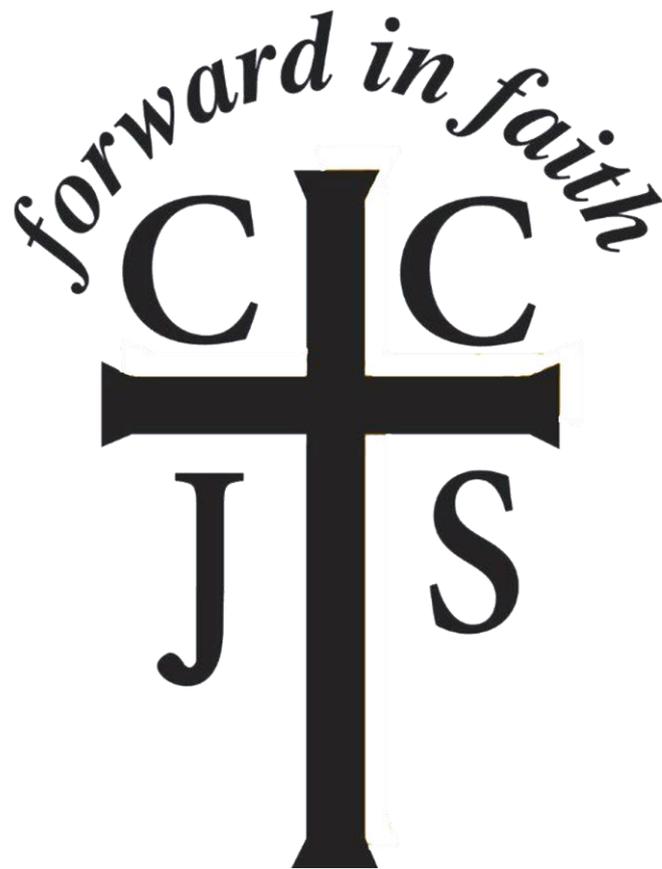




Cheadle Catholic Junior School



Forest School Guidance Handbook

Introduction

This guidance resource includes policies, procedures and reference to relevant legislation.

It is advised that all teachers and staff that partake in forest school read this handbook prior to sessions.

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Review Date

This guidance handbook will be reviewed annually. Review date: September 2024

Information about Forest School

Intent

Forest School is an inspirational process that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees. Forest School is a specialised learning approach that sits within and complements the wider context of outdoor and woodland education.

At Cheadle Catholic Junior School, our Forest School provision provides nurturing, positive outdoor learning experiences to support our children's wellbeing and personal development. Children learn about the natural environment, how to handle risks and how to use their own initiative to solve problems and co-operate with others. Children participating in Forest School have the opportunity to explore, play, learn boundaries of behaviour and develop life-long skills such as confidence, resilience, independence and motivation, whilst making links to the curriculum.

Where is Forest School?

Our Forest School is located at the back on the school field and can be accessed via the Junior playground or rear entrance of the school.

Our Forest School is a wonderful, open space with a variety of flora and fauna for the children to explore.

How to Get There

When children are dressed and ready their teacher or support teacher leads the children across the school field to the Forest School. It is approximately a minute walk. Children are expected to walk and wait near the entrance before further instruction.

A session at Forest School...

On arrival at Forest School the children are expected to assemble at the log circle for a "Check In". This involves the children saying how they are feeling and why. This allows children to become more in touch with their emotions and feelings and how they can change as we do different things.

Children are briefed on the activities for the session and each session usually starts with an immersion game!

Each session ends with a "Check Out" to reevaluate our feelings and emotions and share anything we have learned or enjoyed at Forest School.

Forest School Rules

In the first Forest School session, children become involved with the setting and understanding that Forest School rules are to ensure their safety. At the beginning of every school session a quick recap of the rules is reinforced by the children.

Our Green Rules

Walk within the Forest School Area

Keep everything out of your mouth

Stay within the boundary

Use the respect position when using tools or working near a fire

Do not throw anything

Drag sticks behind you

Care for nature

Ask an adult before you use a tool and follow the tool rules Have FUN!

Always wash hands following a session.

Boundaries

The Forest School boundaries are clearly marked with wooden and metal fences. Children are reminded of the importance of these boundaries at the start of each sessions.

Regular maintenance and checks of the boundaries are made by the Forest School Leader but if you notice any damage please make the Forest School Leader aware immediately.

