemble rest of children
    3. Radio school office to send assistance
    4. Follow school critical incident procedure.

**Risk assessment guidelines and forms:**

A site risk assessment will be carried out half termly and a check made before every Forest school session takes place. In addition, an activity risk assessment will be in place for any activity that may require it.

The risk assessment process is as follows.

- We look for hazards
- We decide who might be harmed and how this might happen
- We evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- We record our findings
- We review our assessments and revise them if necessary
- We inform all adults accompanying the group.
- We have a copy with us in a Forest School folder.

**Designated person responsibility**:

The Forest School Leader is **Laura Galloway**. She is a member of the support staff at Colburn Community Primary School and is the Class 6 Teaching Assistant. She commenced Forest School Level 3 training in September 2023 and holds a 3 year Paediatric First Aid Certificate and a 3-year outdoor First Aid Certificate. Laura Galloway will carry out all role-safety sweeps, risk assessments and will plan for the sessions (so that relevant curriculum subjects can be incorporated into session). Laura Galloway and the relevant class teaching assistant will check everyone is wearing the correct clothing etc.

To ensure that the children gain the confidence, feel safe and gain maximum benefit from Forest School it is important that all Teachers and support staff, act as good role-models at all times. Laura Galloway will give all staff any support they need to in turn support the children's experience. She will advise staff who and what they may be observing during Forest School. But as in other lessons it is important to record any fabulous 'wow' moments of other children. All staff will have a camera/iPad. The Teaching Assistant will ensure the class walkie talkie has been brought to the session in case of emergencies.

**Risk Management of Tools and Equipment**

**General rules for tool use:**

- All tools must have additional risk assessment in the Forest Schools Folder.
- All tools to be stored in school securing, with Forest School leader having overall responsibility and access.
- Forest School Leader has responsibility and safe storage of tools at Forest School site.
- A designated area will be used for activities involving tools.
- Adults and children to sit when using tools.
- Never walk around with tools.
- Children will be taught to ensure they have 'a blood bubble' around them, when using tools.
- Tools are to be clean and sharp before use.
- Children can only use tools with Forest School Leader.

**Forest School Emergency Kit**

In addition to tools/resources suited to the planned activity. The Forest School leader will always take an emergency bag.

- First Aid kit
- Emergency procedures
- Medical information and emergency contact details of all in group
- Risk assessments
- Walkie talkie
- Clean water
- Accident forms
- Individual medication
- Blanket
- Wet wipes
- Spare clothing

**Appendix**

Health and Safety Policy
https://primarysite-prod-sorted.s3.amazonaws.com/colburn-community-primary-school/UploadedDocument/f55e84e9-7567-4c73-a4d0-c0e1de67d0e9/13.health-safety-policy.pdf

Educational Visits and Trips
https://primarysite-prod-sorted.s3.amazonaws.com/colburn-community-primary-school/UploadedDocument/ec8ba17c-9f84-435e-b3bb-6415829a0508/17.educational-visits-trip.pdf

Missing Child Policy
https://primarysite-prod-sorted.s3.amazonaws.com/colburn-community-primary-school/UploadedDocument/8955c2c6-ad9b-4029-aace-e633ede9ea89/2.missing-child-policy.pdf

# Colburn Community Primary School

Procedures for using Hand Tools

| **Tool** | **Fixed Blade Knife** |
|---|---|
| **Purpose** | Used to remove bark off wood, smoothing wood, whittling. |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Knife should always be in the sheath whilst transporting, held by the handle with the blade pointing towards the ground. |
| **Checking** | Blade should be checked before and after use:<br>• Is the blade secure within the handle<br>• Is the blade sharp and free from damage |
| **Safe usage** | Explain the parts of the knife – cutting edge, handle, sheath<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the knife (sheath is in place and secure and hold out handle to the other person)<br>• Adopt a safe sitting position (kneeling on 1 or both knees)<br>• Always cut away from the body working to the side<br>• Rest shorter sticks against a log for support<br>• Always return to sheath when blade is at rest and placed flat on the log or the ground<br>After completion knife to be returned to toolbox<br>**All knives are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked toolbox with sheaths in place<br>Clean with an oiled cloth after use and sharpen regularly with whetstone |

| **Tool** | **Peeler** |
|---|---|
| **Purpose** | Used to remove bark off wood |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | peeler should always be held by the handle, with the blade at your side pointing towards the ground. |

