Policies & Procedures Handbook
Forest School Training Essex

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Date: 1/11/22
Review date: 28/01/2026

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Vision statement 1

Forest School Training Essex is a Forest School, Coastal School and Outdoor learning company which offers quality accredited Forest, Coastal School and Outdoor Learning training sessions which are accredited by Agored Cymru (OCN Wales) and inset training.
The lead trainer is Laura Harvey who is an experienced Forest School trainer. She holds Level 4 Forest School, is a qualified first aider, qualified Therapeutic Forest practitioner, holds Level 2 RHS, assesses trainee Forest School trainers across the country and has 30 years' experience in outdoor learning.
Courses delivered by FSTE aim to support all learners to succeed; to be fully inclusive and supportive and to empower all trainees to have a deep understanding of the Forest School ethos and to have the skills and knowledge to be an advocate for true Forest School. As a result of training with FSTE, participants of Forest School programmes will benefit from play in the outdoors through a growing number of Forest School programmes in Essex and all will have develop a deep connection with the natural world.

Cambium Sustainable and Agored Cymru 2

All Forest School Training Essex (FSTE) qualifications are delivered under the umbrella organisation Cambium Sustainable. Cambium is an Approved Qualifications Centre and Accredited Training Provider delivering QCF nationally recognised courses. Marking is moderated by Cambium Sustainable and Laura attends standardisation meetings as required.

Agored Cymru (OCN Wales)
Agored Cymru is the awarding body for all FSTE qualifications. It is a nationally recognised body for the accreditation of learning. Cambium is an approved Centre with Agored Cymru. To become an approved Centre & Training Provider a training organisation must adhere to requirements for quality provision in terms of staff, record keeping, internal verification & quality assurance processes. Training Providers are subject to External Verification for validation of courses offered. Cambium is inspected annually by Agored Cymru. Following inspection, recommendations may be made which must be implemented to retain an approved status.
Validation of courses is carried out based on quality of Centre Provision and the internal and external processes of Verification. Representative and random samples of learners' work are taken to ensure quality of provision in terms of training offered, learning resources, standards of marking and administrative back up. Laura sends work to Cambium for IQA as required.

Ecological impact assessment and Site Management Plan 3

Ecological Impact Assessment

Record how the impact varies due to seasonality, frequency of use, wildlife, use of fires and other relevant considerations such as SSSI, NNR, TPO etc).

Types of ecological impact common as a consequence of Forest School:

- People pressure / noise / disturbance / trampling /frequency of use
- Fire – on ground or in a container / increased carbon presence / Un-authorised fire lighting
- Removing deadwood – for burning or for making things / reduction in deadwood present
- Cutting live wood for making things / using
- Using trees and shrubs for support /den building
- Bringing organic materials / live & dead on to site / potential biohazard
- Collection of live organic materials including minibeast hunting
- Bringing non-organic materials onto site

Identify the impacts	**What is the nature of the impact?** *What part of the woodland structure does it affect?*	**What are you already doing to minimise / avoid the impact?**	**What further action is necessary?**	**How will this information inform your management plan?** What is your long term planning, who will do it? By when?
Trampling	Ground flora and leaf litter layer	Limited number of courses, sticking to paths	Ensure trainees stick to paths at all times,	limit the number of trainees on courses and number of courses
Using dead wood for fire lighting	Leaf litter layer	Bring in firewood and kindling	Ensure minimal fires using collected sticks	I will do it and educate others during training about the value of dead wood. Site team retain any dead wood from tree safety work

Litter from lunches or crafts	Leaf litter layer	Collect rubbish at all times	Ensure natural items only are used for crafts	Me and trainees collect rubbish as we go along.
Noise disturbance	Shrub layer	Keep to mainly populated areas	Ensure there are non intervention areas	Site team to keep non intervention areas sectioned off
Harvesting of materials for crafts	All layers	Bring in materials to use	Continue to bring in materials to use and harvest minimal – no flower picking policy and ensure no more than 20% is removed for crafts e.g. nettle string.	Site team planting to increase biodiversity
Moving of dead wood for construction	Dead wood habitat	Minimal movement	Move branches from areas that are commonly used for construction	Site team create log piles that are not accessed by trainees for construction
Fires	Dead wood and ground flora and leaf litter	Use fire bowl, scattering of ashes after fire	Bring in fire wood and kindling to burn, have fires that only last as long as needed	Site team increase dead wood

Site Management Plan:

Develop a rationale and action plan to describe over the next three years, actions to maintain and/or increase biodiversity of the site and manage/mitigate the impact Forest School sessions will have on the site. This may include the practices detailed below in one/both/all three years. Describe if and how these management practices are sustainable and who will do them. This may be represented as a list or in a table using the template below

Possible Management Objectives

- Maintaining or creating wildlife habitats e.g. Ponds, wetland areas
- Coppicing
- Tree planting
- Wildflower planting
- Creating dead wood habitats
- Paths clearance
- Drainage work
- Screening unattractive views/ reducing traffic noise
- Involving local community members

How will the progress be monitored?

(Who will do it? How? When? This may include children and or adults using fixed point photography / seasonal observations / quadrat recordings / species checklist).

Use a table or checklist to represent this information.

Countryside and Wildlife Act 1981

When in our outdoor sites we consider the Countryside and Wildlife Act. The Act makes it an offence (with exception to species listed in Schedule 2) to intentionally:

- kill, injure, or take any wild bird,
- take, damage or destroy the nest of any wild bird while that nest is in use or being built (also [take, damage or destroy the nest of a wild bird included in Schedule ZA1] under the Natural Environment and Rural Communities Act 2006), or
- take or destroy an egg of any wild bird.

The Act makes it an offence (subject to exceptions) to intentionally ([or recklessly] - only under the Nature Conservation (Scotland) Act 2004) kill, injure or take any wild animal listed on Schedule 5, and prohibits interference with places used for shelter or protection, or intentionally disturbing animals occupying such places. The Act also prohibits certain methods of killing, injuring, or taking wild animals.

The Act makes it an offence (subject to exceptions)

- to intentionally) pick, uproot or destroy:
- any wild plant listed in Schedule 8, or
- any seed or spore attached to any such wild plant (only under the Nature Conservation (Scotland) Act 2004));
- unless an authorised person, to intentionally ([or recklessly] - only under the Nature Conservation (Scotland) Act 2004) uproot any wild plant not included in Schedule 8,
- to sell, offer or expose for sale, or possess (for the purposes of trade), any live or dead wild plant included in Schedule 8, or any part of, or anything derived from, such a plant.

Defra.gov.uk

12.4 Country Side and Rights of Way Act 2000

Year	Management Objective	Management Actions to be taken	Who will do this?	When will they do it?	How will they do it?	Anticipated impact to Forest School site.
1	Maintain safety of trees on site	Tree safety work carried out	Site team (Matthew Magpie)	When a tree has been identified as dangerous or after a branch has fallen. Not in the nesting season unless a tree is considered dangerous. Consider the 1981 Wildlife and countryside act for nesting birds, bats roosting, stag beetles.	Cut dead wood and leave at site for wildlife	Increased dead wood habitat and safe site
2	Protect ground flora	Keep to paths and create non intervention zones for ground flora to flourish	Site team and FST during training courses	During the growing season	Ask trainees to stick to paths, protect any vulnerable or rare individual plants that emerge in spring	Increased ground flora in areas not regularly accessed

3	Increased wildlife through tree planting	Planting of willow and other native trees to replace those dead or dying or to use for crafts	Site team	During winter	Planting trees e.g. willow elder hazel apple	Increased biodiversity on the site
4	Cutting back paths	Keeping bramble or nettles from paths	Site team	During growing season	Cut back with secateurs	Safety and ensuring paths are clear to prevent encroaching onto other parts of the site and damaging ground flora.