Staff and Helpers at Forest School

Mrs Marshall Level 3 Forest School Leader

The Class Teacher of the class that is participating in Forest School is expected to attend all forest school session with the Forest School Leader. This includes all SEND support Staff and Medical Support Staff.

The Class Teacher and support staff should be dressed appropriately, with appropriate footwear, for outdoor learning. The Class Teachers are expected to participate in activities and may be given an activity to lead depending on the session. Class Teachers are expected to enforce all Forest School rules.

At Cheadle Catholic Junior School we hope to welcome volunteers to our sessions but our current minimum child to adult ratio is 1:15. This is considered in the site and activity risk assessment.

All staff and adults involved in Forest Schools, are required to sign and date a form to show that they have read this handbook, appropriate risk assessments and understand to comply with the safety guidelines.

Health and Safety

At Cheadle Catholic Junior School, the health and safety of the children, staff and visitors is our primary concern. The following policies within this handbook are in addition to the main school policies and do not replace them. They are the minimum requirements for the safe running of Forest Schools. Forest Schools is held on the school premises, within the nature area, and is attended by children from the school.

The forest school leader is responsible for the safe running of Forest Schools therefore, has a duty of care for the children. However all adults are required to take all reasonable steps to ensure children are safe. Before a session commences all staff involved in the sessions have access to activity plans and risk assessments associated with the activities.

Site Risk Assessment

Before a site is used a risk assessment will be carried out by a Forest School Leader. The site risk assessment will be approved by Mrs Fender (Headteacher) and updated as and when there are any permanent or seasonal changes to the site which are not recorded on daily site assessment below.

Daily site risk assessment

A daily site risk assessment (safety sweep) will be carried out before the site is used to ensure that there are no changes to the site which could cause harm. This should be taken with extra caution following high winds and other bad weather. It should be carried out by the forest school leader who will make the decision whether PPE should be worn when carrying out checks. Following the daily site risk assessment the FS leader will carry out anything that is needed to make the site safe (e.g. remove any hazards, mark off any unsafe areas). At the same time will consider specific circumstances which make it appropriate to cancel a Forest School Session.

Activity risk assessment

When planning activities for Forest Schools, any hazards associated with that activity, that are at risk of causing harm, should be considered. These should be recorded on an activity risk assessment with suitable control measures taken to control and minimise the risk. Due to the nature of Forest Schools the children may come up with a new activity during a session and therefore reasonable steps will be taken to ensure the activity is safe. An activity risk assessment form will be completed ASAP following that session.

First Aid

A small First aid kit is accessible to the adults. In addition to this a full emergency bag can be found in School. Access to the emergency bag is permitted only to the Forest School Leader and other teaching staff.

<p>The Emergency Bag contains the following;</p> <ul style="list-style-type: none">• First Aid Kit (see contents in column right)• Burns Kit (cling film/scissors/latex gloves)• Fire blanket• Tissues and paper towels in plastic bag• Hand wash gel• Baby wipes• Fresh water in container• Emergency action plan and incident book.	<p>Full First Aid kit will contain:</p> <p>Instant ice packs Antiseptic wipes Eye irrigation solution sachets Jumbo plasters, medium plasters, small plasters Triangular bandages Large self-adhesive wound dressings Small self-adhesive wound dressings Crepe bandages Pairs of protective gloves Eye pads roll micro pore tape CPR face shield Foil Blanket</p> <p>The allocated school First Aid will ensure this is up to date and stocked.</p>
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Inhalers must be carried down to Forest School and this is the responsibility of the class teacher.

All doors into school must remain unlocked for easy access in case of an emergency. Ratios must be used to notify school of any accident where extra assistance is needed.

Medical consent form notes should be taken to Forest School in case of an emergency.

A radio/phone must be taken to Forest School to ensure contact can be made with the school at all times.

Emergency First Aid Procedures

In the event of an emergency the following will happen;

- Emergency Whistle blown
- Children advised of tools down by other adults in surrounding areas and to await further instructions.
- Forest School Leader to assess situation and remove any hazards
 1. Forest School Leader to assess emergency
 2. First Aider to use emergency bag to aid casualty whilst other support staff lead children away from the incident.
 3. Further actions take place, child is allowed to carry on with session, child must return to school and go home or emergency service are called (to the discretion of the Forest School Leader). First Aid trained staff to take control of situation whilst other support staff keep other children calm and distracted.
 4. Parents are contacted depending on severity or an incident note is completed.
 5. An accident or near miss form may need to be completed via the admin team. A note in the Forest School accident book must be made.

