

**Session Routine Policy**

Tales and Trails Forest School

Last review: October 2019

**Equipment**

First Aid Kit and Survival bag

Waiver of Liability and Children Registration Form

Risk-benefit analysis

Incident log

Emergency Procedure Card

Mobile phone

Tools & fire-lighting kit

Handwashing bucket and Fresh water jerry can

Emergency bivi-bag

Spare clothing

Fire blanket

Insulation Mats

**Setting Up**

1. Carry out a dynamic risk assessment of site and advise/act accordingly

2. Collect necessary equipment and restock first aid where necessary

3. Meet and register group

4. Check phone signal Session

**Opening**

1. Introductions of any new faces

2. Make the group aware of new hazards or medical considerations

3. Check that they are all wearing suitable clothing and footwear

4. Form an opening circle

5. Describe or walk the boundaries for the day

6. Engage children and parents/carers in the development of rules and guidelines for the session

7. Describe the day’s activities

**During the Session**

 • Visually check all equipment before use

• Check on pastoral needs of group

• Conduct a head count, as needed

• Ensure appropriate personal protective clothing is worn

**Closing the Session**

 1. Extinguish any fires properly

2. Count any tools used into their bag

3. Remove structures

4. Check for litter etc.

5. Collect the equipment

6. Form a closing circle

 7. Conduct some type of Review with the group (questions, talking stick or drawing)

8. Bid farewell to the group

9. Thoroughly check equipment

10. Complete the appropriate evaluation forms