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| **Checking** | Blade should be checked before and after use:<br>• Is the blade secure within the handle<br>• Is the blade sharp and free from damage |
| **Safe usage** | Explain the parts of the peeler – cutting edge (blade), handle,<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the knife (return to toolbox the other person to collect from there)<br>• Adopt a safe sitting position (kneeling on 1 or both knees)<br>• Always cut away from the body working to the side<br>• Rest shorter sticks against a log for support<br>• when blade is at rest place flat on the log or the ground<br>After completion peeler to be returned to toolbox.<br>**All peelers are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked toolbox.<br>Clean with a cloth after use. Peelers are easily damaged and need replacing regularly. |

| **Tool** | **Bow Saw** |
|---|---|
| **Purpose** | Used to cut dry or green wood |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Bow saw should always have a protective blade guard in place whilst transporting, held by the handle with the blade pointing towards the ground. |
| **Checking** | Blade should be checked before and after use:<br>• Is the blade secure within the handle, tighten if loose<br>• Is the blade sharp and free from damage, missing teeth |
| **Safe usage** | Explain the parts of the bowsaw – blade, handle, blade guard<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Position wood on the sawhorse<br>• Place supporting had through the handle away from the blade to secure the wood in position<br>• Use small strokes to start the cut then use the full length of the blade for the rest of the cut<br>• Arm should be relaxed, and sawing carried out using the shoulder |

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| | • If working in pairs one person to make initial cut, then use a gentle push pull motion<br>• Always return the protective blade guard when bowsaw is at rest and place flat on the ground<br>When passing the bowsaw to another person protective blade cover is in place and held by the bow pass handle to other person. |
| **Bowsaw safe usage continued** | When cutting tree branches ensure the surrounding area is clear in the falling zone.<br>Ensure users are aware that due to tension the blade can become stuck. |
| **Storage and maintenance** | Always secured in a locked shed<br>Dry and clean with an oiled cloth after use, blades will be replaced when required. |

| **Tool** | **Billhook** |
|---|---|
| **Purpose** | Used to split wood |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Billhook should always be held by the handle, with the blade at your side pointing towards the ground. |
| **Checking** | Billhook should be checked before and after use:<br>• Is the tang secure within the handle<br>• Is the blade sharp and free from damage |
| **Safe usage** | Explain the parts of the billhook – cutting edge (blade), handle, cover<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the billhook, blade cover is in place, hold blunt edge of the blade holding handle out to the other person<br>• Adopt a safe sitting position (kneeling on 1 or both knees)<br>• How to position blade on the wood to be split<br>• While working with a partner have clear, concise instructions<br>• While working in pairs, make sure hands are clear before signaling to partner to strike<br>• Partner to check working area is clear of other people before swinging mallet<br>• when the billhook is at rest place flat on the blade cover or in the cover flat on the ground, blade facing away |
| **Bill hook safe usage continued** | If using the tool to remove branches off trees that have been felled, check the area around you is clear before swinging the billhook.]<br>After completion billhook to be returned to toolbox.<br>**All billhooks are to be counted in and out and logged on to a record sheet in toolbox** |

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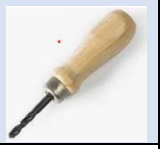
| **Storage and maintenance** | Always secured in a locked toolbox with blade cover in place.<br>Clean with a cloth after use. Blade to be sharpened with a whetstone or professionally sharpened. |

| **Tool** | **Palm drill**  |
|---|---|
| **Purpose** | Used to make holes |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Palm drills should always be held by the handle, with the drill bit at your side pointing towards the ground. |
| **Checking** | Palm drill should be checked before and after use:<br>• Is the drill bit secure within the handle<br>• Is the drill bit sharp and free from damage |
| **Safe usage** | Explain the parts of the palm drill – cutting edge (blade), handle,<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the palm drill (return to toolbox the other person to collect from there)<br>• Adopt a safe sitting position (kneeling on 1 or both knees)<br>• Use on a hard, flat even surface<br>• Hold the piece of wood on the flat surface using your gloved supporting hand<br>• Holding the handle, push and twist the palm drill into the wood<br>After completion palm drill to be returned to toolbox.<br>**All palm drills are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked toolbox.<br>Clean with a cloth after use. If damaged replace the palm drill. |

| **Tool** | **Hammers & Mallets** |
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| **Purpose** | Used to split wood with a bill hook, hapa zome, fitting nails if required |