Personal Protective Equipment/Clothing Policy

As a responsible person, the Forest School leader has the right to exclude any child they think is inappropriately dressed for Forest school activities.

Children are expected to bring the following to each Forest School session:

- • Waterproof or old trousers (no shorts)
- • Wellies or walking boots
- • Winter wear; hats, gloves, scarves in cold weather
- • An old long sleeved, old, waterproof coat.
- • In summer; sun cream or a summer hat. Long clothing is still necessary to protect the children from scratches or grazes.

Appropriate PPE is provided when children are taking part in activities. Gloves are essential during tool and fire use, depending on the tool use and fire use guidelines. Cheadle Catholic Junior School has a duty of care to provide appropriate PPE for the activities at Forest School.

Toileting and Litter

Children will be encouraged to use the toilet before beginning a session, firstly to avoid too many trips during the session and to avoid having to take off all the waterproofs again!

Adults and children are advised that tool use will be stopped during toilet visits due to the ratio of staff remaining. Should a child need to go to the toilet during a session they will enter the building and use the toilet closest to the site.

If children are able they will escort themselves to the toilet with an adult watching from the forest school. If an adult needs to escort a child the forest school leader will be informed.

If in the rare occasion a child should have a toileting accident on site, then the adult and child will advise the Forest School Leader who will advise Adults and children that tool use will be stopped whilst an adult leaves the site due to the ratio of staff remaining. The adult and child can return to the session when they are ready and advise the FS leader so that a usual session resumes.

A bin bag, gloves and litter picker is taken to every Forest School session to clear any litter as a safety precaution. Adults are encouraged to clear any litter if seen. Children can litter pick but are pre warned not to touch any litter any to alert an adult if they see anything that can cause harm e.g. glass. Litter is taken back to school and disposed of appropriately.

Legislation

Health and Safety at Work Act 1974

The purpose of health and safety law is to ensure a safe working environment for employees. In the UK, this requires employers to meet health and safety obligations, covered by a vast range of legislation.

Under the Health and Safety at Work Act 1974 it is important that all employers have a duty of care for its employees and anyone that is effected by its work. This might include members of the public, customers, visitors, contractors, patients, students etc.

The Employer has a duty of care to safeguard these people and ensure a safe working environment by ensuring the appropriate level of training and supervision is provided.

It must be ensured that members of staff are provided with appropriate PPE and that tools and materials are in good working order.

Due to the ever-changing nature of regulations and the law, please visit <http://www.hse.gov.uk/> for the very latest information and updates.

The Children Act

The Children Act 2004 provides the legal basis for how social services and other agencies deal with issues relating to children.

These guidelines have been laid down so that all individuals who are involved in the looking after children are aware of how children should be looked after in the eyes of the law.

The Children Act 2004 was designed with guiding principles in mind for the care and support of children.

These are:

- To allow children to be healthy
- Allowing children to remain safe in their environments
- Helping children to enjoy life
- Assist children in their quest to succeed
- Help make a contribution – a positive contribution – to the lives of children
- Help achieve economic stability for our children's futures

Cheadle Catholic Junior School complies with the Children's Act 2004.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

All accidents should be recorded in the accident book which is available in the Forest School First Aid box. Depending on the severity of the incident or accident an online accident and near form may need to be submitted and this can be done through the front admin office.

LEA guidelines

Cheadle Catholic Junior School is in the Stockport and therefore the LEA guidelines of Stockport Metropolitan Borough Council must be followed. For more detailed information please see Stockport Council Website or discuss with the admin team.

Insurance

Insurance for Forest School is covered through Stockport Metropolitan Borough Council and a copy of the Insurance Document can be found in the Forest School Subject Leader file.

DBS and Safeguarding

Any member of staff who is employed directly by the school must have an up to date DBS check including any volunteer staff before working with children.

Enhanced DBS checks will detail any unspent/spent convictions, cautions, warnings and reprimands an applicant may have received. It will also include any additional information the police deem worthy and barred list searches if applicable.

Please ensure all DBS forms are checked and copied by the admin team before participating.

