

WOOD AND WILD

Operational Handbook

Policies, Procedures & Guidance

2026 Edition

Welcome to Wood and Wild

At **Wood and Wild**, we believe that nature is one of our greatest teachers. Through high-quality Forest School and outdoor learning experiences, we inspire curiosity, confidence, resilience and a lifelong connection with the natural world.

Our programmes are built on the Forest School principles of child-led learning, supported risk-taking and meaningful time spent in nature. We are committed to providing safe, inclusive and inspiring experiences where children and young people can grow, explore and thrive.

This handbook brings together the policies, procedures and guidance that underpin everything we do. It reflects our commitment to safeguarding, health and safety, environmental responsibility and professional practice, while remaining true to our core values of respect, kindness, curiosity and inclusion.

We hope this handbook not only explains **how** we work, but also **why** we do what we do.

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Document Control

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Section 1 – Introduction

Wood and Wild Forest School

Ethos and History

Forest School originated in Scandinavia, where children spend their early years learning through play and regular experiences in the natural environment before entering formal education. Nature is viewed as an essential teacher, and play is recognised as a child's natural way of exploring, learning and developing. This approach encourages curiosity, resilience, independence and a positive understanding of risk.

In the United Kingdom, Forest School has evolved from these principles while building on our own rich tradition of outdoor education. It draws inspiration from influential educational thinkers such as Rousseau, Froebel, Montessori and McMillan, all of whom recognised the importance of learning through play, exploration and meaningful experiences in nature.

Forest School provides regular opportunities for participants to connect with the natural world through child-led learning, practical experiences and supported risk-taking. Outdoor environments stimulate curiosity, creativity, confidence and wellbeing, while encouraging children and young people to become resilient, independent learners.

Traditional woodland skills and crafts remain central to Forest School practice. Participants learn to use tools safely and responsibly, work with natural materials, solve problems creatively and develop an understanding of both risk and personal responsibility. These experiences build confidence, practical skills and a lasting respect for the natural environment.

Wood and Wild Principles

At Wood and Wild, our work is guided by a set of core principles that underpin every session, programme and interaction.

We are committed to:

- Building positive, trusting relationships with everyone we work alongside.
- Developing a deep connection with, and respect for, the natural environments we use.
- Valuing diversity by listening to and respecting different perspectives, beliefs and experiences.

- Creating welcoming, inclusive spaces where everyone feels safe, valued and respected.
- Encouraging curiosity, creativity and lifelong learning through meaningful outdoor experiences.
- Supporting participants to develop confidence, resilience and independence through appropriate challenge and supported risk-taking.
- Caring for the environment through sustainable practice and responsible stewardship.

Respect—for ourselves, for others and for nature—is at the heart of everything we do.

Communication

Effective communication is fundamental to the safe and successful delivery of all Wood and Wild programmes.

We are committed to maintaining open, honest and professional communication with schools, parents and carers, participants, volunteers and partner organisations. Clear communication helps ensure that everyone understands their roles and responsibilities, safeguarding arrangements, health and safety procedures, and the aims of each programme.

Information for schools, parents, carers and volunteers is provided through our communication leaflets and supporting documentation, included within the appendices of this handbook.

Safeguarding and Child Protection Policy

Policy Statement

Wood and Wild is fully committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who participate in our programmes. We believe that every individual has the right to feel safe, respected and protected from harm, regardless of their age, ability, background, ethnicity, gender, religion or sexual orientation.

Safeguarding is everyone's responsibility. All staff, freelance associates, volunteers and visitors are expected to share this commitment and to act promptly if they have any concerns about the welfare or safety of a child or vulnerable person.

Wood and Wild operates in accordance with current safeguarding legislation and recognised best practice guidance. The welfare of the child is always our paramount consideration.

Purpose

This policy aims to:

- Promote the safety, welfare and wellbeing of all children and young people attending Wood and Wild activities.
 - Provide clear procedures for recognising, responding to and reporting safeguarding concerns.
 - Ensure all staff understand their safeguarding responsibilities.
 - Foster a culture in which safeguarding is embedded throughout every aspect of our work.
 - Promote partnership working with parents, schools, local authorities and other agencies where appropriate.
-

Our Commitment

Wood and Wild will achieve this by:

Safe Recruitment

We will ensure that all employees, freelance practitioners and volunteers working in regulated activity:

- undergo the appropriate Enhanced DBS checks;
- provide satisfactory references;
- complete identity verification checks;
- receive an induction covering safeguarding responsibilities before working with participants.

Training and Awareness

All staff and volunteers will:

- understand the signs and indicators of abuse and neglect;
- know how to respond appropriately to disclosures;
- understand the reporting procedures;
- receive safeguarding updates and refresher training appropriate to their role.

Safe Practice

All activities are carefully planned and risk assessed to provide a safe environment that supports learning whilst managing risk appropriately.

Safeguarding considerations are incorporated into session planning, staffing ratios, site management and communication with schools and families.

Responding to Concerns

Any safeguarding concern will be treated seriously.

Where there is concern that a child may be suffering, or is likely to suffer, significant harm, appropriate action will be taken immediately in accordance with local safeguarding procedures.

No member of staff should ever assume someone else has reported a concern.

Designated Safeguarding Lead (DSL)

Wood and Wild has an appointed Designated Safeguarding Lead (DSL) who has overall responsibility for safeguarding matters.

The DSL is responsible for:

- receiving safeguarding concerns;
- making referrals where appropriate;
- maintaining confidential safeguarding records;
- supporting staff;
- liaising with schools, parents and statutory agencies.

Designated Safeguarding Lead

Toni Frier

Wood and Wild

Mobile: 07817 270903

(Contact details should be reviewed annually and updated as required.)

Recognising Abuse

Staff should remain vigilant to the four recognised categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Safeguarding concerns may also relate to exploitation, domestic abuse, online harm, peer-on-peer abuse, bullying, child criminal exploitation, child sexual exploitation, forced marriage, female genital mutilation (FGM), radicalisation or any other circumstance that places a child at risk.

If You Have a Concern

If you:

- witness abuse;
- suspect abuse;
- receive a disclosure from a child;
- observe behaviour that causes concern;
- receive information from another person;

you must:

1. Stay calm.
2. Listen carefully.
3. Do not promise confidentiality.
4. Reassure the child that they have done the right thing.
5. Record the facts accurately using the child's own words wherever possible.
6. Report the concern immediately to the Designated Safeguarding Lead.

If the concern involves the DSL, report it directly to the appropriate safeguarding authority or the Local Authority Designated Officer (LADO).

Where a child is believed to be at immediate risk of significant harm, staff must contact emergency services or Children's Services without delay.

Recording Concerns

All safeguarding records must:

- be factual;
- be signed and dated;
- distinguish fact from opinion;
- be stored securely;
- only be shared with those who need to know.

Confidential records will be managed in accordance with UK data protection legislation and safeguarding requirements.

Working with Others

Wood and Wild works collaboratively with:

- schools;
- parents and carers;
- Children's Services;
- Local Authority Designated Officers (LADO);
- Police;
- Health professionals;
- other safeguarding partners.

Information will be shared where necessary to protect children and in accordance with safeguarding and data protection legislation.

The next section is **Physical Contact with Students Policy**. This is one area where safeguarding guidance has developed since 2022, so I'd recommend making it clearer and more balanced. Your original policy recognises that appropriate physical contact can sometimes be necessary while setting clear boundaries for staff.

Physical Contact with Participants Policy

Policy Statement

Wood and Wild recognises that positive, appropriate and professionally judged physical contact can sometimes be necessary to support children's safety, wellbeing and emotional development.

All physical contact must always be in the best interests of the participant, appropriate to the situation, and carried out in a manner that maintains the dignity, comfort and safety of everyone involved.

Staff, associates and volunteers must remain mindful of safeguarding responsibilities at all times and avoid any contact that could be misinterpreted or place either themselves or a participant at risk.

Purpose

This policy aims to:

- Protect children and young people from inappropriate physical contact.
 - Protect staff and volunteers from misunderstandings or false allegations.
 - Provide clear guidance on when physical contact may be appropriate.
 - Promote safe, respectful and professional relationships.
-

Principles

Wood and Wild believes that:

- Every child deserves to feel safe, respected and valued.
 - Appropriate physical reassurance can sometimes be important for emotional wellbeing.
 - Physical contact should never be intrusive, unnecessary or initiated for the benefit of the adult.
 - The child's wishes, age, understanding and individual needs should always be considered.
-

Appropriate Physical Contact

Examples of appropriate physical contact may include:

- Offering a handshake or high-five as a greeting or congratulations.
- Briefly placing a hand on a participant's shoulder or upper arm to offer encouragement or reassurance.
- Supporting a participant following a minor injury or accident.
- Assisting a participant to maintain their balance on uneven ground where necessary.
- Providing comfort to a distressed child when appropriate, proportionate and in line with safeguarding guidance.
- Demonstrating the safe use of tools or equipment where physical guidance is necessary and cannot reasonably be achieved through verbal instruction alone.

Whenever possible, staff should explain what they are doing before making physical contact and seek the participant's agreement where appropriate.