Sustainability 4

Mission statement

Forest School Training Essex recognises that it has a responsibility to the environment beyond legal and regulatory requirements and we are committed to behave in an ethical manner and to reduce our environmental impact as an integral part of our business strategy and operating methods, with regular review points. We will encourage our connected our customers, our suppliers and other stakeholders to commit to similar aims.

Definitions

Within "sustainability" we include environmental issues and matters pertaining to the protection of the Earth, to the climate crisis and to the natural world. Within "ethical" we include human and animal welfare, workers' rights, the avoidance of reprehensible and unacceptable practices and the endangerment of humanity though slavery, crime, illegal drugs, weapons and any violation of human rights.

Responsibility

Laura Harvey is responsible for ensuring that the environmental policy is implemented.

Policy aims

We will endeavour to:

Continually improve and regularly monitor ethical and environmental performance by including these topics in every staff meeting.

Continually improve and reduce environmental impacts in both procurement, administration and delivery of services.

Continually be aware of ethical considerations in procurement, administration and delivery of services.

Incorporate environmental factors and ethical awareness into business decisions

Increase the awareness of environmental factors and ethical awareness in trainees and stakeholders

Publish this statement on our website

Specific areas of the business

In the office

We will seek to reduce the amount of energy used as much as possible.

Lights and electrical equipment will be switched off when not in use.

Heating will be adjusted with energy consumption in mind.

The energy consumption and efficiency of new products will be taken into account when purchasing.

We will minimise the use of paper, packaging and other office supplies.

We will seek to buy recycled and recyclable paper products and to reuse and recycle where possible.

We will evaluate if office needs can be met in another way, such as electronic communications.

We will evaluate if renting/sharing is an option before purchasing equipment.

We will evaluate the environmental impact of any new products we intend to purchase.

We will favour more environmentally friendly and efficient products, including cleaning products, wherever possible.

We will reuse and recycle everything we are able to.

Waste which cannot be recycled or reused will be disposed of responsibly.

Outside the office

We will carry out an Environmental Impact Assessment to assess the impact of our work at our own sites.

We will carry out a Risk:Benefits Assessment to take into account specific and potential needs of our staff, our clients and visitors.
We will have sustainable management plans in place for our outdoor sites with a view to enhancing the environment for wildlife and biodiversity whilst also reducing the human impact of using these sites.
We expect our associates to carry out similar and effective processes on the sites used in their training and other activities.

Training

We will include ethical sustainability considerations in all our own training programmes.
We will avoid single use plastics for activities and crafts in training events.
We will encourage trainees to take ethical sustainability considerations into account in their own Forest School, Outdoor Learning and other activities.

Finance and transactions

We will consider the ethical background and credentials of the companies with whom we do our banking, insurance and any other financial transactions.
We will deal fairly with all suppliers, accepting the principles of the Fair Payment Code. We expect the same attitude from clients and associates.
We will not accept or offer gifts or anything similar which might be construed as a bribe.

Transport

Since much of our business requires us to visit clients and associates, it is difficult to reduce the need to travel. However, where home working is feasible it will be encouraged, subject to business requirements.
We will promote the use of alternatives to travel, especially including online conferencing.
Where public transport is available and viable, we will arrange timings to fit timetables and will take this into account when planning both staff meetings and external travel.
When replacing vehicles, and subject to availability and cost, we will favour electric and/or hybrid vehicles and maintain them rigorously to ensure ongoing efficiency.

Ethical considerations

We will treat all stakeholders and clients fairly and with dignity and respect.
We will ensure that all our services and facilities, wherever possible, are accessible to all.
We will operate a healthy and safe environment for all.
We will take into account ethical and environmental obligations in all activities, including sourcing supplies locally if possible.
We will not purchase from any organisation whose products are produced through the exploitation of child or slave labour, unfair wages, poor working conditions or any other violation of worker's and human rights.
Where possible, we will examine the sustainability and ethical principles of suppliers, avoiding those who do not meet the standards we try to set ourselves.
When purchasing consumables for our events and training courses, we will choose Fair Trade, organic or local products which protect people's rights and the environment.

Culture

We will update this policy at least once annually in consultation with other stakeholders where necessary.
We will work with associates to improve their environmental performance.
We will use local labour and materials where available to reduce CO2 and help the community.

Insurance 5

Laura holds PLI insurance for £5000000 with Birnbeck and public indemnity insurance.

Kendall Primary school holds the PLI for the site used for training.

Health and safety 6

Forest School Training Essex has adopted the Cambium Health and Safety Policy and Cambium's Child Protection policy. All training delivered by Forest School Training Essex will be in accordance with Cambium's Health and Safety Policy and Cambium's Child Protection Policy. Trainers must read and comply with the policies set out by Cambium. ***Also see Forest School Training Essex Health and Safety policy for working with adults***

Responsibilities

Trainer and trainees

The Lead Trainer will be responsible for taking every reasonable precaution to ensure the H&S of all persons present during the training. This is done on the proviso that both students & staff behave in line with the above guidelines and with due caution and respect for their own and others' safety whilst carrying out the training. The course information sheet states that students remain responsible for their own safety whilst on Forest School Training Essex training courses.
The Lead Trainer is responsible for ensuring that every effort has been made to meet the needs of clients in as many ways as is possible to enable them to learn in the best way possible for them.

- Activity Risk/Benefit assessments
- Insurance to cover Public Liability up to £5,000,000 and Employers Liability (as necessary) and professional indemnity insurance if not already held.
- First Aid
    - Fit for purpose training (2 day, Forest School)
    - Checked and in date First Aid supplies
    - Burns: burns dressing, bucket of clean water and clean cloth
    - Record of training and equipment
- Tools and Equipment for training (some to be provided by trainees)
    - Fit for purpose
    - Procedure for using each tool
    - Well maintained
    - Checked regularly with signed and dated checklist
    - Stored appropriately – locked boxes if necessary
    - PPE provided for each tool
- Learner details
    - Medical forms and any other information about the health and wellbeing of the group should be carried at all times.
    - These should be kept in line with GDPR and destroyed after the course.
    - The trainer should be aware of any medical needs or medication carried by members of the group. Trainees are responsible for their own medication.

Personal Protective Equipment

Personal protective equipment is an additional control when other controls don't minimize the risk adequately. In accordance with **Personal Protective Equipment at Work Regulations 1992** –

personal protective equipment is to be supplied and used whenever there are risks to health and safety that cannot be adequately controlled in other ways.