Cheadle Catholic Junior School have a Safeguarding Policy in place and the Designated **Safeguarding** lead is Mrs Fender and Safeguarding deputies Mrs Lees and Mrs Dixon.

Safeguarding children is the responsibility of everyone. As such all members of staff in our school have a duty to safeguard and promote the welfare of children. The duty is placed upon school by section 175 of the Education Act 2002.

If you have any safeguarding concerns then this must be reported immediately.

Procedures for unexpected events

In the event of a Lost Child the below steps must be taken.

1-2-3- where are you?

Children are taught a game from the beginning of Forest Schools which is similar to hide and seek. Children are asked to hide and then when they cannot be found the call of '1-2-3 where are you?' the children have to make themselves be seen by an adult and praised for hiding so well. Throughout the sessions this can be played and also used as a call back to the base at the end of the sessions.

Children are also taught that if they hear the blow of a whistle twice they must return to the log circle immediately in case of an emergency or further instruction.

Children are reminded of the toilet policy and boundaries policy on arrival at Forest School to avoid children wandering off.

Headcounts

At the beginning, during a session and at the end headcounts take place. The number of children and adults participating, can be found at the top of the daily risk assessment where the ratio of adults to children has been calculated for the session. It is the responsibility of all adults to ensure they are aware of the headcount for the session and to be involved in the monitoring of this.

Next Steps...

If a child cannot be located then school must be contacted immediately and further action is taken by the office team.

Loose Dog or Security Situation

If there is a security situation at Forest School the safety measures similar to the school lockdown procedure must be followed. A security situation is signalled by 5 short sharp whistle blows. Children must stand still and remain calm and quiet. Children are encouraged to stay in this position until the threat has passed. Radio/phone communication can be made to school building.

Children are encouraged not to run away from a loose dog as this can make the situation worse.

The signal for all clear is 5 short sharp whistle blows.

Cancellation Policy

Following the Forest Schools ethos of.....'*there is no such thing as bad weather, only inappropriate clothing!*' Children are advised to dress warmly and provided with waterproofs.

However, there are some occasions where it may not be safe or practical to go ahead with a planned session due to extreme weather;

- In the case of high winds Beaufort Scale 5 or above or a warning issued by the met office online.
- In the case of extreme temperature determined by a met office amber weather warning.
- In the case of extreme cold of below '0' a session will be cancelled if it is near to this we will ensure children are appropriately dressed, sessions will be made shorter and activities will be planned to ensure children are kept moving.

Staff ratios

A session may need to be cancelled due to staff illness or other circumstances if this is going to compromise the adult to child ratios. If a staff member is unable to attend a session for any reason they should inform the forest school leader ASAP. Unfortunately, cancellation decisions may be on the day of the session, but the forest school leader will endeavour to give as much warning as possible to supporting staff, children and helpers.

Tool Safety Policy

Children will not be using tools until the children are ready in every way; emotionally and physically.

Specific tool rules and tool talks are in place for each tool that may be used within Forest Schools and these are communicated by the Forest School Leader. The rules cover specific ratios for tool usage and any PPE required for adults or children whilst using the tools.

All tools are initially modelled by the Forest School Leader to children and adults. All Adults participating must receive basic training on the safe use of tools before being allowed to use them with children.

Tool Maintenance

As tools are prepared for the beginning of a session, tool safety checks are completed by the Forest School Leader. If any tools are deemed unsafe for purpose they will not be used and removed from the tool bag. Following a Forest School session tools are checked back in by the Forest School Leader or adults. Tools are checked against the checking out list to ensure no tools are missing. The Forest

Tool rules:

- • Children are taught these and they are reinforced at the beginning of each session.
- • Ask an adult before you take a tool from the tool area.
- • You must have a purpose for your tool.
- • You must make sure you choose a safe working area with nobody within two arms and a tool distance from you.
- • You must wear the correct PPE and sit in a safe tool working position.
- • Tools must be returned to the designated tool place after use.

Tool talks are available in the tool bag or can be seen as Appendix C.

Fire Safety Policy

Fires will only be lit by a Forest School Leader following this safety policy when the children are ready in every way; emotionally and physically.