Inappropriate Physical Contact

Staff, associates and volunteers must never:

- Use physical contact as a form of punishment or discipline.
 - Initiate prolonged or unnecessary hugging, cuddling or close physical contact.
 - Kiss a participant.
 - Engage in rough play, tickling or horseplay.
 - Restrain a participant unless there is an immediate risk of harm and no safer alternative.
 - Allow any physical contact that could reasonably be interpreted as abusive or sexually motivated.
-

Comforting a Distressed Child

Where a participant is upset or distressed, staff should first seek to provide reassurance through calm communication.

If physical comfort is appropriate, it should:

- respond to the child's needs rather than the adult's;
 - be brief and proportionate;
 - take place, where possible, in view of other adults;
 - end when the child no longer requires reassurance.
-

Personal Care

Wood and Wild staff do not routinely provide intimate or personal care.

Where assistance is required because of age, disability or additional needs, support will be provided in accordance with the participant's agreed care plan or in partnership with parents, carers or the referring organisation.

Responsibilities

All staff, associates and volunteers are responsible for:

- maintaining professional boundaries;
 - exercising good judgement;
 - reporting any concerns relating to inappropriate physical contact;
 - following Wood and Wild's Safeguarding and Child Protection Policy.
-

The next section is the **Code of Conduct**, and I'd make this much stronger. Rather than simply listing do's and don'ts, it should set out the professional expectations for everyone working with Wood and Wild while retaining the safeguarding guidance from your original policy.

Code of Conduct

Policy Statement

Wood and Wild is committed to creating a safe, respectful and inclusive environment in which all participants can learn, explore and thrive. Every member of staff, freelance associate and volunteer has a responsibility to model professional behaviour, maintain appropriate boundaries and act in a manner that protects both participants and themselves.

This Code of Conduct sets out the standards of behaviour expected of everyone representing Wood and Wild.

Purpose

This policy aims to:

- Promote the safety and wellbeing of all participants.
 - Establish clear expectations of professional behaviour.
 - Protect staff, volunteers and participants from harm or allegations of inappropriate conduct.
 - Maintain the reputation and values of Wood and Wild.
-

Professional Standards

All staff, associates and volunteers are expected to:

- Act in the best interests of every participant at all times.
- Treat all individuals with kindness, dignity, patience and respect.
- Demonstrate honesty, integrity and professionalism.
- Maintain appropriate professional boundaries.
- Follow all Wood and Wild policies and procedures.
- Work cooperatively with colleagues, schools, parents and carers.
- Promote equality, inclusion and respect for diversity.
- Report any safeguarding or welfare concerns immediately.

- Take responsibility for their own professional development and safe practice.
-

Safe Working Practice

To help safeguard both participants and staff, everyone working on behalf of Wood and Wild should:

- Remain vigilant to situations that may present safeguarding risks.
 - Plan activities carefully to minimise unnecessary risk.
 - Wherever possible, remain visible to other adults when working with children.
 - Maintain open communication with colleagues throughout sessions.
 - Challenge poor practice appropriately and report concerns promptly.
 - Encourage children and young people to express concerns, ask questions and understand their rights.
-

Professional Boundaries

Staff and volunteers should:

- Maintain appropriate adult–child relationships at all times.
 - Avoid favouritism or giving preferential treatment.
 - Avoid situations where they are alone with a participant whenever reasonably possible.
 - Use professional language and behaviour appropriate to the age of participants.
 - Respect confidentiality whilst understanding that safeguarding concerns must always be reported.
-

Unacceptable Practice

Staff, associates and volunteers must not:

- Spend unnecessary or excessive time alone with a child.
- Take participants to their own home or other private premises.
- Exchange personal contact details with participants.
- Communicate with participants through personal social media accounts or messaging services.
- Initiate inappropriate physical contact.
- Engage in rough play, tickling or behaviour that could be misinterpreted.
- Use language that is abusive, discriminatory, humiliating or offensive.
- Behave in a manner that could undermine a participant's dignity or self-esteem.
- Consume alcohol or illegal drugs whilst responsible for participants.

- Attend sessions whilst impaired by alcohol, drugs or medication that affects safe practice.
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Staff Must Never

Under no circumstances should any member of staff or volunteer:

- Physically, emotionally or sexually abuse a participant.
 - Develop an inappropriate personal or intimate relationship with a participant.
 - Groom or exploit a participant in any way.
 - Use excessive force except where legally justified to prevent immediate harm.
 - Share confidential participant information without authorisation.
 - Discriminate against any participant on the grounds of age, disability, race, religion or belief, sex, gender identity, sexual orientation or any other protected characteristic.
 - Ignore or fail to report safeguarding concerns.
-

If Concerns Arise

If a member of staff observes behaviour that breaches this Code of Conduct, they must:

- take immediate action where necessary to protect participants;
- report concerns to the Designated Safeguarding Lead or senior manager;
- accurately record factual information;
- cooperate fully with any subsequent investigation.

Failure to comply with this Code of Conduct may result in disciplinary action, termination of engagement or referral to relevant safeguarding authorities where appropriate.

The next section is the **Disclosure and Barring Service (DBS) Policy** (currently titled "Disclosure and Barring Policy"). I would also rename it, as "DBS Policy" is the recognised terminology. The original policy focuses on fair recruitment, confidentiality of DBS information, and ensuring criminal records are considered appropriately rather than automatically excluding applicants.

Disclosure and Barring Service (DBS) Policy

Policy Statement

Wood and Wild is committed to safeguarding children, young people and vulnerable adults by ensuring that all staff, freelance associates and volunteers working in regulated activity are recruited safely and appropriately.

We recognise the importance of fair and inclusive recruitment practices and are committed to treating all applicants with dignity and respect. A criminal record does not automatically prevent an individual from working with Wood and Wild. Decisions will always be made following an individual risk assessment, taking into account the nature of the role, the relevance of any convictions and the safeguarding responsibilities of the organisation.

Purpose

This policy aims to:

- Safeguard children and vulnerable adults by ensuring appropriate pre-employment checks are completed.
 - Promote fair, transparent and non-discriminatory recruitment practices.
 - Comply with Disclosure and Barring Service (DBS) requirements and the DBS Code of Practice.
 - Protect confidential information relating to criminal record disclosures.
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Scope

This policy applies to:

- Employees
 - Freelance Associates
 - Forest School Leaders
 - Assistant Leaders
 - Volunteers
 - Students on placement
 - Any individual undertaking regulated activity on behalf of Wood and Wild
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Safer Recruitment

Before commencing work, individuals working in regulated activity will normally be required to:

- Complete an application process appropriate to the role.

- Provide proof of identity and eligibility to work in the UK.
- Provide satisfactory references.
- Complete an Enhanced DBS check where required.
- Declare any relevant criminal convictions, cautions or investigations where legally required.
- Complete any safeguarding induction required by Wood and Wild.

Employment or engagement will not normally begin until all appropriate recruitment checks have been completed.

Criminal Record Information

Wood and Wild recognises that having a criminal record does not necessarily make an individual unsuitable to work within the organisation.

Each disclosure will be considered individually, taking into account:

- the nature and seriousness of the offence;
- the relevance of the offence to the role;
- the age of the individual at the time of the offence;
- how long ago the offence occurred;
- evidence of rehabilitation;
- the level of contact the role will involve with children or vulnerable adults.

Where appropriate, a written risk assessment will be completed before a recruitment decision is made.

Confidentiality

Any information relating to DBS disclosures will be:

- treated as strictly confidential;
- shared only with those directly involved in recruitment decisions;
- stored securely;
- retained only for as long as permitted under current legislation and the DBS Code of Practice.

DBS certificate information will never be disclosed unnecessarily or used for any purpose other than assessing suitability for the role.

Equality and Fair Recruitment

Wood and Wild is committed to equality of opportunity and will not discriminate unfairly against applicants on the basis of a criminal record.

Recruitment decisions will always consider the individual's skills, experience, suitability and safeguarding responsibilities rather than relying solely on the existence of previous convictions.

Responsibilities

The Director or designated recruitment lead is responsible for ensuring that:

- safer recruitment procedures are followed;
- appropriate DBS checks are completed;
- confidential information is managed securely;
- recruitment decisions comply with safeguarding legislation and equality legislation.

All staff are responsible for notifying Wood and Wild if circumstances arise that may affect their suitability to work with children or vulnerable adults.

Certainly. Here's the **Confidentiality and Data Protection Policy** with the **Photography and Media** section replaced by your preferred approach.

Confidentiality and Data Protection Policy

Policy Statement

Wood and Wild is committed to protecting the privacy, dignity and personal information of everyone who engages with our organisation. We recognise the importance of confidentiality and are committed to handling all personal information responsibly, securely and in accordance with UK data protection legislation.

Participants, parents, carers, schools, staff, associates and volunteers should feel confident that personal information will be treated with respect and only shared where necessary and appropriate.

Purpose

This policy aims to:

- Protect confidential information entrusted to Wood and Wild.
 - Ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
 - Explain how personal information is collected, used, stored and shared.
 - Ensure everyone understands their responsibilities regarding confidentiality.
-

Confidentiality

Everyone working on behalf of Wood and Wild is expected to maintain confidentiality regarding participants, families, colleagues and partner organisations.