- Suitable protective equipment should be used by participants. These are to be provided by the trainees. This includes rigger gloves or cut proof gloves, fire gloves, sturdy shoes or boots and long sleeves and trousers plus waterproofs, sun cream, insect repellent. The equipment will be carefully stored and checked regularly to see that it is fit for purpose

The venue/landowner responsibilities

- Site risk/benefit assessments
- Site owner Public Liability Insurance
- Evidence of a tree safety survey carried out in the last 2 years by a qualified arboriculturist
- Site emergency procedure – including location and access information

There is a written landowner agreement in place for all sites used for Forest School training, signed and dated by all parties

Accident and emergency planning 7

- The Risk assessment for each site should be followed at all times. The fire exits and safety procedures will be given to the trainees at the start of the first day in the venue.
- We will move outdoor sessions in the woodlands in high winds (see risk assessments) or forecast thunder or lightening. The sessions will instead be run in the outdoor classroom on the playground or in the park with outdoor spaces which are not under trees.
- If there is unexpected winds or lightening the site will be evacuated immediately to the safest place, this is outlined in individual risk assessments.
- In the event of a fire at an outdoor venue the leader will evacuate all to the playground.
- In the event of an accident, injury or illness or an unexpected or threatening event we will:
- Calmly and quickly assess the nature of the incident before calling the emergency services
- Using the risk assessment, inform the emergency services of the post code, what three words location and directions to the site as well as the nature of the incident and any medical information about the patient
- If appropriate, administer first aid to the injured person in line with relevant training
- Call the rest of the group together using an agreed sound signal and keep them away from the area of the incident with one member of staff while the other is with the injured person
- In the event of an unexpected or threatening event, move the group well away from the danger area, count all participants and assess the safest course of action
- Ensure that the relevant staff, parents and carers are informed as quickly as possible
- Make a record of the event on an Incident Log

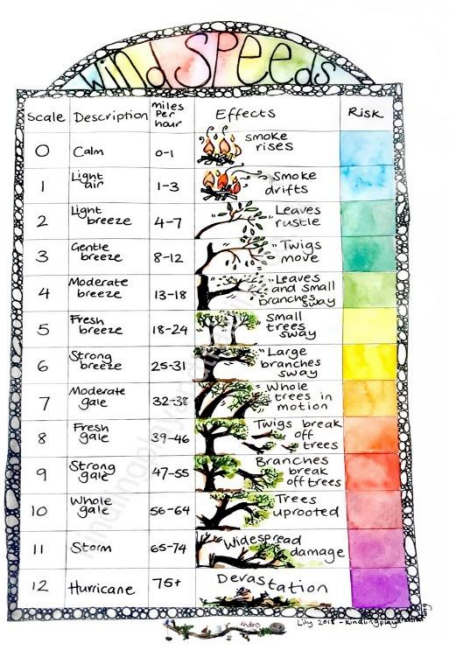
Cooking and food hygiene 8

The course lead trainer holds a Level 2 Outdoor Food safety certificate and if providing food on courses, follow the guidelines from the Health and Safety Executive on storage and preparation of foodstuffs. If students provide and cook their own food, advice in line with the above should be given.

- Participants will clean their hands before and after handling food at Forest School sessions. Hand washing will be provided for this purpose with running water and individual towels for hand drying.
- Trainees will be advised to bring anything cool in a cool box. Equipment will be kept clean and fit for use
- Basic food hygiene guidelines will be followed at all times

Weather 9

- We will move outdoor sessions in the woodlands in high winds (40mph) or forecast thunder or lightening. The sessions will instead be run in the outdoor classroom on the playground or in the park with outdoor spaces which are not under trees.
- If there is unexpected winds or lightening the site will be evacuated immediately to the safest place
- During hot dry weather, fires will be kept to a minimum
- In cold and rain regular warm drinks will be provided and there will be regular walks and movement. Work under shelters will keep off the rain.
- In hot weather we will move to find shade or provide shade and ensure trainees have suncream.



Fire Procedure 10

- When sessions include fire lighting the ratio of adults to participants will ensure that one trained member of staff will be in the area of the fire at all times that it is lit
- 5 litres of clean water, a clean bucket and a towel will be available and situated next to the fire at all times it is lit
- Weather conditions will be monitored and if very dry or windy suitable precautions will be taken against fire spreading
- Participants will be well trained in log circle rules and they will be applied consistently
- All participants will sit down on logs when around the fire and only walk around the outside of the log circle, unless cooking or managing the fire
- Personal Safety:
    - Loose, long hair tied back.
    - Sleeves rolled up.
    - Loose clothing and jewellery secured.
    - Fire gloves are worn for handling hot objects.
- Essentials to light the fire:
    - Ignition: Fire striker.
    - Tinder: Cotton wool, newspaper.

- Kindling: Small match-stick width twigs. Silver birch … etc.
- Fuel: Pencil thickness, thumb thickness, wrist thickness.

Extinguish with a large amount of water (at least 5L)

- Spread ashes with a stick
- Check all is extinguished by looking at embers
- Check with hand that there is no residual heat

Tool Use Procedure 11

- When sessions include tool use, participants will be well informed in safe procedures for using the tools before being allowed to use them independently.
- When learning to use tools safely, participants will be monitored to ensure safe use before using tools independently
- Tools will be kept in good condition in a safe place between sessions
- Tools will be stored safely at the forest school site with sharp edges covered and only accessed with supervision from a trained member of staff
- When moving around the site, all bladed tools will be collected and carried in a secured backpack carried by a leader.
- Hand tools e.g. knives and peelers should be used in the correct position – sitting down, knees bent and apart, elbows on knees, glove on non-tool hand and cutting away from the body.
- Blades should never be moved towards any part of anyone's body when tools are being used.

UK law and tools with blades

The only blades someone can legally carry in public in the UK are folding, non-locking pocket knives, like Swiss Army knives, with a blade that is less than 3 inches long. You may have a range of bladed tools that do not fit this description.
The laws which cover this area are:
Section 139 (A) of the Criminal Justice Act 1988
The Knives Act 1997
The Offensive Weapons Act 1996
The Violent Crime Reduction Act 2006
Legislation states that 'It is illegal to carry any sharp or bladed instrument in a public place (with the exception of a folding pocket knife, which has a blade that is less than 7.62 cm (3 inches)). Without lawful authority or reasonable excuse.'
'Blades of more than 3 inches long' includes fixed blade carving knives, billhooks, and any other tools like axes, froes, draw knives etc. The legislation includes any straight (non-folding) knife, of any length and any locking knife of any length.

To comply with the law there are some steps you can take:

- Choose tools that are suitable for the 'job of work'.
- Avoid totally illegal implements. A list of knives banned in the UK can be found here: https://www.gov.uk/buying-carrying-knives .
- Choose tools that are brightly coloured or high vis, these are less likely to be treated as a concealed weapon.
- Put covers on tools or keep them wrapped up to cover the blades.
- Store in a lockable tool bag or box.

- Store tools together – this demonstrates that they are for use with groups rather than as a personal item.
- When travelling in a vehicle put tools in the boot or an area that isn't easily accessible by the driver or passengers
- When travelling on foot put tools in the bottom of your bag or rucksack make them as inaccessible as possible.
- Ensure you only carry your tools when going directly to or from your 'reasonable excuse'. Having used them the day before or earlier in the day, or planning to use them later may not be interpreted as 'reasonable excuse'.
- Ensure anyone carrying tools is over the age of 18.
- Carry a copy of our FSA Forest School Practitioner knife law disclaimer in your tool box or tool bag

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Forest School tool transport statement

To whom it may concern.