Considerations before deciding to have a fire:	<p>Wind direction.</p> <p>No combustible materials nearby/over- hanging branches.</p> <p>Soil type – ensure not too peaty.</p>
Safety - clothing and hair:	<p>No hair/Jewellery dangling – hair tied back.</p> <p>Heat resistant gloves when fuelling the fire.</p>
Safe Sitting:	<p>Seating should be positioned 1.5m away from fire.</p> <p>Allow gaps for between seating arrangements for escape routes.</p> <p>Invite children into the inner circle. Ensure the area between the seating area and fire pit is free from debris and trip hazards.</p> <p>Children will be taught they must never the cross the inside ring and taught to move by stepping over the seating log and walking outside the seating area.</p> <p>Seating in line of smoke will be avoided. Children will be taught to turn their heads if smoke is coming in their direction.</p>
Safe Management:	<p>Fires will be lit by the forest school leader and only when the leader is confident the group is able to carry out instructions safely.</p> <p>Fires will be lit using a fire steel, matches and firelighters can be used but will be stored safely away in a fire proof box. No flammable liquids will be used to light or accelerate fires. Never leave the fire unattended.</p> <p>Have 10L of water available in case of an emergency burn/scald, a fire blanket and a watering can/bowl for extinguishing available.</p> <p>The fire will be lit in a designated area used only for this purpose. The area will be cleared of dried leaves, wood and we or porous rocks which might explode if heated.</p> <p>A fire bowl/pit will be used to prevent the spread of fire on the school site.</p>
Safe Extinguishing:	<p>Spread out the embers of the fire.</p> <p>Pour on water gently using a watering can. Using the back of the hand, check for heat, and then apply further water if necessary.</p>
Emergency:	<p>In the event of a fire emergency the school's fire policy will take place.</p>

Hygienic Handling of Food Policy

Children at Forest Schools are taught a strict NO eating rule, unless it is a specific activity led by an adult to prepare and cook food. Initially, when children are ready they will participate in simple cooking on the fire activities which include; toasting marshmallows or making popcorn. As skills develop, this may include other cooking methods. There is always a staff member present with food hygiene training, when food is being handled and prepared. Allergies and intolerances must also be fully complied with.

Food Preparation, transport and storage;

- Hands will be washed thoroughly and any cuts/grazes covered in the correct manner (blue plaster or ideally gloves) before handling and preparing food.
- Any food needing preparation will be prepared in the school kitchen e.g. bread dough.
- Food will be stored in clean containers and transported in a cool bag to and from the site, with any clean utensils and cooking pans required. The box will remain closed in between use with food covered in bags or boxes; to avoid attracting flies and other insects.
- Raw meats will be stored separately to any other foods.
- All 'use by' dates will be checked on foods before eating.
- Water for cooking will be provided in cleaned sealed storage

Handling, cooking and eating Food;

- A fresh, clean, bucket of warm soapy water will be available for children to wash their hands before handling food or utensils.
- Children are taught how to cook food safely following the activity risk assessment and fire policy. All food will be checked by an adult to ensure it is fully cooked before eating.
- Children will be asked to sit still around the fire circle or to move to a designated eating area from the fire to keep numbers to a minimum near the fire circle.

Clearing away and cleaning up;

- ALL food not eaten or cooked will be placed in black bin bags and disposed of in the school bin at the end of the session by one of the adults. The area is checked to ensure there no food traces to avoid vermin being attracted to the area.
- ALL utensils and pans will be placed in the cool box and carried away after the session and cleaned in hot soapy water by one of the adults and stored away correctly.

Inclusion and SEND

Cheadle Catholic Junior School is committed to the development of the whole person within a supportive, secure and creative environment. A broad, balanced and appropriate curriculum provides equal opportunity for all pupils to maximise their potential regardless of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation. We endeavour to promote positive relationships with parents, governors and members of the wider community.

Please refer to SEND policy, Equality and Diversity policy and Anti-Bullying Policy alongside this information.

‘Forest School for All’

Forest Schools aims to be child led and enables children to develop their independent learning skills at their own pace through their own interests. Linking with the Schools SEND policy, allowing children to acquire, assimilate and communicate information at different rates. Support staff for SEND children will be fully briefed on reasonable adjustments that can be made to sessions to make them accessible to all.

Behaviour at Forest School

Good behaviour is essential for the smooth running of Forest School sessions and for the safety of all.

The Forest School behaviour policy works in line with the school's behaviour policy but given the setting, surrounding and difference expectancies from the children during Forest School this is more relaxed and is determined by the Forest School Leader and the dynamic of the group that is participating. Usually a "time out" and discussion is used to address behaviour at Forest School.