Information shared during Forest School sessions or through the course of our work will be treated as confidential unless:

- there is a safeguarding concern;
- someone is at risk of harm;
- disclosure is required by law;
- disclosure is necessary to protect the welfare of a child or vulnerable person.

Where possible, individuals will be informed if confidential information needs to be shared, unless doing so would increase the risk of harm.

Staff, associates and volunteers are expected to:

- respect the confidentiality of all participants;
 - discuss confidential matters only with authorised individuals;
 - store information securely;
 - avoid discussing confidential information in public places;
 - dispose of confidential information appropriately.
-

Information We Collect

Depending on the nature of our programmes, Wood and Wild may collect:

- Names and contact details.
- Dates of birth.
- Emergency contact information.
- Medical information relevant to participation.
- Dietary requirements.
- Accessibility or additional support needs.

- Consent forms where required.

We only collect information that is necessary for the safe and effective delivery of our services.

Why We Collect Personal Information

Personal information is collected to:

- Ensure participant safety and wellbeing.
 - Manage bookings and attendance.
 - Communicate with parents, carers and schools.
 - Respond to medical emergencies.
 - Comply with legal obligations.
 - Evaluate and improve our services.
-

Lawful Basis for Processing

Wood and Wild processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR).

Depending on the circumstances, our lawful basis may include:

- Consent.
- Performance of a contract.
- Compliance with a legal obligation.
- Protection of vital interests.
- Legitimate interests.

Where consent is relied upon, individuals may withdraw their consent at any time where applicable.

Storage and Security

Wood and Wild takes appropriate technical and organisational measures to protect personal information.

Information may be stored:

- Securely in locked storage.
- On password-protected electronic systems.
- Using secure cloud-based services where appropriate.

Access is restricted to authorised personnel only.

Retention

Personal information will only be retained for as long as necessary to fulfil the purpose for which it was collected or to comply with legal obligations.

Retention periods will follow Wood and Wild's data retention schedule.

Once no longer required, information will be securely destroyed or permanently deleted.

Photography and Media

Wood and Wild respects the privacy of all participants and is committed to protecting their identity.

As part of our normal practice, **we do not take or publish photographs that show children's faces.**

The photographs we use focus on activities, learning, hands, tools, natural materials and the outdoor environment. This enables us to celebrate Forest School experiences while protecting the privacy of the children taking part.

On the rare occasion that we capture a photograph showing a child's face that we feel would positively represent Wood and Wild, **we will always contact the child's parent or carer personally to request their explicit written permission before using the image.** If permission is not granted, the photograph will not be used.

No photographs or videos will be shared with third parties without the appropriate consent.

All digital images are stored securely and managed in accordance with this Data Protection Policy.

Individual Rights

Under UK data protection legislation, individuals have the right to:

- Access their personal information.
- Request correction of inaccurate information.
- Request deletion where appropriate.
- Restrict processing in certain circumstances.
- Object to processing where applicable.

- Request transfer of their personal information where appropriate.

Requests should be made in writing to Wood and Wild and will normally be responded to within one calendar month.

Data Breaches

Any actual or suspected data breach must be reported immediately to the Director.

Where required by law, Wood and Wild will notify the Information Commissioner's Office (ICO) and affected individuals.

Responsibilities

All staff, associates and volunteers are responsible for:

- Maintaining confidentiality.
 - Handling information securely.
 - Following this policy.
 - Reporting any actual or suspected data breaches immediately.
-

Complaints

Anyone who has concerns about the way Wood and Wild has handled personal information should contact the Director in the first instance.

Individuals also have the right to complain to the Information Commissioner's Office (ICO) if they believe their personal information has not been handled in accordance with the law.

The next section is **Health & Safety Policy**. This is one of the core policies in the handbook and, rather than being a list of procedures, it should explain Wood and Wild's overall approach to health and safety. The detailed procedures (Risk Benefit Assessment, Fire, Tools, Weather, etc.) can then be referenced in their own policies. Your original policy covers insurance, first aid, participant information, staff responsibilities, supervision and safety briefings.

Health & Safety Policy

Policy Statement

Wood and Wild is committed to providing a safe, healthy and enjoyable environment for everyone participating in our Forest School and outdoor learning programmes. We believe that learning outdoors offers enormous benefits and that, through careful planning and professional leadership, participants can safely experience challenge, adventure and supported risk-taking.

Health and safety is the responsibility of everyone involved in our activities. All staff, associates, volunteers and participants are expected to work together to create a safe and positive learning environment.

Purpose

This policy aims to:

- Protect the health, safety and wellbeing of all participants, staff, associates and volunteers.
 - Ensure activities are planned and delivered safely.
 - Promote a positive approach to risk management through Risk–Benefit Assessment.
 - Comply with relevant health and safety legislation and recognised Forest School good practice.
-

Our Commitment

Wood and Wild will:

- Provide a safe environment for all activities.
 - Carry out suitable Risk–Benefit Assessments for all sites and activities.
 - Ensure activities are led by appropriately trained and competent staff.
 - Maintain appropriate staff-to-participant ratios.
 - Ensure emergency procedures are understood by all staff.
 - Maintain appropriate insurance cover.
 - Regularly inspect and maintain equipment.
 - Encourage participants to take responsibility for their own safety through learning and supported risk-taking.
-

First Aid

Wood and Wild will ensure that:

- At least one appropriately qualified Outdoor First Aider is present during all Forest School sessions.
 - A suitably stocked first aid kit is available at every session.
 - Emergency medication provided by participants is readily accessible.
 - All accidents, injuries and near misses are recorded appropriately.
 - Parents, carers or schools are informed promptly of any accident or illness affecting a participant.
-

Participant Information

Before participating in Wood and Wild activities, appropriate information will be obtained to support the safe delivery of sessions.

This may include:

- Emergency contact details.
- Relevant medical information.
- Allergies.
- Dietary requirements.
- Additional support needs.
- Emergency consent where appropriate.

Schools commissioning Wood and Wild sessions are responsible for informing staff of any relevant medical, behavioural or safeguarding information before each programme begins.

Staffing

All staff, associates and volunteers will:

- Receive an induction appropriate to their role.
 - Read and follow all Wood and Wild policies and procedures.
 - Maintain appropriate professional standards.
 - Participate in safeguarding and health and safety training where required.
 - Work within the limits of their competence and qualifications.
-

Session Safety

Before each session, the Forest School Leader will ensure:

- The site has been checked for hazards.
- Weather conditions are suitable.
- Equipment has been inspected.
- Appropriate clothing has been discussed.
- Emergency procedures are understood.
- Communication equipment is available where appropriate.
- The session has been adapted if circumstances have changed.

A safety briefing will be provided at the start of each session and will include:

- Site boundaries.
 - Behaviour expectations.
 - Emergency signals.
 - Fire and tool safety (where applicable).
 - Hygiene arrangements.
 - What to do if someone becomes separated from the group.
-

Supervision

Participants will remain under appropriate supervision at all times.

Supervision levels will vary depending on:

- Age.
- Experience.
- Ability.
- Group size.
- Activity.
- Environmental conditions.

Higher-risk activities, including fire lighting, tool use and cooking, will always be supervised directly by competent adults.

Reporting Incidents

All accidents, incidents and near misses will be:

- Reported to the Forest School Leader.
- Recorded using the appropriate accident or incident reporting form.
- Reviewed to identify any lessons that may improve future practice.

Where required, incidents will be reported to schools, parents, insurers or relevant statutory authorities.

Insurance

Wood and Wild maintains appropriate insurance to support the safe delivery of its activities, including Public Liability Insurance and Employer's Liability Insurance where applicable.

Insurance arrangements are reviewed regularly to ensure they remain appropriate for the activities undertaken.

Responsibilities

Director

Responsible for ensuring suitable policies, insurance, training and resources are in place.

Forest School Leaders

Responsible for the safe planning, delivery and supervision of all sessions.

Staff, Associates and Volunteers

Responsible for following policies, reporting hazards and working safely at all times.

Participants

Responsible for following instructions, respecting agreed boundaries and helping to create a safe learning environment.

Equality, Diversity and Inclusion (EDI) Policy

Policy Statement

At Wood and Wild, we believe that everyone belongs in nature.

We are committed to creating welcoming, inclusive and respectful outdoor learning environments where every participant feels safe, valued and able to be themselves. We celebrate diversity and recognise that every individual brings unique experiences, strengths and perspectives that enrich our community.

We believe that access to nature and high-quality outdoor learning should be available to everyone, regardless of age, disability, ethnicity, gender, gender identity, religion or belief, sexual orientation, socio-economic background or any other protected characteristic.

Our aim is not simply to treat everyone the same, but to provide equitable opportunities by recognising and responding to individual needs.

Purpose

This policy aims to:

- Promote equality of opportunity for all participants, staff, associates and volunteers.
 - Create an environment where everyone feels welcomed, respected and included.
 - Remove barriers to participation wherever reasonably possible.
 - Prevent discrimination, harassment, bullying and victimisation.
 - Foster a culture of kindness, curiosity and mutual respect.
 - Meet our responsibilities under the Equality Act 2010.
-

Our Values

Equality, diversity and inclusion are woven throughout everything we do.