This person Laura Harvey
uses the following tools: sheath knife, bill hook, (insert tools)
for carving and green woodworking, conservation work and for teaching these skills to adults as part of a training programme for Forest School.
This work is carried out in the Colchester area, usually, Kendall Primary School Old Heath .
This person has been trained and is qualified in the safe use of tools.
https://forestschoolassociation.org/

Name	Folding handsaw	Bow saw	Secateurs	Peeler	Pen knife
					
Use	Cutting branches up to 4 inches.	Cutting branches up to 4 inches– small serrated edge for seasoned wood, spaced serrated edge for green wood	Cutting branches smaller than your finger	Whittling small sticks, peeling bark. Training for knife work.	Whittling, peeling bark or cut string
Maintenance	Wipe with oily cloth regularly. Oil blade, keep blade in the handle when storing. Replace blades when necessary.	Wipe with oily cloth after use. Replace blades when blunt.	Wipe with oily cloth after use. Oil blade regularly. Sharpen using diamond sharpening stone.	Clear out any wood in the blade of the peeler. Wipe with oily cloth after use. Oil blade regularly	Wipe with oily cloth after use. Oil blade regularly .Sharpen using sharpening stone and water/oil after each session.
Carry	Blade folded	With blade guard on and hold like a handbag with blade facing downwards	Close and lock safety catch, hold blades in gloved hand next to leg with handles facing downwards	Hold blade handle facing up like a pair of scissors.	With blade folded and safety catch on.
Action	To start, hold the handle and pull the blade toward you creating a groove. Push and pull the whole length of the blade. Cuts mainly on pull and a little on push.	Remove blade guard. With a partner using a forwards and backward motion. Can be used individually with someone supporting the log so it stays firm. Cuts on the push and pull.	Open safety catch and use like scissors, using gloved hand to keep wood/vine/small branch sturdy	Blade facing away from you on the outside of your wood.	Twist safety catch to open blade, lock safety catch in place. Blade facing away from you on the outside of your body. Keeping wood between you and the knife.
Safety	Glove for non- working hand only. Long trousers and covered feet. Ensure blade does not move towards any body part.	Glove for non- working hand only. Long trousers and covered feet. Ensure blade does not move towards any body part.	Glove for non- working hand only. Long trousers and covered feet.	• Glove on non-working hand. • Long trousers and covered feet. • Use in tool area. • Correct ratio of adult to children. • Correct seating posture. • Ensure blade does not move towards any body part.	• Glove on non-working hand. • Long trousers and covered feet. • Use in tool area. • Correct ratio of adult to children. • Correct seating posture. • Ensure blade does not move towards any body part.
Storage	Store closed in tool bag.	Store with safety cover on tool bag	Store in tool bag	Store in tool bag	Store in a lockable container.

Name	Palm drill/brace and bit/gimlet	Axe	Mallet	Fixed blade knife	Anvil Loppers
					
Use	To drill holes through wooden discs 0.5- 3cm thick.	Split wood or cutting, shaving or hewing rough wood.	To provide a force to tools that split wood. To hammer wooden pegs into ground	Whittling, peeling bark, cutting string and splitting wood less than 7cm diameter.	Cutting wood up to about 3cm thick (as thick as the handle).
Maintenance	Wipe with oily cloth after use. Oil blade regularly.	Wipe with oily cloth after use. Oil blade regularly. Sharpen using sharpening stone and water after each session. Ensure blade is covered with axe cover when in storage.	Check the head is securely fixed on the shaft.	Wipe with oily cloth after use. Oil blade regularly. Sharpen using sharpening stone and water/oil after each session. Ensure blade is sheathed when not in use.	Wipe with oily cloth after use. Oil blade regularly. Sharpen using a diamond sharpening stone.
Carry	Hold handle with bit facing downwards	Place cover on or hold handle just below blade next to leg with blade facing backwards	Hold handle of tool next to leg with head facing downwards	Sheath until hearing a click.	Carry at side with hand on bottom shaft, pass shaft first
Action	Secure wood using partner, vice or feet. Place lead screw onto wood and move in a clockwise direction.	Secure wood. Hold axe in place. Use mallet to tap the axe into the wood to split it.	Hold handle and raise axe to shoulder height before bringing down with force onto tool or wood.	Blade facing away from you on the outside of your body. Keeping wood between you and the knife.	Hold handles to give maximum leverage, open fully and put wood to be cut as close to the hinge as possible when cutting.
Safety	No gloves needed. Long trousers and feet covered. Use in tool area.	No glove needed. Long trousers and feet covered. Ensure blade does not move towards any body parts.	No gloves needed. Long trousers and feet covered.	• Glove on non-working hand. • Long trousers and covered feet. • Use in tool area. • Correct ratio of adult to children. • Correct seating posture. • Ensure blade does not move towards any body part.	No gloves needed. Long trousers and feet covered.

First Aid 12

The lead trainer holds a Forest School First Aid certificate.
Good practice informs us that ALL first Aid administered during courses is recorded by filling in an accident book. The accident book can be found in the first aid kit. Information from these along with records of any near misses should be shared at the Cambium annual meetings so that all can be informed with the aim of improving practice.
Trainees are responsible for their own medical needs.
The trainer will carry completed medical forms with contact details for a next of kin in the event of an emergency

In accordance with **Health & Safety (First Aid) Regulations 1981**
A first aid kit will be carried to all Forest School training. It will be contained in an obvious first aid bag and will be kept in an easy to reach place that is known to all supporting adults. All accidents will be recorded.
A designated first aider will be present during every training session (this will usually be the lead trainer).
First Aiders will maintain first aid and ensure that the following is included:

- Clearly labelled first aid bag in a visible place at all times
- Plasters
- Scissors
- Gloves
- Triangular Bandage
- Wound Dressings
- Alcohol free moist cleansing tissues
- Eyewash pods
- Clean cloth
- Notebook and pencil

Also included in each session:

- Risk-Assessment
- Mobile Phone
- Clean Water in container
- Emergency procedures form and contact details

- Burns kit if a fire is to be lit

In accordance with **Reporting or Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995** the Forest School trainer will report of any work-related death or injury lasting over three days, diseases or dangerous occurrence that may not have resulted in reportable injury, but which clearly could have near misses

Manual Handling 13

All to follow manual handling advice for example bend at knees and not using back and ensure the load is not too heavy to manage or unsteady to cause sudden movements. Consideration should be taken for those with a weak back.

Risk/Benefit Assessment 14

Risk Assessment includes a five step process:

- Identify and assess the risks and benefits
- Determine appropriate actions
- Implement the actions
- Monitor the results
- Provide feedback

Procedures

- A generic site Risk/Benefit Assessment will be carried out for the site used for training
- This will include post code and **What Three Words** location as well as other contact numbers
- Hazards identified at the site are noted and assessed with regard to their likelihood and severity and control measures have been put in place to reduce the risk
- This Risk Assessment are carried with the group at all times
- The Risk Assessments are reviewed periodically and updated as new hazards are noted e.g. seasonal changes
- Risk benefit Assessments are also be carried out for each of the activities which will take place during a session
- These identify specific risks associated with particular activities e.g. Fire Lighting, Tool Use
- These Risk Assessments should be reviewed and updated as necessary
- A Pre-Session Assessment will be carried out before each session to check for changes or new risks at the site e.g. fallen branches, vandalism, tree safety
- People bringing their own equipment onto the Forest School site, do so at their own risk and at the discretion of the Lead Trainer
- Risk/benefit assessments are also be carried out for any indoor space used for training

Risk assessment template

Site Risk Assessment

Emergency Telephone Numbers	**Location of Site** List of Directions to site: Nearest Post Code: Grid Reference for Air Ambulance:

Activity		Date	
Location		Participants	
Responsible staff		Possible Visitors to site	
Risk Assessment written by Position Signature		Risk Assessment Checked/Approved by	
Location of nearest Defibrillator and Code (if known)			

Person (s) responsible on site for 1st Aid.	**Cert. type**		**Date of Cert.**	

Generic Site Risk Assessment

The Hazard	Who could be harmed?	How could they be harmed?	Level of risk (with no control measures in place) *High Medium Low*	Control	Who will carry out control measure and when (before or during activity)?	Level of risk (with control measures in place) *High Medium Low*

Activity Risk/Benefit Assessment

Which activity is this assessment for?						
Consider the benefits to the children of allowing this activity to take place:						
The Hazard	**Who could be harmed?**	**How could they be harmed?**	**Level of risk (with no control measures in place)**	**Control**	**Who will carry out control measure and when (before or during activity)?**	**Level of risk (with control measures in place)**

Low Risk (Something which may result in minor damage or slight harm i.e. scratch or bruise)

Medium Risk (Something which may result in a significant loss/damage or major injury i.e. broken bone or other injury which results in person being taken to hospital for treatment)
High risk (something which may result in extensive damage, multiple or major injuries or death.)