Unacceptable behaviour will be dealt with by the class teacher in the first instance.

All incidents will be logged by class teacher where necessary.

Incidents will be regularly monitored by the Senior Leadership Team.

School's Rules:

A set of school rules have been agreed as part of the Home/ School/ Child Agreement. They are displayed in classrooms and read as follows:

- I will be gentle.
- I will be kind and helpful.
- I will be honest.
- I will work hard.
- I will look after property.
- I will listen to people.
- I will remain in my class 'bubble' at all times (Covid Specific)

Rewards

In our school we believe all pupils should be encouraged to do their best and their success will be recognised. Most children respond well to praise and encouragement. We will reward good work and behaviour with:

Forest School rewards linking to Class rewards

- Praise- verbal and written
- Class tokens
- Group points
- Forest School Star of the Week

Sanctions

For a variety of reasons some children do not respond as readily to the above strategies and the teacher will have to employ other techniques including sanctions for unacceptable behaviour.

When behaviour problems occur, we will always try to listen and endeavour to establish the facts but this is not always an easy matter. Only when we are certain of the facts can we judge and then we must apply rules firmly and fairly.

The following sanctions may be appropriate:

- Verbal warning
- Moved within class
- Period of withdrawal to another teacher
- Loss of privilege e.g. class job
- Letter of apology
- Exclusion from some Golden time

Serious misbehaviour might require the following sanctions:

- Loss of privileges
- Regular parental involvement
- Regular monitoring- Home/ school diary
- Ultimately, exclusion

Confidentiality and Parental Consent

At Cheadle Catholic Junior School we aim through our GDPR and consent policies to ensure that staff, parents, governors and pupils are aware of the schools GDPR and consent procedures and are aware of their responsibilities in relation to it. Any confidential information regarding children/adults is followed in the same procedure as set out in the school's GDPR and consent policies.

In relation to forest schools, medical information for each child is obtained at the beginning of the school year from the parents/carers and is kept in locked storage, in the schools main office with restricted access.

The Forest School leader is given a summarised list of specific medical needs for individual children (e.g. Asthma, Epilepsy, allergies). At the start of the term parents/carers are provided with information outlining the ethos of Forest School and proposed activities. They are required to sign a consent form to allow their child to participate in Forest Schools. (See Appendix A) On the consent form as a cautionary measure parents are reminded to advise us if there are any further medical reasons or phobias that could affect their child's well-being and experience of Forest Schools. The consent forms are kept in individual files in locked storage once medical information has been summarised onto the Forest School Leaders Form. All information about individual children is private although specific medical information that could affect a child's well-being and safety at Forest Schools is shared with Forest School staff that have a need to know, to ensure the best care and safety for children in our care. A summary of medical information and any medication required is kept in the Forest School Emergency bag at each session. Access to the emergency bag is permitted ONLY to the Forest School Leader and other teaching assistants NOT to volunteers, visitors or children. In between sessions this medical information is kept in locked storage.

Emergency contact information is kept within the school office and can be obtained quickly via phone or dashing into school.

APPENDICES

APPENDIX A – Consent Letter

Date: _____

Parents/Carers of Children in _____

Dear Parent/ Carer

We are delighted to be introducing our Forest School programme this year. Forest school gives children the unique opportunity to experience play and learning in a controlled outdoor environment. The work will have a strong emphasis on raising all children's confidence and independence whilst developing the children's awareness and understanding of the outdoors. Forest School will be taught through cross curricular sessions to enhance the children's' learning across all subjects.

An integral part of the Forest School experience is that children will be outdoors in all weathers, with the exception of very high winds and thunder storms. Your child will need suitable outdoor clothes that they can change into for their Forest School session. These clothes should be labelled with your child's name and should remain in school whilst your child is participating in Forest School.

This would include:

- an old waterproof coat,
- waterproof or old, warm trousers,
- wellies or "walking boots"
- jumper

Please bear in mind that your child could possibly get muddy! If you are struggling for suitable clothing then please come and talk to us about how we can help.

Sessions will be led by a fully qualified Forest School Leader and your child's class teacher. Your child will participate in Forest School sessions on a Thursday.

Please can I ask that you complete the attached consent forms, so that your child can take part in Forest School **starting** _____.

If you have any questions about Forest School, please feel free to approach Mrs Marshall, our Forest School Leader or Mrs Fender.