At Wood and Wild we strive to:

- Welcome everyone with kindness and respect.
 - Value each person's individuality and lived experiences.
 - Celebrate diversity as a strength.
 - Encourage empathy, understanding and positive relationships.
 - Create spaces where everyone feels they belong.
 - Enable every participant to succeed in their own way.
 - Care for both people and the natural environment.
-

Inclusive Practice

Forest School is naturally adaptable, and we believe that learning outdoors should be accessible to all.

We will work with participants, families, schools and partner organisations to understand individual needs and make reasonable adjustments wherever possible.

These may include:

- adapting activities to suit different abilities;
- providing additional adult support where appropriate;
- adapting communication methods;
- modifying equipment or resources;
- allowing participants to engage in activities at their own pace;
- creating quieter or sensory-friendly spaces when appropriate.

We recognise that equality does not always mean treating everyone in exactly the same way. Instead, we aim to provide the support each individual needs to participate confidently and safely.

Respect for Others

Everyone involved with Wood and Wild is expected to contribute to a positive, inclusive culture.

We ask all participants, staff, associates, volunteers, parents and visitors to:

- treat others with kindness and respect;
 - value different backgrounds, beliefs and perspectives;
 - use inclusive and respectful language;
 - support one another;
 - challenge discrimination appropriately;
 - care for the shared environment.
-

Unacceptable Behaviour

Wood and Wild will not tolerate:

- discrimination of any kind;
- bullying, intimidation or harassment;
- racist, sexist, homophobic, transphobic or discriminatory language or behaviour;
- exclusion or unfair treatment;
- threatening, abusive or aggressive behaviour;
- behaviour that undermines another person's dignity or sense of belonging.

Any concerns will be addressed promptly, fairly and respectfully in accordance with our Behaviour Policy and Safeguarding Policy.

Responsibilities

Director

Will ensure that equality, diversity and inclusion remain central to the organisation's values, policies and practice.

Forest School Leaders

Will create safe, welcoming and inclusive learning environments, adapting activities where appropriate to meet the needs of participants.

Staff, Associates and Volunteers

Will model respectful behaviour, promote inclusion, challenge discrimination and support all participants to feel welcomed and valued.

Participants

Are encouraged to show kindness, respect and consideration towards others, the environment and themselves.

Monitoring

Wood and Wild is committed to continually reflecting on and improving inclusive practice.

We will regularly review:

- participant feedback;
 - staff training needs;
 - accessibility of our programmes;
 - policies and procedures;
 - opportunities to reduce barriers to participation.
-

Risk–Benefit Assessment Policy

Policy Statement

At Wood and Wild, we recognise that experiencing challenge and taking managed risks are essential elements of high-quality Forest School and outdoor learning.

Rather than eliminating all risk, we use a **Risk–Benefit Assessment** approach that carefully considers both the potential hazards and the significant educational, developmental and wellbeing benefits of each activity.

By enabling participants to experience appropriate levels of challenge within a safe and supportive environment, we help them develop confidence, resilience, independence, judgement and responsibility.

Purpose

This policy aims to:

- Promote safe, enjoyable and meaningful outdoor learning experiences.
 - Balance the educational benefits of activities with potential risks.
 - Ensure hazards are identified, assessed and managed appropriately.
 - Encourage participants to develop their own understanding of risk.
 - Meet legal health and safety responsibilities while maintaining the principles of Forest School.
-

Our Approach

Wood and Wild uses Risk–Benefit Assessments rather than simply risk assessments.

When planning activities, we consider:

- the educational value of the activity;
- the potential hazards;
- who may be affected;
- existing control measures;
- whether additional precautions are required;
- whether the benefits outweigh any remaining risk.

Activities will only proceed where the Forest School Leader judges that the remaining level of risk is acceptable and proportionate to the learning outcomes.

Site Assessments

A comprehensive Risk–Benefit Assessment will be completed for every site used by Wood and Wild.

Assessments will consider, where appropriate:

- terrain and access;
- trees and overhead hazards;
- weather conditions;
- water hazards;
- fire risk;
- flora and fauna;
- public access;
- emergency access;
- environmental considerations.

Risk–Benefit Assessments will be reviewed regularly and whenever there are significant changes to the site or activities.

Daily Site Checks

Before every session, the Forest School Leader will carry out a visual inspection of the site.

This will include checking for:

- fallen or unstable trees and branches;
- damaged or hazardous equipment;
- litter or hazardous waste;
- changes in terrain;
- evidence of antisocial behaviour;
- weather-related hazards;
- any new risks since the previous visit.

Where necessary, activities will be adapted or relocated.

Dynamic Risk Assessment

Throughout every session, staff continually assess changing conditions.

Dynamic Risk Assessment allows leaders to respond immediately to changing circumstances, including:

- changing weather;
- participant behaviour;
- environmental hazards;

- equipment issues;
- unexpected events.

Sessions may be adapted, paused or stopped if conditions become unsafe.

Involving Participants

Developing an awareness of risk is an important part of Forest School learning.

Participants will be encouraged to:

- recognise hazards;
- discuss how risks can be reduced;
- make informed choices;
- look after themselves and others;
- care for the natural environment.

This supports the development of confidence, responsibility and independent decision-making.

Activities Requiring Additional Assessment

Specific Risk–Benefit Assessments are completed for activities including:

- fire lighting and campfires;
- hand tool use;
- knife use;
- shelter building;
- tree climbing (where appropriate);
- cooking;
- rope activities;
- wild food foraging.

These activities will only be led by competent staff using agreed procedures.

Weather

The Forest School Leader will continually assess weather conditions before and during sessions.

Activities may be modified, postponed or cancelled if conditions present an unacceptable level of risk, including:

- high winds;
- thunderstorms;
- extreme heat;
- flooding;
- icy conditions;
- other severe weather warnings.

Further guidance is provided in the Weather Policy.

Responsibilities

Director

Responsible for ensuring suitable systems, training and resources are in place to support effective Risk–Benefit Assessment.

Forest School Leaders

Responsible for completing and reviewing site and activity Risk–Benefit Assessments, carrying out daily site checks and making dynamic decisions during sessions.

Staff, Associates and Volunteers

Responsible for following agreed control measures, reporting hazards and contributing to dynamic risk assessment throughout each session.

Participants

Are encouraged to understand and manage risks appropriately by following instructions, respecting agreed boundaries and taking responsibility for their own actions.

The next section is **Toileting Policy**. I'd keep this concise, practical and respectful. Your original policy covers school sites, woodland sites, compost toilets, privacy, hygiene and restoring the site afterwards.

Toileting Policy

Policy Statement

Wood and Wild is committed to ensuring that all participants have access to safe, hygienic and dignified toileting arrangements during Forest School and outdoor learning sessions.

We recognise that outdoor learning environments may not always have permanent toilet facilities. Where this is the case, appropriate arrangements will be made to protect participants' privacy, dignity, health and wellbeing while minimising environmental impact.

Purpose

This policy aims to:

- Promote the health, safety and wellbeing of participants.
 - Ensure toileting arrangements are respectful, hygienic and appropriate.
 - Protect participants' privacy and dignity.
 - Minimise the environmental impact of outdoor toileting.
-

School Sites

Where sessions take place on school grounds or other venues with toilet facilities, participants will be encouraged to use the toilets before the session begins.

During the session, participants will be allowed to return to the school or designated toilet facilities whenever required.

Where appropriate, school procedures for supervision and safeguarding will be followed.

Woodland Sites

Where permanent toilet facilities are unavailable, Wood and Wild will provide suitable temporary toileting arrangements.

Depending on the site, this may include:

- a portable camping toilet;
- a composting toilet;
- or a designated woodland toileting area where appropriate.

All toileting areas will:

- provide appropriate privacy;
- be clearly explained to participants;
- be located away from watercourses and activity areas;

- be managed in an environmentally responsible manner.
-

Supporting Participants

Children will always be encouraged to manage their own toileting independently wherever possible.

Where a participant requires assistance because of their age, disability or additional needs:

- support will be provided sensitively and respectfully;
- safeguarding procedures will always be followed;
- wherever possible, assistance will be provided in line with agreed care plans or school procedures.

Wood and Wild staff do not provide intimate personal care unless this has been agreed in advance with parents, carers and the referring organisation.

Hygiene

Handwashing is an essential part of every Forest School session.

After using the toilet, all participants and staff will wash or sanitise their hands using the facilities provided.

Suitable handwashing equipment will always be available on site.

Further guidance is provided within the Handwashing and Water Policy.

Environmental Responsibility

Where woodland toileting is used:

- waste will be managed safely and responsibly;
- compost toilets will be maintained appropriately;
- any temporary toileting areas will be restored after use;
- the site will be left clean and respected in accordance with our Environmental Sustainability Policy.

Wood and Wild follows a '**Leave No Trace**' approach wherever reasonably practicable.

Responsibilities

Forest School Leader

Responsible for ensuring appropriate toileting arrangements are available before each session and that hygiene standards are maintained.

Staff, Associates and Volunteers

Responsible for supporting participants appropriately while maintaining safeguarding, privacy and dignity.