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|---|---|
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Mallets and Hammers should always be held by the head, with the handle at your side pointing towards the ground. |
| **Checking** | Hammers and Mallets should be checked before and after use:<br>• Is the head secure on the handle<br>• Is the shaft/handle free from damage |
| **Safe usage** | Explain the parts of the hammer/mallet – head, shaft<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the hammer/mallet<br>• Adopt a safe sitting position (kneeling on 1 or both knees)<br>• Hold hammer/mallet at the base of the shaft to gain the best swing and avoid vibration<br>• Do not raise hammer/mallet above your head<br>• Always check the area around you for other people before swinging<br>• If using nails, hold the nail using your gloved supporting hand<br>After completion hammers/mallets to be returned to toolbox.<br>**All hammers/mallets are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked toolbox.<br>Clean with a cloth after use. If damaged replace the hammer/mallet. |

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|---|---|
| **Tool** | **Loppers** |
| **Purpose** | Used to cut wood |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Loppers should always be held by the handles, with the jaws at your side pointing towards the ground. |
| **Checking** | Loppers should be checked before and after use:<br>• Is the jaw secure<br>• Is the blade sharp and free from damage |
| **Safe usage** | Explain the parts of the loppers – blade, handle, safety lock<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the loppers, cutting jaws closed and present handles<br>• Adopt a safe sitting position (kneeling on 1 or both knees) or standing depending on the task |

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| | • If removing branches, consider thickness and whether to use bow saw instead<br>• when blade is at rest place flat on the ground handles out<br>After completion, the loppers be returned to the secure shed.<br>**All loppers are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked shed.<br>Clean with a cloth after use. Sharpen jaws with whetstone or have professionally sharpened |

| **Tool** | **Secateurs** |
|---|---|
| **Purpose** | Used to cut wood |
| **PPE (Personal Protective Equipment)** | Glove should be worn on supporting hand (non-tool hand) |
| **Transporting** | Secateurs should always be held by the handles, with the jaws at your side pointing towards the ground and safety lock engaged. |
| **Checking** | Loppers should be checked before and after use:<br>• Is the jaw secure<br>• Is the blade sharp and free from damage<br>• Is the safety locking working |
| **Safe usage** | Explain the parts of the secateurs – blade, handle, safety lock<br>Children to check work area is clear and safe distance from others (arm and tool length away)<br>Demonstrate use –<br>• Safe passing of the secateurs, cutting jaws closed and present handles<br>• Adopt a safe sitting position (kneeling on 1 or both knees) or standing depending on the task<br>• Secateurs used in one hand, closing the jaws with the handles until wood is cut<br>• Engage safety lock<br>• when blade is at rest place flat on the ground handles out<br>After completion, the secateurs to be returned to the toolbox.<br>**All secateurs are to be counted in and out and logged on to a record sheet in toolbox.** |
| **Storage and maintenance** | Always secured in a locked toolbox.<br>Clean with a cloth after use. Sharpen jaws with whetstone or have professionally sharpened |