Thank you for your support during this exciting time for your child.

Yours sincerely,

Mrs Marshall

Forest School Leader

Consent Form Forest School Cheadle Catholic Junior School

Child's Name: _____ Class: _____

Photos/ video recordings I give permission for my child / children to be photographed whilst at Forest School and for these to be used in the child's books, school records, on display in school and the school website.	
Medical Information I confirm that the medical information I have supplied to the school is fully up to date.	
Allergies/reactions to stings/insect bites My child has the following allergies or reactions:	
Data Protection All information provided is covered by the Data Protection Act 1998 and is strictly confidential. I understand and agree to the above being held by Forest School Cheadle Catholic Junior School	
Permissions I, being the parent/carer of _____ _____ class: _____	
I agree/do not agree for my child to participate in the Forest School activities at Cheadle Catholic Junior School and confirm that all the above information is current and correct.	
Name of Parent / Carer:	
Signed:	
Date:	

APPENDIX B – Record of Accident Log Example:

Name	Class	Injury	Treatment	Date	Time	Initials	Note

School accident form to be completed and note sent home as per school procedure.

APPENDIX C – Tool talks (Tool Policy)

<p>TOOL TALK – BILL HOOK</p> <ul style="list-style-type: none"> • This is a bill hook. • This is the handle. • This is the cover. • I take the cover off like this. • This is the blade. • This is the cutting edge. • When I have finished with the bill hook I put the cover back on like this. <p>MOVEMENT</p> <ul style="list-style-type: none"> • I stand with the bill hook like this. • I walk with the bill hook like this. <p>USAGE</p> <ul style="list-style-type: none"> • When I use the bill hook I use it two arms and a tools length away from anyone except my partner like this. • I use the bill hook to cleave (split) wood. • I have bare hands on the tool. • When I am not using the bill hook I put it down with the handle facing forwards and the hook and the blade facing inwards • When I have finished with the bill hook I put it in the designated place or in the toolbox provided. 	<p>TOOL TALK – BOWSAW</p> <ul style="list-style-type: none"> • This is a bowsaw. • This is the handle. • This is the cover. • I take the cover off like this. • This is the blade. • This is the cutting edge. • When I have finished with the bowsaw I put the cover back on like this. <p>MOVEMENT</p> <ul style="list-style-type: none"> • I stand with the bowsaw like this. • I walk with the bowsaw like this. • I pass the bowsaw like this <p>USAGE</p> <ul style="list-style-type: none"> • When I use the bowsaw I use it two arms and a tools length away from anyone except my partner like this. • I use the bowsaw to cut wood bigger than a two pence piece. • I have bare hands on the tool. • I have a glove on my helper hand. • When I am not using the bowsaw I put it down with the handle facing forwards and the blade facing inwards. • When I have finished with the bowsaw I put it in the designated place or in the toolbox provided.
<p>TOOL TALK – LOPPERS</p> <ul style="list-style-type: none"> • These are loppers. • This is the handle. • I take the cover off like this. • This is the blade. • This is the cutting edge. • When I have finished with the loppers I put the cover back on like this. <p>MOVEMENT</p> <ul style="list-style-type: none"> • I stand with the loppers like this. • I walk with the loppers like this. • I pass the loppers like this. <p>USAGE</p> <ul style="list-style-type: none"> • When I use the loppers I use them two arms and a tools length away from anyone else • I use the loppers to cut wood thinner than a two pence piece • I have bare hands on the tool. • When I am not using the loppers I put them in the designated place or in the toolbox provided. 	<p>TOOL TALK – KNIFE</p> <ul style="list-style-type: none"> • This is a fixed blade knife. • This is the handle. • This is the cover. • I take the cover off like this. • This is the blade. • This is the cutting edge. • When I have finished with the knife I put the cover back on like this. <p>MOVEMENT</p> <ul style="list-style-type: none"> • I stand with the knife like this. • I walk with the knife like this. • I pass the knife like this. <p>USAGE</p> <ul style="list-style-type: none"> • When I use the knife I use it two arms and a tools length away. • I use the knife to cut cord and to whittle. • I have bare hands on the tool. • I have a glove on my helper hand. • When I am not using the knife I put it down with the handle facing forwards and the blade facing inwards. • I always use the knife away from my body. • When I have finished with the knife I put it in the designated place or in the toolbox provided.