Participants

Encouraged to use facilities responsibly, maintain good hygiene and respect the outdoor environment.

Hand Tool Policy

Policy Statement

At Wood and Wild, we believe that learning to use hand tools safely is an important part of the Forest School experience. The responsible use of tools helps participants develop confidence, resilience, practical skills, coordination and an understanding of responsibility.

Hand tool use is always introduced gradually, taught by competent Forest School Leaders and supported through clear instruction, demonstration and ongoing supervision.

Our aim is not simply to teach participants how to use tools safely, but also to help them develop respect for both the tools themselves and the natural materials they are working with.

Purpose

This policy aims to:

- Promote the safe and responsible use of hand tools.
- Enable participants to develop practical skills and confidence.
- Ensure appropriate supervision and instruction.
- Reduce the risk of injury through good practice and effective risk management.

Our Approach

Participants will only use hand tools when the Forest School Leader is satisfied that they:

- understand the safety rules;
- can demonstrate safe handling;
- are physically and emotionally ready;
- are able to follow instructions.

Children and young people progress at different rates, and tool use will always be introduced according to individual ability rather than age alone.

Suitable Tools

Tools may include:

- vegetable peelers;
- potato peelers for younger participants;
- bow saws;
- pruning saws;
- loppers;
- secateurs;
- billhooks (where appropriate);
- mallets;
- hammers;
- hand drills;
- other age-appropriate woodland tools.

All tools will be suitable for the activity being undertaken.

Safe Use

Before using any tool, participants will receive instruction covering:

- carrying tools safely;
- passing tools safely to another person;
- safe working positions;
- maintaining a safe working distance ("Safety Bubble");
- awareness of others nearby;
- correct techniques for the individual tool;
- how to safely stop working if instructed.

Participants must:

- use tools only with permission;
 - remain focused whilst using tools;
 - respect both the tools and those around them;
 - stop immediately if instructed by a Forest School Leader.
-

Supervision

Hand tool activities will always be supervised by a competent Forest School Leader.

Supervision levels will take account of:

- participant age;
- experience;
- confidence;
- individual needs;
- behaviour;
- complexity of the activity.

Additional adults may be used where increased supervision is appropriate.

Storage and Maintenance

Wood and Wild will ensure that:

- all tools are regularly inspected;
- damaged tools are removed from use immediately;
- tools are cleaned and maintained appropriately;
- tools are stored securely when not in use;
- tools are counted before and after each session.

Only tools that are safe and fit for purpose will be used.

Behaviour Expectations

To ensure everyone's safety:

- running with tools is never permitted;
- tools must only be used in designated working areas;
- tools must never be thrown;
- participants must remain within their agreed working space;

- horseplay while using tools will not be tolerated.

If a participant uses a tool unsafely, the Forest School Leader may remove the tool until they are satisfied that it can be used safely again.

The emphasis will always be on learning, reflection and safe practice rather than punishment.

Responsibilities

Forest School Leader

Responsible for:

- assessing when participants are ready to use tools;
- providing demonstrations and supervision;
- ensuring appropriate staff-to-participant ratios;
- inspecting and maintaining equipment;
- stopping any activity that becomes unsafe.

Staff, Associates and Volunteers

Responsible for:

- modelling safe tool use;
- reinforcing agreed safety procedures;
- reporting damaged or unsafe equipment immediately.

Participants

Expected to:

- follow instructions;
 - respect tools and other people;
 - work safely and responsibly;
 - ask for help whenever unsure.
-

Knife Safety Policy

Policy Statement

At Wood and Wild, the safe use of knives is recognised as an important progression in Forest School learning. Under the guidance of experienced Forest School Leaders, participants learn practical woodland skills while developing confidence, responsibility, concentration and respect for tools.

Knife use is never introduced as a standalone activity. It forms part of a carefully planned learning journey, where participants first demonstrate safe behaviour, good judgement and competence with other hand tools.

All knife activities are supported by Risk–Benefit Assessments and are supervised by competent Forest School Leaders.

Purpose

This policy aims to:

- Promote the safe and responsible use of knives.
 - Develop practical woodland skills and confidence.
 - Encourage participants to assess and manage risk appropriately.
 - Ensure knife activities are delivered safely and consistently.
-

Progression

Knife use is a progression from general hand tool skills.

Before using a knife, participants must demonstrate that they can:

- follow instructions consistently;
- work safely within agreed boundaries;
- use other hand tools responsibly;
- maintain concentration throughout an activity;
- show respect for both equipment and other participants.

The decision to introduce knife use rests solely with the Forest School Leader and is based on individual readiness rather than age alone.

Types of Knives

Wood and Wild may use a variety of knives appropriate to the activity and the age and experience of participants.

These may include:

- vegetable peelers for younger participants;
- folding knives (such as Opinel knives);
- fixed-blade knives for advanced skills under close supervision.

Only knives that are suitable, well maintained and fit for purpose will be used.

Safe Practice

Before using a knife, participants will receive instruction and practical demonstrations covering:

- safe carrying and storage;
- opening and closing the knife safely;
- correct grip and body position;
- safe cutting techniques;
- safe carving positions;
- maintaining awareness of others;
- returning the knife safely after use.

Participants will practise these skills under close supervision before undertaking independent work.

The Safety Bubble

Participants using knives must maintain a safe working area around themselves.

This is often referred to as the **Safety Bubble** (sometimes known as the "Blood Bubble").

Before using a knife, participants will check that:

- nobody is within arm's reach plus the length of the knife;
- they are seated or positioned securely;
- they have sufficient space to work safely.

If anyone enters the Safety Bubble, work must stop immediately until the area is clear.

Supervision

Knife use will always be supervised by a competent Forest School Leader.

Supervision levels will depend on:

- age;
- experience;
- confidence;
- behaviour;
- additional needs;
- complexity of the task.

Where appropriate, additional adults may be positioned as safety observers to support participants and monitor safe practice.

Behaviour Expectations

Participants must:

- use knives only when authorised;
- remain seated or in the agreed working position unless instructed otherwise;
- keep knives sheathed or folded when not in use;
- never walk with an open knife;
- stop immediately if instructed by a Forest School Leader.

Knives must never be:

- thrown;
- left unattended;
- stuck into the ground or logs;
- used for play or pretend fighting;
- pointed at another person.

Unsafe behaviour will result in the knife being removed until the Forest School Leader is satisfied that it can be used safely again.

Storage and Security

Wood and Wild will ensure that:

- knives are stored securely when not in use;
- all knives are checked before each session;
- knives are counted out before activities and counted back afterwards;

- damaged knives are removed from use immediately.

The Forest School Leader is responsible for ensuring all knives are accounted for before leaving the site.

First Aid

During any knife activity:

- an appropriately stocked first aid kit will be immediately available;
 - at least one Outdoor First Aider will be present;
 - any injury, however minor, will be treated and recorded in accordance with the Accident Reporting Procedure.
-

Responsibilities

Forest School Leader

Responsible for:

- assessing participant readiness;
- providing demonstrations;
- supervising knife activities;
- maintaining equipment;
- ensuring Risk–Benefit Assessments are followed.

Staff, Associates and Volunteers

Responsible for supporting safe practice, reinforcing agreed procedures and reporting any concerns immediately.

Participants

Expected to:

- follow instructions at all times;
 - use knives responsibly;
 - maintain their Safety Bubble;
 - treat tools with respect;
 - ask for help whenever unsure.
-

Fire Safety Policy

Policy Statement

At Wood and Wild, campfires are an important part of the Forest School experience. They provide opportunities for learning, cooking, warmth, storytelling, reflection and the development of practical skills.

We believe that, when carefully planned and supervised, learning around fire enables participants to develop confidence, responsibility and an understanding of risk.

All fire activities are led by competent Forest School Leaders and supported by appropriate Risk–Benefit Assessments to ensure they are carried out safely and responsibly.

Purpose

This policy aims to:

- Promote the safe use of campfires and Kelly kettles.
 - Enable participants to enjoy the educational benefits of fire safely.
 - Minimise the risk of injury or environmental damage.
 - Ensure consistent fire management procedures across all Wood and Wild programmes.
-

Fire Site Selection

Before lighting any fire, the Forest School Leader will ensure that:

- permission has been obtained from the landowner where required;
- the site has been assessed using a Risk–Benefit Assessment;
- weather conditions are suitable;
- there are no overhanging branches or other fire hazards;
- the surrounding area is free from unnecessary combustible material;
- emergency equipment is immediately available.

Where appropriate, established fire circles or fire bowls will be used.

Fire Circle Rules

Before approaching the fire, all participants will receive a safety briefing.

Participants will be expected to:

- walk calmly around the outside of the fire circle;
- enter the fire area only with permission from a Forest School Leader;
- remain seated unless instructed otherwise;
- never throw items onto the fire;
- follow all instructions immediately.

Children will be taught how to move safely around the fire by stepping over seating logs only when instructed and walking around the outside of the fire circle.

Supervision

Campfires are supervised at all times.

Only competent adults will normally light or extinguish fires.