Daily/Session safety check record

Check: Weather, Poisons or toxic plants, Tree Damage, Faeces, Areas of open water, Boundary Disturbance, Litter, Other issues

Date	Comments / additions to safety information given to group	Controls	Signed

Welfare 15

- Indoor venues should have toilets and tea and coffee making facilities.
- Outdoor venues must have shelter for extreme weather. This could be an outdoor classroom or a rain proof and substantial shelter large enough to provide shelter to all trainees whilst working
- Toilets must be provided for all training courses. At Kendall Primary School this will be the outside toilet.
- Tea, coffee and hot water will be made available. Trainees are responsible for all other food and drink.
- Hand washing will be made available at all times with a pump flask, soap and individual hand towels

Safeguarding 16

Whilst working on a school site, all trainees must be accompanied when moving around the main school site.

Disclosure

Appropriate steps will be taken where concerns arise regarding the safety of a participant. Concerns will be reported to a designated safeguarding person at Kendall Primary School (the head teacher) and we will ensure that disclosures are responded to sensitively and appropriately, in line with current best practice.

This policy applies to all employees, sub-contractors and volunteers with whom Cambium may work in delivering educational/environmental sessions to children.

You are expected to:

Comply with any requests by Cambium to have DBS checks carried out and supply records of the results of those checks

Take all reasonable steps to ensure the health, safety and welfare of any child whilst working for or with Cambium

Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach

Be aware of Child Protection issues in relation to the work you do and not to become complacent

Do your best to prevent yourself or any other adult from putting any child in a situation where there may be a significant risk to health and safety

Take appropriate action if you become aware of any abuse affecting a child, informing Line Manager.

Activities where the children are accompanies by a teacher, group leader or other responsible person.

Information on allegations of abuse.

There are four possible scenarios which you should be aware of and be prepared to deal with if necessary. These are:-

When there is suspicion or evidence that a child is being abused by a person associated with Cambium

Where a child accuses a member of staff or other person associated with Cambium of abusing them

Knowledge of actual or suspected abuse on land being used by Cambium by an individual unrelated to Cambium

A child discloses information about abuse happening elsewhere eg. At home

In all the above cases you are expected to be professional, remain calm, keep any details strictly confidential and share with your line manager only on a 'need to know' basis.

Information relating to children such as names and addresses, medical information etc must be treated confidentially. It must be kept securely by the group leader and stored only as long as necessary, being disposed of in a way which maintains confidentiality.

Equality, inclusion and diversity 17

Forest School Training Essex is committed to taking positive steps to promote and sustain equal opportunities for trainees, participants and in the services it provides.
To achieve this commitment, Forest School Training Essex will champion equality, diversity and inclusion issues throughout all aspects by welcoming diversity, accepting difference and challenging all forms of discrimination. This policy will be promoted inside and outside the organisation, and implement it by monitoring the achievement of identified targets.

Overall responsibility for implementing the policy lies with Laura Harvey. Laura Harvey has overall responsibility for the effective operation of this policy and for ensuring that it complies with all relevant legislation.

No participant will be treated less favourably on the grounds of race, colour, nationality, ethnic origin, disability, political and religious beliefs, gender, marital status, sexual orientation, language or any conditions or requirements which cannot be shown to be justifiable.
Forest School Training Essex wholeheartedly accepts the statutory requirements laid down in the **Sex Discrimination Act 1975 (amended 1986), the Race Relations Act 1976, the Equal Pay Act 1970 (amended1983), the Disability discrimination Act 1995 and the Equalities Act 2010**, which make it unlawful for an employer or an employee to discriminate against or treat an individual differently on the grounds of the defined characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sexuality or sexual orientation.

Forest School Training Essex recognises certain sections of the community are affected by past discrimination and may have been, or still maybe, denied the opportunity to participate equally and fully at all levels. This policy has been adopted to prevent/tackle any potential/ current discrimination or unfair treatment, whether intentional or unintentional, direct or indirect including, but not exclusively, on the basis of political persuasion, language, poverty or association.

Purpose
Forest School Training Essex is committed to promoting equality and diversity and promoting a culture that actively values and recognises the differences between backgrounds and cultures and the valuable experiences and insights that this offers. The aim is to manage diversity successfully to help the company nurture creativity and innovation and thereby to tap hidden capacity for growth and improved competitiveness.

Forest School Training Essex aims to offer an inclusive environment in which diversity is valued and used in a respectful way to create an effective and efficient workplace that reflects the community that we serve. We aim to ensure that all trainees have the opportunity to maximise their potential and enhance their self-development.
To that end the purpose of this policy is to provide equality and fairness for all participants and ensure that no participant receive, either directly, indirectly or by association, less favourable treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or perceived sexual orientation.

What is Equality and Diversity and Inclusion?

Equality

Equality means making sure that everyone is treated fairly and with dignity and respect. It means challenging discrimination and removing barriers, so that everyone has opportunities to achieve their desired outcomes.

Diversity

Diversity is about recognising the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

Inclusion

Inclusion is providing a space where everyone has equal access to opportunities and resources, and where everyone feels valued and accepted. Everyone should be able to contribute and have a voice. This may mean making reasonable adjustments to facilitate participation.

Discrimination

You must not unlawfully discriminate against other people including, but not limited to, current and former employees, job applicants, clients, customers, suppliers, sub-contractors, visitors or any other person associated with Forest School Training Essex
There are a number of forms of discrimination and this policy prohibits any of these forms, as detailed below, and you should be aware that they are all unlawful.

Disabilities

We will endeavour to support you and consider any reasonable adjustments should you have a disability.
If Essex Forest School training is unable to make an adjustment, there will be a full explanation and discussion around alternative solutions where possible.
We will endeavour to make access to and around the site easy and avoid any potential disadvantages. Where necessary we will ensure that any reasonable changes are made to the access to limit any disadvantages.

Privacy and data protection 18

All Associate Trainers will need to comply with the **EU General Data Protection Regulation (GDPR) 2018.** All businesses need to ensure that all data is kept securely and managed accordingly irrespective of the format that it is stored within. Each business will be required to have a named person in the role of Data

Controller and Data processor. Both roles will need to ensure that confidentiality of data is secure and provide documentation to show this.
Under the GDPR legislation, people have the right to know what personal information you are storing about them and what you might do with this data. You will need to keep an updated log of where the data came from, how long you have stored it, that the individual has given consent and the locations of all places where the data is stored. It is the businesses responsibility to record the process of updating stored information, protecting the data and when and how data is destroyed. Records of methods of cyber security, updating of these are also required to be kept along with a risk assessment and plan of action for breaches / loss of security.
Students are required to give sufficient information to enable them to be registered. As a minimum they must supply their full name, date of birth and postcode. It is advised that trainers use an enrolment form that is explicit and honest about what the data will be used for and is signed by the student thereby giving consent of collection of this information and for the training organisation and Cambium to use that information for the purpose stated. Additional information given eg. Medical information for the purposes of safety during practical sessions should be destroyed by the training organisation at the end of the course period. Data should be kept securely, used only for the purposes stated on the form and not shared with any outside organisations.
Any data collected should be provided to the person it pertains to on request from them and any request made by individuals must be responded to within one month of receiving that request.
The emphasis is now on people opting in to enable an organisation to use their data for marketing or promotional means, consent for this purpose can no longer be assumed. Individuals need to be able to withdraw their consent at any time, for example by an 'unsubscribe' button being available. People who withdraw consent should be recorded as doing such. Data should be retained for the minimum time required to achieve the purpose it was gathered for and if elements are kept for marketing purposes, this must be with the givers consent. Cambium will adhere to all of the above by including opt in questions on our online and physical booking forms, offering an opt out option on all emails to our mailing lists and using GDPR compliant third parties such as Mailchimp, Bookwhen and Microsoft Onedrive
Data will be destroyed when it has fulfilled its purpose by a suitable method to ensure its destruction.
Tutors registering young people under the age of 16 will need to gain parental / guardians' consent when collecting data.