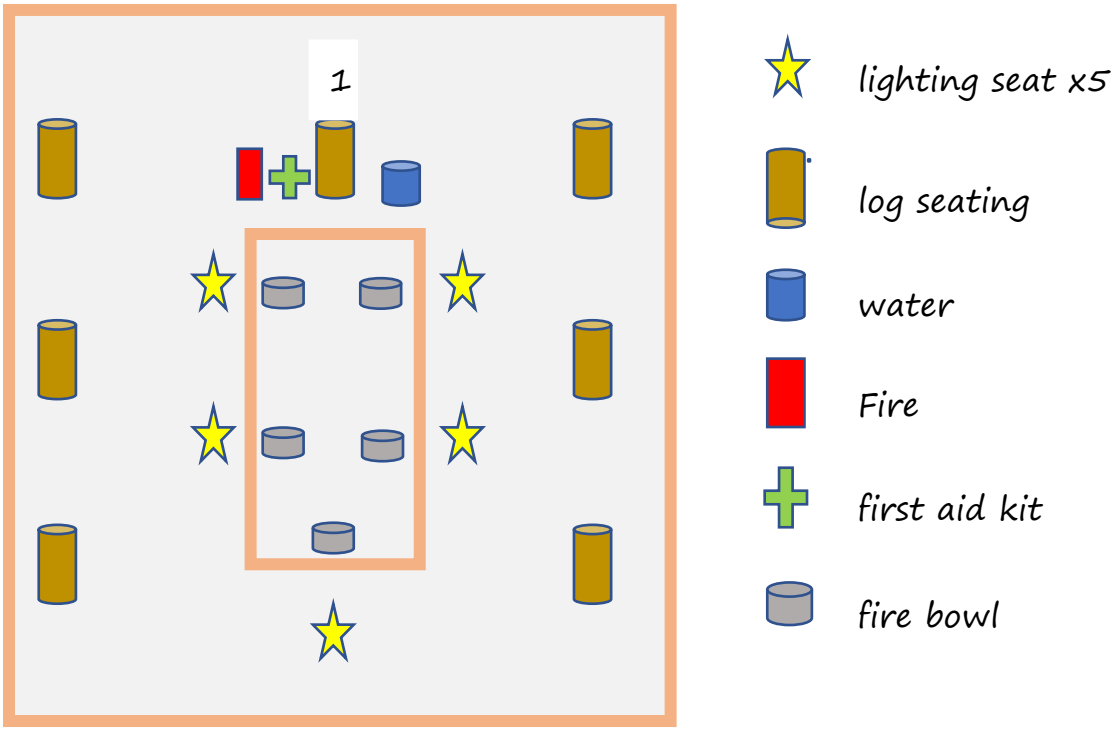
# Colburn Community Primary School

Procedures for using

# Campfires

**Campfire Procedures**

A designated fire circle has been set up in the Forest School area, fires will only be lit inside this designated stone area. All fire lighting will be supervised by a trained member of school staff (supervising adult at log 1).

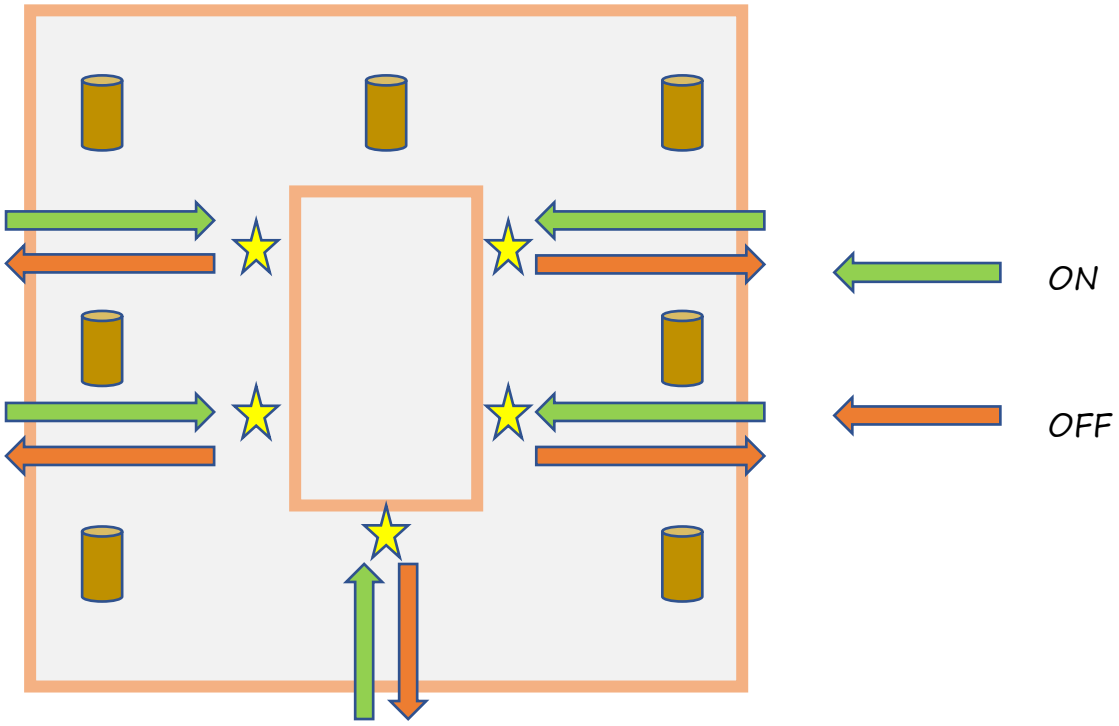



- **Children must be invited into the fire area by the supervising adult.**
- **Children must not walk across the fire area.**
- **Maximum of five children (depending on age) in the fire area at one time.**
- **Adult supervision to be maintained at all times.**
- **Fire strikers are to always be kept in locked container when not in use and counted in and out for every session.**

## Entering and leaving the fire area

When entering the fire area adults and children must walk from the side to the center area directly but not entering the middle area. When leaving the fire are adults and children must step backwards away from the center area, turn, and walk straight to the side and out. Children must not walk around inside the fire area. Adults model this to children, explaining that only adults are permitted to walk around inside the fire area to enable them to support the children.