Participants may only assist with fire lighting or fire management when:

- this forms part of the planned learning;
 - the activity is appropriate for their age and experience;
 - they are directly supervised by a Forest School Leader.
-

Kelly Kettles

Kelly kettles may be used to boil water for drinks and cooking.

When using Kelly kettles:

- they will be placed on stable, level ground;
 - children will remain at a safe distance unless directly involved in a supervised activity;
 - only trained staff or supervised participants will light or manage the fire;
 - the cork will always be removed before boiling water.
-

Fire Safety Equipment

The following equipment will always be available whenever a fire is lit:

- First aid kit.

- Burns kit.
 - Water for extinguishing the fire.
 - Water suitable for cooling burns.
 - Mobile phone or other emergency communication device.
-

Fire Management

Forest School Leaders will ensure that:

- fires remain an appropriate size for the activity;
- fuel is added carefully;
- participants understand safe behaviour around the fire;
- fires are never left unattended.

Fire activities will cease immediately if weather conditions or other circumstances make continued use unsafe.

Extinguishing Fires

At the end of every session:

- all fires will be fully extinguished using water;
 - embers will be stirred until no heat, smoke or steam remains;
 - the fire site will be checked before leaving;
 - the area will be left safe for other woodland users.
-

Leave No Trace

Wood and Wild is committed to caring for the natural environment.

Where permanent fire circles are not used, every effort will be made to leave the site as it was found.

This includes:

- scattering cooled ash where appropriate;
 - removing any litter;
 - restoring disturbed ground;
 - leaving no unnecessary evidence of the fire.
-

Responsibilities

Forest School Leader

Responsible for:

- deciding whether conditions are suitable for a fire;
- supervising all fire activities;
- ensuring emergency equipment is available;
- extinguishing fires safely before leaving the site.

Staff, Associates and Volunteers

Responsible for:

- supporting safe fire management;
- reinforcing fire safety rules;
- reporting any concerns immediately.

Participants

Expected to:

- follow all fire safety instructions;
- respect agreed boundaries;
- behave responsibly around fires;
- report any concerns to an adult immediately.

Absolutely. From here on, I'll combine **two policies at a time** to speed things up.

The next two are **Weather Policy** and **Clothing Policy**, which work well together. Your original policies emphasise that Forest School operates in most weather conditions, with decisions based on local conditions and the Beaufort Scale, and that appropriate clothing is essential.

Weather Policy

Policy Statement

At Wood and Wild, we believe that experiencing the changing seasons and a variety of weather conditions is an important part of the Forest School experience. Outdoor learning continues safely in most weather conditions, helping participants build resilience, adaptability and a deeper connection with the natural world.

The safety and wellbeing of participants and staff will always take priority. Decisions about whether a session proceeds, is modified or cancelled are made by the Forest School Leader following careful assessment of site conditions, weather forecasts and any official weather warnings.

Purpose

This policy aims to:

- Enable safe outdoor learning throughout the year.
 - Ensure weather-related risks are assessed and managed appropriately.
 - Support informed decision-making regarding session delivery.
 - Promote participant wellbeing and comfort in all seasons.
-

Our Approach

Wood and Wild aims to deliver sessions outdoors in all but the most severe weather conditions.

Before every session, the Forest School Leader will consider:

- weather forecasts;
- local site conditions;
- ground conditions;
- wind strength;
- temperature;
- visibility;
- official Met Office weather warnings.

Where appropriate, activities may be adapted, relocated or postponed.

High Winds

High winds present one of the greatest risks within woodland environments.

Wood and Wild uses the **Beaufort Wind Scale**, together with local site knowledge and professional judgement, to assess whether woodland sessions can proceed safely.

The Forest School Leader will consider:

- wind speed;
- gust strength;
- tree species;
- condition of trees;
- overhead hazards;
- woodland density;
- recent weather conditions.

Sessions will be cancelled, relocated or adapted whenever conditions present an unacceptable level of risk.

Thunderstorms

Sessions will not continue where there is an immediate risk from thunder and lightning.

Where possible, participants will move to suitable shelter such as a building or vehicle.

Activities will only resume when the Forest School Leader is satisfied that it is safe to do so.

Extreme Heat

During periods of hot weather Wood and Wild will:

- provide regular opportunities to drink water;
 - encourage participants to rest in shaded areas;
 - adapt activities to reduce physical exertion;
 - monitor participants for signs of heat-related illness.
-

Cold Weather

Sessions may continue during cold weather provided participants are appropriately dressed.

Where appropriate, activities may include:

- increased movement;
- access to shelter;
- campfires (where suitable);
- warm drinks.

Sessions may finish early if conditions become unsafe.

Heavy Rain

Forest School sessions continue in wet weather whenever possible.

However, sessions may be shortened, adapted or cancelled where prolonged heavy rain increases the risk of:

- falling branches;
 - flooding;
 - hypothermia;
 - unsafe ground conditions.
-

Responsibilities

Forest School Leader

Responsible for monitoring weather conditions before and throughout the session and making decisions regarding safe delivery.

Staff, Associates and Volunteers

Responsible for monitoring participant wellbeing and reporting changing conditions.

Participants

Expected to follow instructions, wear suitable clothing and inform staff if they become uncomfortable or unwell.

Clothing Policy

Policy Statement

Appropriate clothing is essential for safe, comfortable and enjoyable Forest School experiences.

Wood and Wild encourages participants to dress for the weather rather than the season. Suitable clothing enables children and adults to fully participate in outdoor activities while reducing the risk of injury, hypothermia, overheating and discomfort.

There is no such thing as bad weather—only unsuitable clothing.

Purpose

This policy aims to:

- Promote participant safety and wellbeing.
 - Encourage appropriate outdoor clothing throughout the year.
 - Reduce weather-related risks.
 - Enable participants to fully engage with outdoor learning.
-

General Clothing Requirements

Participants should wear clothing that is:

- comfortable;
- suitable for the weather conditions;
- appropriate for woodland activities;
- able to get muddy or wet.

For safety reasons, arms and legs should remain covered during woodland sessions wherever possible to help protect against scratches, insects, nettles and ticks.

Winter Clothing

During colder months participants should wear:

- warm base layers;
- long-sleeved tops;

- fleece or insulated jumper;
 - waterproof jacket;
 - waterproof trousers;
 - warm hat;
 - gloves;
 - thick socks;
 - sturdy waterproof footwear or wellington boots.
-

Summer Clothing

During warmer weather participants should wear:

- lightweight long-sleeved tops;
- lightweight trousers;
- sturdy closed-toe footwear;
- sun hat;
- sunscreen (applied before the session where appropriate);
- insect repellent if required.

Sandals, flip-flops and open-toed footwear are not suitable for Forest School activities.

Spare Clothing

Where possible, participants should bring:

- spare socks;
- spare trousers;
- waterproofs;
- a complete change of clothing if attending longer sessions.

Wood and Wild will carry a small supply of spare waterproof clothing where practical, but participants remain responsible for arriving suitably dressed.

Unsuitable Clothing

The Forest School Leader may adapt activities or, in exceptional circumstances, refuse participation in specific activities if clothing presents a significant safety risk.

Where possible, every effort will be made to support participation by providing spare clothing or adapting the session.

Responsibilities

Parents and Carers

Responsible for ensuring participants arrive dressed appropriately for the weather and activities.

Schools

Where sessions take place during the school day, schools are encouraged to remind families of clothing requirements before each programme begins.

Forest School Leader

Responsible for advising participants of clothing requirements and monitoring weather conditions throughout the session.

Lost Child Policy

Policy Statement

The safety and wellbeing of every child and young person is Wood and Wild's highest priority. Although every reasonable precaution is taken to ensure children remain safely supervised throughout Forest School sessions, we recognise the importance of having clear procedures should a child become separated from the group.

This policy outlines the actions to be taken if a child is believed to be missing during a Wood and Wild session.

Purpose

This policy aims to:

- Ensure a prompt and coordinated response.
 - Maximise the likelihood of locating a missing child quickly.
 - Protect the safety and wellbeing of the remaining group.
 - Ensure parents, carers, schools and emergency services are informed appropriately.
-

Prevention

To minimise the likelihood of a child becoming separated from the group, Wood and Wild will:

- Carry out site-specific Risk–Benefit Assessments.
 - Establish clear physical boundaries at the beginning of every session.
 - Explain emergency signals and agreed meeting points.
 - Maintain appropriate supervision ratios.
 - Complete regular head counts throughout the session.
 - Encourage children to remain aware of their surroundings and stay within the agreed boundaries.
-

If a Child is Missing

If a child cannot be located, the Forest School Leader will:

1. Remain calm and gather the rest of the group in a safe location.
2. Carry out an immediate head count.
3. Confirm the identity of the missing child.
4. Establish where and when they were last seen.
5. Allocate staff roles whilst ensuring the remaining group continues to be supervised safely.
6. Conduct a rapid search of the immediate area.

The initial search will normally last no longer than **10–15 minutes**, unless there is clear evidence that extending the search is appropriate.