The following policy must be available to all trainee enrolled on a Forest School Training Essex course. All trainers must follow this policy.

Forest School Training Essex is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

This privacy policy sets out how Forest School Training Essex uses and protects any personal data that you share with us and that we hold about you, including how we collect, process, protect and share that data.

When we are providing work for another organization, school or nursery we will use their relevant privacy document.

Forest School Training Essex – training sessions for adults

What personal data we collect
We will collect the following information:
Your name and the name of your emergency contact

Your date of birth
Your medical history
Your allergies and dietary requirements
Your full address and telephone numbers
Your email address

What we do with the information we gather
We keep data electronically and in hard copy when we are on site. We will use the information to contact you in case of an emergency and to contact you with information in relation to the course you attend. We use the information to register you on your course with Cambium Sustainable.

Sharing information
We share your information with Cambium Sustainable and Agored for the purposes of registering for your course.

How long do we keep this information about you?
Your medical information is shredded at the end of your course unless you had an accident in which case permissions and accident records are held for 5 years, in line with health and safety laws. Your name and address is kept in our accounting website for up to 6 years. All other printed data is shredded.

Please also refer to Agored and Cambium Sustainable's own data and privacy policies.

Right of access
You can access all information we hold on you at anytime.
Please contact Laura Harvey to request this

DBS policy for staff 19

In accordance with **The Protection of Children Act 1999** all Forest School trainers have an up to date DBS check and are signed up for the updated disclosure.

Staff ratios and responsibilities 20

The lead trainer is responsible for first aid, policies and procedures being followed, updating policies and procedures, completing risk assessments, all correspondence with trainees, sending invoices and tracking finances, marking portfolios, carrying out work based assessments and delivering the training.
The Lead Trainer will be responsible for taking every reasonable precaution to ensure the H&S of all persons present during the training. This is done on the proviso that both students & staff behave in line with the above guidelines and with due caution and respect for their own and others' safety whilst carrying out the training. The course information sheet states that students remain responsible for their own safety whilst on Cambium training courses.
The Lead Trainer is responsible for ensuring that every effort has been made to meet the needs of clients in as many ways as is possible to enable them to learn in the best way possible for them.
We will work to a ratio of 1:15 for training courses when delivering Forest School training to maintain the safety of the groups we are working with. Selection of staff is dependent upon their areas of expertise or may be giving opportunity to apprentices gaining experience as assistants or subject teachers under an overall course leader / manager. Where participant numbers are at 15 or below, one trainer may be

sufficient but careful consideration of this will be made in the risk assessment taking into consideration the nature of the training and the location.
Until the trainees have been signed off as safe to use fires and tools after the Practical Skills Assessment, the trainer will always be present when trainees are using tools or fire and will ask trainees to put tools down and wait to light fires until the trainer can be present.
Assistants for all levels of Forest School Training should have gained the Forest School Assistant Level 3 qualification as a minimum and if they are to become an assistant trainer, adhere to Cambium Sustainable procedures for assistant assessors.
We will hold training team meetings as necessary before and during the course to enable effective communication and best practice training to be carried out. We will document any team meetings and keep a record of these.

The Lead Trainer will be responsible for taking every reasonable precaution to ensure the H&S of all persons present during the training. This is done on the proviso that both learners & staff behave in line with the above guidelines and with due caution and respect for their own and others' safety whilst carrying out the training. The course information sheet states that learners remain responsible for their own safety whilst on Cambium training courses.

The Lead Trainer is responsible for ensuring that every effort has been made to meet the needs of clients in as many ways as is possible to enable them to learn in the best way possible for them.

Course duration, contact time & completion
Lead trainers are responsible for ensuring course participants receive any necessary pre-course information in good time before the start date of the course. Examples of course joining letters and course information sheets are available from the Cambium Online Support Area.

An example of a scheme of work for any of the above training courses is also available on Cambium Online to partner organisations. Lead trainers will be responsible for preparing and disseminating course materials or any additional information given to the participants during the course days as well as for maintaining good communications with course participants as necessary during the course period.

All participants undertake training courses at their own risk, and this may need to be re-iterated by verbal and written means.

Each course carries a minimum contact time according to its Level and number of Credits (Guided Learning Hours GLH). Attendance at all contact training days is expected. One half-day can be missed in rare circumstances with prior agreement of the trainer, as long as some tutorial time is set aside to make up the missed content. Attendance at practical skills days is essential; if these days are missed they must be attended at an alternative course, for which there may be a charge.

Students can access learning resources via the Cambium Online Support platform alongside their face-to-face studies.

Completion dates are set by the Lead Trainer and form part of the course timetable in the information sheet. The normal timescale is 6 months for Levels 1 and 2, 9 Months for Level 3. The course Handbook sets out the guidelines for late completion and the periods of registration for each course. Trainers requesting certification of any student over six months from the course completion date will incur an additional fee.

It is the responsibility of the trainer to communicate the guidelines to the learner, about how to submit their portfolio of evidence. We strongly recommend that learners use the Cambium digital portfolio. Whether submitted digitally or as hard copy, portfolios must be submitted with a contents page that clearly sets out where each Assessment Criteria can be found.

Candidates who require a time extension must formalise their request by filling in a form in which they set a new date for completion in liaison with their lead tutor (see section below).

Structure and procedure for running training events 21

Confirmation of place
Your place is confirmed when we receive your deposit and approve your application. You will be sent an email upon registration to welcome you and then a further email with more information a week or so before the course begins.

The Training Provider will ensure learners receive any necessary pre-course information in good time before the start date of the course. They will also be responsible for preparing and disseminating course materials or any additional information given to the learners during the course days, as well as for maintaining good communications with learners as necessary during the course period.

The course deposit / registration fee paid at the time of booking the course is non-returnable (this applies to all Cambium registration fees).

Cambium Sustainable Ltd and Forest School Training Essex assumes that learners have checked the eligibility criteria before booking, and reserves the right to not accept an application if these criteria turn out not to be met.

Once any course balance has been paid, it is confirmation of the place and is non-returnable.

If a trainee cannot attend an accredited Forest School or Coastal School training course run by Forest School Training Essex, if possible, learners will be offered an alternative opportunity to complete their chosen course by moving to a later course. The learner's registration with Cambium Sustainable will stay open for 12 months and if it is possible to transfer to another course within that time, the booking fee is transferable to the new course.
This does not include courses that are organised by Forest School Training Essex but run by an external provider.

All fees owed to us are subject to interest being charged if not paid within 30 days of invoice date.

