



Responsibility of	Forest School Leaders
Reviewed by Staff	May 2017
Adopted by Governors	
This version dated	May 2017
Meets Equality of Opportunity	Yes
Next review date	September 2017

First Aid

1. Follow the School's Accident and Emergency Procedures Document. Any illness or injury to be treated by a qualified first aider.
2. Check Dr -A-B-C, Administer First Aid.
3. Remove others in group from the situation, ensuring they are safe and carry out a headcount.
4. Notify school office. And if necessary call for further assistance, or notify emergency services.
5. Have medical details available in medical bag, and notify parents/guardians as appropriate.
6. All accidents, however minor, must be reported to the Headteacher who will complete an accident report form.
7. Follow up to parents as usual. **Please check this procedure.**

Missing Child

In the event of a member of staff fearing that a child has gone missing whilst in Forest School:

1. If a teacher suspects that a child is missing from a lesson or activity, they must contact the nearest member of SLT and the school office **immediately**.
 - 1b. Determine the description of the child, their last known location and activity.
 - 1c. Ensure that the rest of the class/group are appropriately supervised.
2. **Office staff** will check the following lists held in the school office:
 - Attendance Registers- to check child was present for morning session
 - Off site record in case child has been sent home ill, has medical appointment or is on a visit.
3. **The SLT member** and any teaching assistants will:
 - Carry out a thorough search of the premises, including outside areas, (courtyard) toilets and storage areas.
 - Check first aid post (lunchtimes)
 - Check timetables to ensure that child is not working with another member of staff (lesson times) and corroborate this by checking they are with that adult.
4. In the event that the child is not found within 10 minutes then HT or DHT will call 999/112 and contact the parents/carers immediately. (Purbrook Junior School should also be called and asked to check their grounds.) If the missing child has any special medical or learning needs then these need to be noted and should be disclosed to the police when contacting them. Office staff will provide the police

with a photograph of the child from SIMS.

- 5.
6. A SLT member will remain onsite to forward communications until the police and parents are in liaison or the situation is resolved (the child is safe with an adult.)

The school has a Missing Child Policy which is to be followed by all staff. This can be found in the policies document folder on the school's network. Alternatively, you will find this document in Annexe...

Death or serious Incident

Insert procedure.

Media/Social Media

SLT **only** will communicate to the media/social media with regards to a major accident or emergency.

Stranger or Uninvited Person

1. Challenge intruder, ask them to leave immediately and escort them from the school site.
2. Inform the school office and the CPLO immediately.
3. If a child is involved; remove them from the area and make them feel safe. Inform the police.
4. The parents/guardian should be informed of the incident by the Forest School Leader/police as soon as possible.

Behaviour

1. Talk to child involved, remain calm.
2. Remove other children away from the area, check the headcount.
3. Inform the office and call for help if needed.
4. When the child is calm-debrief them.
5. Log the incident.
6. Inform the parents/guardian if necessary.
7. Carry out a risk assessment for further sessions.
8. Monitor behaviour.

The school has a Behaviour Management and Guidance Policy which is to be followed by all staff. This can be found in the policies document folder on the school's network. Alternatively, you will find this document in Annexe...