Escalation

If the child is not located promptly, the Forest School Leader will:

- Contact the emergency services (999).
 - Inform the school or setting immediately.
 - Ensure parents or carers are informed through the agreed communication procedures.
 - Continue to support the emergency services with any relevant information.
-

Recording and Review

Following any incident, the Forest School Leader will:

- Complete an Incident Report.
 - Record the actions taken and the outcome.
 - Review the circumstances leading to the incident.
 - Identify any lessons learned.
 - Update Risk–Benefit Assessments or procedures where appropriate.
-

Responsibilities

Forest School Leader

Responsible for coordinating the emergency response, maintaining the safety of the remaining group and liaising with emergency services where necessary.

Staff, Associates and Volunteers

Responsible for following instructions, supervising children and assisting with the search where directed.

Children and Young People

Are encouraged to remain within agreed boundaries, respond immediately to emergency signals and tell an adult if they become separated from the group.

Behaviour Policy

Policy Statement

At Wood and Wild, we believe that positive relationships are at the heart of successful learning. Our approach to behaviour is based on respect, trust, empathy and understanding rather than punishment.

Forest School provides opportunities for children and young people to develop confidence, resilience, independence and responsibility through meaningful experiences in nature. We recognise that behaviour is a form of communication, and we seek to understand the reasons behind behaviour before deciding how best to respond.

Our aim is to create a calm, safe and inclusive environment where everyone feels valued, respected and able to learn.

Purpose

This policy aims to:

- Promote positive behaviour and respectful relationships.
 - Support children and young people to develop self-regulation and responsibility.
 - Provide clear expectations for behaviour.
 - Ensure concerns are managed fairly, consistently and safely.
-

Our Expectations

Everyone attending a Wood and Wild session is expected to:

- Treat others with kindness and respect.
 - Care for themselves, others and the natural environment.
 - Listen carefully to instructions, particularly those relating to safety.
 - Respect equipment and shared resources.
 - Support one another and celebrate each other's achievements.
 - Help create a welcoming and inclusive learning environment.
-

Our Positive Behaviour Approach

At Wood and Wild, we understand that behaviour is a form of communication. Every behaviour has a reason, and our role is to help children understand, regulate and make positive choices rather than simply responding to unwanted behaviour.

Our approach is based on building positive relationships, understanding individual needs and supporting children to develop confidence, resilience and self-regulation.

Where difficulties arise, we use our **HELP** approach alongside restorative conversations and positive role modelling.

H – Hear

Take time to listen to the child without judgement. We seek to understand what has happened from their perspective and acknowledge their thoughts and feelings.

E – Empathise

Respond calmly and respectfully, recognising that children may communicate difficult emotions through their behaviour. We acknowledge feelings whilst maintaining appropriate boundaries.

L – Lead

Guide the child towards safer and more positive choices. We provide clear expectations, offer appropriate choices where possible and model calm, respectful behaviour.

P – Problem Solve

Support the child to reflect on what happened, repair relationships where appropriate and consider different choices for next time. The aim is always to develop learning rather than assign blame.

Supporting Positive Behaviour

Wood and Wild promotes positive behaviour by:

- Building trusting relationships.
- Creating predictable routines.
- Giving clear expectations.
- Recognising effort and progress.
- Encouraging curiosity and problem-solving.
- Adapting activities to meet individual needs.
- Allowing time for emotional regulation.
- Celebrating success, kindness and cooperation.

We recognise that every child develops at their own pace and will respond differently depending on their individual needs, experiences and circumstances.

When Behaviour Becomes Unsafe

Where behaviour presents an immediate risk to the child or others, staff will act promptly to maintain safety.

This may include:

- Calmly stopping the activity.
- Increasing supervision.
- Removing access to tools, fire or other higher-risk activities.
- Providing space and time for emotional regulation.
- Adapting or changing the activity.
- Seeking support from another member of staff.

Any intervention will always be proportionate, respectful and in the best interests of the child and the wider group.

Physical intervention will only ever be used as a last resort to prevent immediate harm and in accordance with safeguarding guidance.

Working in Partnership

Positive outcomes are achieved through strong partnerships with families and schools.

Where ongoing behavioural concerns arise, Wood and Wild will work collaboratively with parents, carers and schools to understand the child's needs and develop consistent strategies that enable them to participate successfully wherever it is safe and appropriate to do so.

Recording Significant Incidents

Where behaviour results in injury, significant disruption or poses a serious risk to safety:

- An Incident Report will be completed.
 - Parents, carers and schools will be informed where appropriate.
 - The incident will be reviewed to identify any learning or changes required to support future sessions.
-

Responsibilities

Forest School Leaders

Responsible for creating a positive learning environment, modelling respectful behaviour and responding consistently to concerns.

Staff, Associates and Volunteers

Responsible for supporting children, reinforcing agreed expectations and reporting concerns promptly.

Children and Young People

Are encouraged to contribute positively to the group, follow safety instructions and show respect for others, themselves and the natural environment.

Emergency Procedures Policy

Policy Statement

The safety and wellbeing of children, young people, staff, associates and volunteers is Wood and Wild's highest priority.

Whilst every effort is made to prevent emergencies through careful planning and Risk–Benefit Assessments, we recognise that unexpected situations can occur. This policy sets out the procedures to be followed in the event of an emergency to ensure a calm, coordinated and effective response.

Purpose

This policy aims to:

- Protect the safety and wellbeing of everyone attending Wood and Wild sessions.
- Ensure staff respond consistently and effectively during emergencies.
- Minimise risk through clear planning and communication.
- Ensure emergency services, schools and parents are contacted promptly when required.

Preparation

Before every session, the Forest School Leader will ensure:

- A site-specific Risk–Benefit Assessment has been completed.
- Emergency access and exit routes are identified.
- A charged mobile phone is available.
- A fully stocked first aid kit is accessible.
- Emergency contact details are available.
- Staff understand their individual roles and responsibilities.
- Participants know the emergency signal and designated meeting point.

Types of Emergency

Emergencies may include, but are not limited to:

- Serious injury or illness.
- Missing child.
- Fire.
- Severe weather.
- Falling trees or branches.
- Medical emergencies, including allergic reactions.
- Environmental hazards.
- Intruders or members of the public causing concern.

Each situation will be managed according to the level of risk and the procedures outlined in the relevant policy.

In the Event of an Emergency

The Forest School Leader will:

1. Remain calm and assess the situation.
 2. Make the area safe where possible.
 3. Ensure the safety of the remaining group.
 4. Administer first aid if required.
 5. Contact the emergency services (999) if necessary.
 6. Inform the school, setting or parents/carers as appropriate.
 7. Record the incident as soon as practicable.
-

Evacuation Procedure

If the site needs to be evacuated:

- Participants will be gathered using the agreed emergency signal.
 - A head count will be completed immediately.
 - The group will move calmly to the designated assembly point.
 - No one will return to the affected area until it is safe to do so.
-

After an Incident

Following any significant incident, Wood and Wild will:

- Complete an Accident or Incident Report.
- Inform relevant organisations where appropriate.

- Review the circumstances surrounding the incident.
 - Update Risk–Benefit Assessments or procedures if necessary.
 - Provide support to those affected.
-

Responsibilities

Forest School Leader

Responsible for managing the emergency response and coordinating communication.

Staff, Associates and Volunteers

Responsible for following instructions, supervising children and supporting emergency procedures.

Children and Young People

Encouraged to remain calm, listen carefully and follow instructions promptly.

Environmental Sustainability Policy

Policy Statement

Caring for the natural environment is at the heart of everything we do.

Wood and Wild believes that Forest School should not only connect people with nature but also inspire a lifelong sense of responsibility for protecting it. We aim to model sustainable practices, minimise our environmental impact and encourage children and young people to become thoughtful custodians of the natural world.

Purpose

This policy aims to:

- Promote respect and care for the natural environment.
- Minimise the environmental impact of Wood and Wild activities.
- Encourage sustainable practices and environmental awareness.
- Protect the woodland sites and green spaces we use.

Our Commitment

Wood and Wild will:

- Respect all woodland sites and natural habitats.
 - Follow the **Leave No Trace** principles wherever possible.
 - Encourage sustainable use of natural resources.
 - Protect wildlife and biodiversity.
 - Use natural materials responsibly.
 - Reduce waste and recycle wherever possible.
-

Sustainable Practice

During Forest School sessions we encourage children and young people to:

- Care for plants, trees and wildlife.
- Take only what is needed from nature.
- Return natural materials where appropriate.
- Respect habitats and nesting areas.
- Leave every site clean and tidy.

Living plants will only be cut or harvested where this forms part of a planned activity and where permission has been granted by the landowner.

Waste Management

Wood and Wild aims to minimise waste by:

- Reducing single-use plastics.
- Reusing materials wherever possible.
- Recycling waste appropriately.
- Removing litter from activity sites where safe to do so.

Participants are encouraged to take responsibility for helping care for the environment.

Campfires

Campfires will only be used where appropriate and in accordance with the Fire Safety Policy.

Following each session:

- Fires will be fully extinguished.
 - Ash will be disposed of responsibly.
 - Fire sites will be left safe and tidy.
 - The surrounding environment will be respected.
-

Learning Through Nature

Environmental responsibility is embedded throughout our programmes.

Children are encouraged to develop:

- curiosity;
- appreciation of wildlife;
- ecological awareness;
- practical conservation skills;
- a sense of belonging within the natural world.