Cancellation or postponement by Cambium Sustainable Ltd or the Associate Trainer may be necessary in extenuating circumstances. Learners affected by cancellations will be offered alternative dates or courses to attend.

All learners undertake training courses at their own risk, and this will be re-iterated by verbal and written means including on the medical form collected on the first day of training.

Each course will meet the minimum contact time according to its Level, number of credits and Guided Learning Hours (GLH). Attendance at all contact training days is expected. One half-day can be missed in rare circumstances with prior agreement of the trainer, as long as some tutorial time is set aside to make up the missed content. Attendance at practical skills days is essential; if these days are missed they must be attended at an alternative course, for which there may be a charge.

Candidates need to fill in an enrolment and medical information form on the first day that they attend the course. Information to enable the learners to be registered must be sent to the Cambium office to enable the candidate to be registered with Agored without delay (a late fee will charged if this is not done with 28 days) Please refer to the Cambium Online guide for information on how to register learners. The medical information needs to be kept with the group (usually in the emergency bag) along with a copy of the risk assessment. All responsible staff working with the Lead Trainer must have knowledge of where these key H&S documents are to be found and be aware of the contents of these. Medical information is to be kept private.

Trainers are expected to keep track via tracking documents (see IQA guidance below), of the progress of their learners. It is the trainer's responsibility to issue reminders and send communications to the learners at various points during their course. Communication from the trainer to the learners must be prompt and supportive throughout the training period.

Tracking and Quality Assurance
Trainers are expected to use the appropriate tracking documents to show the progress of students during the course. See IQA section below. These are available from, and need to be uploaded to, Cambium Online Support. It is recommended that trainers start to complete the Assessment Feedback form while carrying out the Work Based Assessment, before adding to it at the portfolio assessment stage.

A timescale for Internal and External Quality Assurance and obtaining certificates must also be considered. Trainers must make every effort to adhere to this timetable. Courses registered with Cambium will be given a course code. This code should be used on documentation and communication with Cambium to ensure that individuals can be identified correctly.

Course Evaluation
Copies of completed evaluation forms may be requested by Cambium office at the end of Associate Trainers' courses to inform our annual course review. Cambium will agree the format of any evaluation forms used.

Once a learner has registered with Cambium and Agored Cymru they are encouraged to keep in contact with their trainer to enable them to successfully complete their training within the time period suggested for their cohort. If a learner is experiencing personal or professional problems that may prevent them from completing either observation assessments or portfolio submission within the agreed time frame (usually 6 months for Level 2 and 9 months for Level 3), they are encouraged to submit a 'Time Extension Request' form to the trainer so that a later submission date can be agreed.
Assessment Tracking and Verification

1. The Training Provider marks submitted work within four weeks of receipt and should use assessment tracking documents to show the progress of learners during the course.

2. Once assessment is complete and the learner has been passed by the trainer, the evidence submitted may be subject to Internal Quality Assurance ,(IQA). This will require a sample of evidence from the cohort to be checked for agreement of assessment decisions made by the assessor.
We hold a policy of keeping registrations open for two years from the start date of the course. If a learner fails to produce evidence for the units of study within this period, we reserve the right to refuse to assess evidence or claim a certificate on the grounds that this work will not now be relevant or current (see 'Extension Procedure' for details). However, we aim to be supportive of learners achieving results in the timescale required by encouraging communication and given fair warning of closing dates.

If a learner's work is referred, the trainer can offer additional tutorial time up to three hours to support them to complete. If a learner's evidence is still assessed as a referral after this, the assessor can offer alternative options to the learner, either to complete at a lower level (if possible) or repeat the training days for the same or another course at their own cost.

Reasonable Adjustments
A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment, for example offering a dyslexic learner support to submit their work orally.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to enable a learner with a disability or difficulty to demonstrate his or her knowledge, skills and understanding of the levels of attainment required. When a reasonable adjustment has been applied, the work produced by the learner will be marked to the same standards and assessment requirements as the work assessed of the other learners.

Special Considerations
A special consideration may be required where a learner was disadvantaged during the assessment, for example through a temporary disability, medical condition or learning needs, or being indisposed at the time of the assessment. This is applied afterwards, as a post-assessment adjustment.

Any special considerations granted must:
- Treat all learners fairly
- Require the learner to fully meet the assessment requirements
- Maintain the relevance, reliability and comparability of the assessment.

They must not invalidate the assessment requirements set out in the qualification specification or give the learner an unfair advantage.

All documents relating to reasonable adjustments and special considerations will be saved and stored securely. The awarding organisation must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.

Payment Methods
Payment for the deposit in online through Cambium. You will be invoiced by Forest School Training Essex for your balance payment after you have paid your deposit and payment should be made within 30 days of the invoice or at least one week before the course commences. Payment should be made by bank transfer to the bank account details provided on the invoice.

Refunds

Payments are non-refundable. We will endeavour to move you to a subsequent course as long as we are given enough notice to fill the place on a course if you wish to transfer. If you would like to send another trainee in your place this can be arranged.

Withdrawal of service

Should a trainee or carer behave in a way that the trainer feels is unreasonable then the company reserves the rights to withdraw the provision of classes to the client.

Cancellation of Classes policy

Forest School Training Essex will endeavour to run courses during bad weather e.g. snowy conditions. In extreme weather we reserve the right to postpone the course for safety reasons. In the unlikely event we cancel due to the trainer's illness we will contact you via email or WhatsApp. We will attempt to rearrange the course or you will be able to attend the course at a later date.

Responsibilities

The Training Team will:-

- Deliver training in Forest School at Level 3 to the standard agreed by the Forest School Training Network in Wales
- Provide a suitably qualified and experienced training team and to support / resource the course as appropriate
- Provide appropriate information regarding course content, course venues, accessibility, meeting times and location.
- Meet the needs of the learner and to aid them to complete the course wherever possible

Provide adequate training location, toileting and hand washing facilities for the duration of the course.

The Forest School trainees will:

- Read and act upon information provided and attend all training days provided (sickness excepted).
- Make any additional learning needs known to the trainers on the first day of the course (or before if possible).
- Individually produce their own work in line with the requirements of the Units and the direction of the training team. Plagiarism is taken seriously, you will be required to make a signed declaration that all work in your portfolio is your own, please make sure that you have properly referenced your work including providing information about information gained from websites etc. (Trainees may discuss work collaboratively but individual work must be produced for the booklet).
- Take responsibility for own safety during the course and take responsibility for hygiene in any cooking or food eaten during the course.

Clothing requirements

The following list covers all weather conditions and times of the year. It applies to everyone taking part in Outdoor Learning and Forest School training. Trainees are responsible for making sure they are appropriately dressed both inside and outside.