See diagram below.




## Fire Safety

- Area must be cleared of any debris prior to fire related activities.
- Long hair must be tied back.
- Loose clothing must be secured or removed.
- Lanyards must be secured (tucked in) or removed.
- Participants must follow the entry/exit procedure.
- No loose belongings to be brought into the fire area.
- Gloves are **NOT** to be worn in the fire area.
- No running in the fire area.
- No children permitted to enter the central fire rectangle.
- Fire blankets, fire gloves, first aid kit and water must be in the area during all fire activities.
- Children wishing to watch or waiting to participate must remain outside the main fire area.

## Fire Based Activities

- Fire based activities will be dependent on weather conditions, assessing the risk of fire lighting, (for example: high winds could blow embers onto a child).
- The area will be cleared of flammable materials, (e.g. dry leaves) trip hazards will be removed, (e.g. sticks).
- Before any fire activity takes place, the children will be reminded/taught about all the safety procedures in place, the equipment required and why.
- After approaching, children will take the safety sitting position (kneeling on one knee). Supervising adult will demonstrate this.
- Adults will reinforce that fire lighting must only take place within Forest School sessions, unless they are accompanied by a responsible adult who is supervising them. This is to deter them from attempting fire lighting outside of sessions by themselves.
- Children will be taught how to safely extinguish the fire.
- Fires will be extinguished at the end of the session before leaving the site.

## Using Kelly Kettles

- Kelly Kettles will be used within the fire circle, no other fire-based activity will take place at the same time.
- Adult supervision required at all times.
- The Kelly Kettle base will be placed on a firm base.
- Using Kelly Kettles holds the risk of burns and scolds, a maximum of two Kelly Kettles will be used at any one time.
- The spout (where the steam and hot water comes out) must face the inner circle, away from the participant.
- The air hole in the base should face towards the wind.
- Sticks should be no larger than the size of the base.
- Fuel should only be added via the chimney from the side.
- Corks will be removed from the chains.
- Once boiling remove from the base using fire gloves provided.
- Pour using the chain to tilt the kettle in a controlled manner.
- Extinguish the fire after use.
- Ensure Kelly Kettles are cold before packing away.

## Fire bowl

- Fire bowl will be placed in the middle of the central area.
- Adult supervision required at all times.
- One participant (supervised by adult) or adult lights the fire.
- When required fuel will be added from the side, while wearing fire gloves.
- A maximum of four children at the fire bowl, depending on age, cooking activities being carried out (e.g. marshmallows).
- Any food cooked must be allowed to cool before eating.

- After use, the fire must be extinguished fully.
- Fire bowl must be completely cooled before packing away.
- Area to be checked for fire debris before leaving.

# Colburn Community Primary School

Procedures for

Den Building

**Safety when building with sticks**

- First Aid Kit must be in the area.
- Encourage children to check the area for hazards where they are working.
- Children should not carry sticks longer than their arm by themselves (either drag or have two people to carry).
- Sticks should not be carried higher than waist height.
- Check sticks for thorns/sharp edges before lifting.
- Check the area around before lifting sticks into position.
- Children use clear verbal instructions with each other when moving/lifting sticks.
- Children must watch their hands when placing sticks, be aware of others around them.
- Make sure the sticks are secure before entering the den. If unsure ask an adult.
- Do not put fingers in your mouth after handling sticks, children must wash hands when finished.
- No running around the den building area.
- Dens to be dismantled at the end of the session.

**Using tarps and cordage**

- Area to be checked for debris (e.g. sticks, stones).
- Cordage to be checked for damage prior to use.
- After using all tarps/camo netting to be dried if wet and folded back into storage bag.
- All cordage and bungees to be removed from tarps and stored correctly in the storage bags provided.
- If tent pegs have been used remove them from the ground.
- All dens are to be dismantled at the end of the session.
- No running through the den building area.
- Children must not jump on the top of tarp dens.
- Hands must be washed after den building.