- Woolly hat
- Sun hat
- Gloves
- Waterproof coat or jacket and waterproof trousers
- Sweatshirt or fleece
- Long trousers
- Spare socks

- Stout shoes, wellies or boots
- An emergency change of clothes
- A carrier bag for dirty or wet clothing

Training Element		**Notes**
Face to face days	Face to face practical days at Kendall Primary School on 9.00am-4.00pm each day	Sturdy boots and Forest School equipment required. Long sleeve and trousers. Please see information above for all other requirements for the day
First Aid for Forest School course		You will need this before you start your pilot sessions. I arrange regular Forest School first aid courses for trainees to attend.
Running a minimum of six Forest School sessions	Carried out after tool skills days	Arrangements will be made to assess each student leading ONE session.
Forest School portfolio surgeries x 2	Date TBC	Tutorial to help with compiling your portfolio of evidence
Submission of portfolio of evidence (closing date)	Nine months after start date	Send your file digitally or in the post
Portfolios marked	10 months after start date	Portfolios should be marked within 4 weeks of closing date of course
Internal Verification	11 months after start date	Carried out by Cambium
External Verification	12 months after start date at the latest.	Carried out by Agored Cymru
Receipt of Certificates	15 months after start date at the latest.	Carried out by Agored Cymru

Communication strategy 22

Stakeholder	**Reason to contact**	**Method**	**Frequency**
Head Teacher Kendall Primary	Yearly review	Meeting	6 monthly
	Annual tree survey request	Email	Yearly and as required

	Safety and security issues	Telephone and email	As required
	Coordination of courses	Telephone and email	As required
Office Manager Kendall Primary	Timetable of events	Telephone and email	Termly
Site manager Kendall Primary	Site issues	In person and email	As required
	Events	In person and email	As required
Trainees	Joining instructions	email	Before each course
	Online support	Whatsapp	As required
	Important dates	Email	As required
	Invoices	Email	As required
	Cancellations and changes to arrangements	Whatsapp/Email/Call	As required

AI use, plagiarism and malpractice 23

With the increasing amount of documentation available about Forest School from the internet there is always a possibility of students using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any coursework. To try to prevent this happening however, tutors must remain vigilant to any indications of the above in a students work and also remain up to date themselves on published research and other works (as far as is reasonably practicable) so that if it does occur, plagiarism can be flagged up and the issue brought to the student's attention. To try to prevent this, tutors must bring to the student's attention that they will be signing a declaration at the front of the workbook which states that the work is all their own. In the case of Level 3 students who may work together in some capacity eg. Colleagues working together in the same school to produce generic policies and procedures for their Forest School provision, they must make a signed declaration that both parties shared equally in the production of this work. Tutors must use their discretion in giving advice about what parts of a Level 3 portfolio it would be acceptable to produce in conjunction with a colleague. Malpractice constitutes any deliberate attempt on the part of the student to compromise the integrity of the assessment process, and / or the validity of the certification process must be investigated. Any investigation deemed necessary by the Lead Trainer of a course must be conducted with due regard to:

- Confidentiality
- Retention and storage of evidence
- Conclusions reached and remedial action to be taken

Suspected malpractice on the part of Centre staff will be dealt with in a similar manner to the above.

As an approved centre for qualifications regulated by Qualifications Wales, we need to ensure that evidence from all our learners meets the requirements of the qualification being achieved. This means that we must have robust processes in place to ensure that all evidence submitted demonstrates that you are competent at that level of qualification.

We have designed the assessment methods to provide as much flexibility as possible in how you show that you meet the requirements, for example, by making it possible for you to submit photos, or audio or video recordings (or transcriptions of these), or transcribe a Professional Conversation rather than write your answer from scratch.
We will ask you to declare any AI tools you have used and how you have used them throughout your portfolio.

Ways in which AI tools can be used:

- for grammar/spelling correction
- for research
- for summarising professional conversations
- for transcribing the spoken word

Ways they cannot be used:

- As a generative tool to produce evidence without you having understood, processed and applied this knowledge.

The misuse of AI includes:

- copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations
- failing to declare use of AI tools to contribute to your work in a situation where this is deemed acceptable, i.e. for research and investigation

Using grammar and spelling apps such as Grammarly

- The use of apps to support grammar and spelling can be a valuable aid and is encouraged for this kind of assistance.
- Grammarly, or any other apps cannot be used as generative AI e.g. to generate content in response to a prompt.

Investigation and sanctions

If your assessor suspects malpractice, they may ask you to take part in a Professional Conversation, which will be recorded. This is will give you the opportunity to provide a genuine representation of your knowledge and experience in a scenario that has no possibility for artificial support or input.
If they are still not satisfied, they may ask you to resubmit your own work.
If the issue cannot be resolved in this way, Cambium will adhere to our clear and transparent system that exists already for cases of malpractice. If none of the above is effective, the final sanction will be that you will not achieve your qualification. It is possible to appeal this final decision directly with Agored Cymru, as per 6.6 of their Plagiarism Policy.

Complaints 24

This only applies to students enrolled with Cambium. Details of this procedure are given to the student on the course information document for each course:
Addressing concerns

The course team hope that you will enjoy the course and invite you to discuss any issues concerning the course work or assessment procedure with us at the first opportunity by using the contact details given. If the issue is not able to be settled this way, the difficulty should be presented in writing to Cambium Sustainable, by email, info@cambiumsustainable.co.uk or by letter, 2 Warren Close, Hay on Wye, Powys. HR3 5EL This letter should arrive at the above address not later than one calendar month from the time of the issue arising.
In line with being a quality training provider and an Agored Cymru (OCN Wales) Training Centre, Cambium has developed and implements policies and procedures for Equal Opportunities, Health & Safety, Child Protection, Record keeping, Disputes, Internal Verification and Quality Review etc. If you would like to view any or all of these please let your tutor know and they will make a copy available to you.

Tutors are familiar with this procedure so that they can bring it to the attention of students as necessary. If a complaint or dispute is made it needs to be dealt with as quickly as possible. The following procedure will be carried out:

- Arrival of complaint in writing at the Cambium office – letter must arrive within one calendar month of the date of the complaint.
- Acknowledgement of receipt of the letter and assurance that investigation will be carried out promptly given to student giving timescale for reply in the first instance.
- Team meeting of training team concerned to carry out a formal investigation of the complaint and to set out key points in answer to the letter sent.
- Letter sent to complainant.
- If above four steps were not successful in settling the complainant's issues, Cambium will contact Agored to act as arbitrator.
- Communication of outcomes transmitted to complainant
- Any action from above implemented by training teams.

Extensions 25

In extenuating circumstances e.g. serious illness, the completion date may be deferred. In this case, the trainee must contact the course tutor as soon as the situation changes and formally request a course extension. The trainee will receive a deferral form to be completed and returned to the trainer for consideration. Granting of extensions is rests at the discretion of the trainer. The maximum time permissible for the completion of a Level 3 course is 21 months from the start date of the course.

Extenuating Circumstances

It may be possible to extend the course completion date for six months after the original deadline Time offered will be looked at on a case-by-case basis. Extensions are only permitted for serious reasons e.g., death of a close relative; long term sickness of student; birth of a child. The student wishing to extend their course completion date will be required to contact their tutor as soon as the extenuating circumstances become apparent to request an extension. Work done toward their portfolio will be required to be submitted at this point. Students who fail to notify their tutor at the appropriate time risk not being able to complete at all.

Late Submission Charge

Formal extensions can be offered if you do not have extenuating circumstances but cannot make the given course deadline. These extension requests are chargeable.

For late submission without a formal agreed extension, you will be charged a fee of 10% of the total course fee that must be paid before your work is marked.

If you hand in your portfolio more than 2 years after the original start date of your course, you will be charged half of the total cost again for your course.

This does not offer you additional training. If you would like additional training and support, this can be offered at an additional cost based on your requirements.

Please note: your practical skills assessment and workplace assessment must be dated within 2 years of your registration with the awarding body.

Practical Skills

If these need to be repeated to be in date with your re-registration, these are charged at an additional cost of the registration fee for Forest School Level 3 +VAT per assessment and subject to availability. Location of practical assessment offered cannot be guaranteed.

Declarations that this has been read by all trainers 26

I confirm that I have read a copy of this Handbook and agree to abide by the policies and procedures it contains.

Name	Signature	Date