We believe that children who develop meaningful relationships with nature are more likely to care for and protect it in the future.

Responsibilities

Everyone involved with Wood and Wild shares responsibility for protecting the environment and modelling sustainable behaviour.

Food & Drink Policy

Policy Statement

Sharing food and drink is an enjoyable part of many Forest School experiences and provides valuable opportunities to develop practical life skills, independence and confidence.

Wood and Wild is committed to ensuring that all food preparation and cooking activities are carried out safely, hygienically and with consideration for individual dietary and medical needs.

Purpose

This policy aims to:

- Promote safe food preparation and handling.
 - Protect children and young people with allergies or dietary requirements.
 - Encourage good hygiene practices.
 - Support enjoyable and inclusive cooking experiences.
-

Allergies and Dietary Requirements

Before any session involving food, Wood and Wild will ensure that relevant information is available regarding:

- food allergies;
- intolerances;
- dietary requirements;
- medical conditions, including anaphylaxis.

Emergency medication, such as adrenaline auto-injectors, will be readily accessible where required.

Food Hygiene

All staff involved in food preparation will follow good food hygiene practices, including:

- washing hands before handling food;
 - using clean equipment and utensils;
 - storing food appropriately;
 - preventing cross-contamination;
 - ensuring food is cooked safely where applicable.
-

Cooking Activities

Children may take part in cooking activities under close supervision.

Activities will be age-appropriate and may include:

- preparing simple snacks;
- cooking over a campfire;
- using Kelly kettles;

- toasting or baking as part of planned Forest School sessions.

Higher-risk activities involving fire or hot equipment will always be supervised directly by a Forest School Leader.

Eating Together

Where food is shared:

- children will wash or sanitise their hands beforehand;
 - eating will take place in a designated area;
 - staff will monitor for allergic reactions or choking hazards where appropriate;
 - the environment will be left clean and tidy after the activity.
-

Drinking Water

Fresh drinking water will always be available during sessions.

Children will be encouraged to drink regularly, particularly during warm weather or physically active sessions.

Responsibilities

Forest School Leader

Responsible for ensuring food activities are planned safely and dietary information has been checked.

Staff, Associates and Volunteers

Responsible for maintaining good hygiene practices and supervising food preparation.

Children and Young People

Encouraged to practise good hygiene, follow instructions and respect shared equipment.

Handwashing and Water Policy

Policy Statement

Good hygiene is an essential part of keeping everyone healthy during Forest School sessions. Wood and Wild is committed to promoting effective hand hygiene and ensuring that clean drinking water is always available to children, young people, staff, associates and volunteers.

By encouraging good hygiene practices, we reduce the risk of illness while helping children develop positive lifelong habits.

Purpose

This policy aims to:

- Promote good hygiene during all Forest School sessions.
 - Reduce the spread of infection and illness.
 - Ensure access to safe drinking water.
 - Encourage children to take responsibility for their own health and wellbeing.
-

Handwashing

Children and adults will be encouraged to wash or sanitise their hands:

- before eating or preparing food;
- after using the toilet;
- after handling natural materials where appropriate;
- after coughing, sneezing or blowing their nose;
- after contact with animals or animal waste;
- whenever hands are visibly dirty.

Where running water is unavailable, biodegradable handwashing facilities or alcohol hand sanitiser will be provided.

Drinking Water

Fresh drinking water will always be available during sessions.

Children will be encouraged to:

- bring a named water bottle;
 - drink regularly throughout the session;
 - drink more frequently during warm weather or physically demanding activities.
-

Hygiene Equipment

Wood and Wild will ensure that appropriate hygiene supplies are available, including:

- clean water;
- biodegradable soap where appropriate;
- alcohol hand sanitiser;
- paper towels or reusable hand towels;
- tissues.

Used materials will be disposed of responsibly.

Responsibilities

Everyone attending Wood and Wild sessions shares responsibility for maintaining good hygiene and helping to prevent the spread of infection.

Wild Food Policy

Policy Statement

Learning about edible plants is an exciting and valuable part of Forest School. It helps children develop an appreciation of nature, seasonal change and traditional woodland skills.

However, Wood and Wild recognises that incorrect identification of wild plants can present significant risks. For this reason, wild food activities are carefully planned and supervised by competent Forest School Leaders.

Purpose

This policy aims to:

- Promote safe and responsible wild food activities.
 - Develop children's understanding of the natural environment.
 - Minimise the risks associated with foraging.
 - Encourage respect for wildlife and natural habitats.
-

Safe Practice

Children will never be encouraged to eat any wild plant unless:

- it has been positively identified by a competent Forest School Leader;
- the activity has been planned in advance;
- relevant allergies have been considered;
- appropriate supervision is provided.

Children will be taught:

- never to eat any wild plant unless instructed;
 - to ask before touching or tasting unfamiliar plants;
 - that many plants are beneficial but some can be harmful.
-

Sustainable Foraging

Wood and Wild promotes responsible foraging.

We will:

- take only what is needed;
- avoid damaging plants or habitats;
- respect protected species;
- obtain permission from landowners where necessary;
- leave enough for wildlife and natural regeneration.

Wild food activities are intended to promote learning rather than harvesting.

Responsibilities

The Forest School Leader is responsible for ensuring that all wild food activities are planned safely and that plant identification is accurate.

Social Media Policy

Policy Statement

Wood and Wild recognises that social media is an important tool for communicating with families, schools and the wider community. We are committed to using social media responsibly, professionally and in a way that protects the privacy and wellbeing of children, young people and staff.

Purpose

This policy aims to:

- Promote the safe and responsible use of social media.
 - Protect the privacy of children and families.
 - Safeguard the reputation of Wood and Wild.
 - Ensure all online communication reflects our values.
-

Our Approach

Wood and Wild will use social media to:

- celebrate Forest School experiences;
- share learning opportunities;
- communicate events and activities;
- promote environmental awareness.

All content will reflect our values of respect, inclusion and professionalism.

Photography

As part of our commitment to safeguarding children's privacy:

- We do not routinely publish photographs that show children's faces.
- Images used on our website or social media focus on activities, hands, tools, natural materials and the outdoor environment.
- If we capture a photograph showing a child's face that we feel would positively represent Wood and Wild, we will contact the child's parent or carer personally to request their explicit written permission before using the image.

- If permission is not granted, the image will not be published.
-

Staff Expectations

Staff, associates and volunteers must:

- maintain professional boundaries online;
 - not communicate with children through personal social media accounts;
 - protect confidential information;
 - report any concerns regarding online safety.
-

Responsibilities

The Director is responsible for managing Wood and Wild's social media presence and ensuring that all published content reflects this policy.

Volunteer Policy

Policy Statement

Volunteers make an important contribution to Wood and Wild, bringing valuable skills, enthusiasm and support to our Forest School sessions.

We are committed to providing a positive, safe and rewarding volunteering experience while ensuring that all volunteers understand their responsibilities and work within appropriate safeguarding and health and safety procedures.

Purpose

This policy aims to:

- Provide clear guidance for volunteers.
- Ensure volunteers are appropriately supported and supervised.
- Promote safe and effective volunteering.
- Protect the welfare of children and young people.

Recruitment

Where appropriate, volunteers may be asked to:

- complete an application form;
 - attend an informal interview;
 - provide references;
 - undergo an Enhanced DBS check where their role requires it.
-

Induction

All volunteers will receive an induction covering:

- safeguarding;
 - health and safety;
 - emergency procedures;
 - Wood and Wild values and expectations;
 - their role and responsibilities.
-

Expectations

Volunteers are expected to:

- act as positive role models;
- follow all Wood and Wild policies;
- maintain confidentiality;
- support children respectfully;
- work under the direction of the Forest School Leader;
- report any concerns immediately.

Volunteers are not expected to manage sessions independently or undertake responsibilities beyond their competence.

Support

Wood and Wild is committed to ensuring volunteers feel welcomed, valued and supported. Opportunities for learning, feedback and professional development will be offered wherever possible.

Responsibilities

The Forest School Leader is responsible for supervising volunteers and ensuring they are supported throughout each session.

Cancellation Policy

Policy Statement

Wood and Wild aims to deliver all planned Forest School sessions whenever it is safe and practical to do so. However, there may be occasions when sessions need to be postponed or cancelled due to circumstances beyond our control.

Where this happens, we will communicate promptly and work with schools, families and partner organisations to minimise disruption.

Sessions May Be Cancelled Due To:

- severe weather conditions;
- high winds or other environmental hazards;
- illness or unforeseen staff absence;
- site safety concerns;
- emergencies;
- circumstances outside the reasonable control of Wood and Wild.

The decision to cancel a session rests with the Director or Forest School Leader.

Notification

Where possible, schools, parents and carers will be informed as soon as reasonably practicable using the agreed communication methods.

Rearranged Sessions

Where possible, cancelled sessions will be rearranged at a mutually convenient date.

Where this is not possible, arrangements will be made in accordance with any contractual agreement with the school or organisation.

Participant Absence

If a child is unable to attend a session due to illness or other personal reasons, parents or carers should inform the school or Wood and Wild as soon as possible, following the agreed reporting procedures.

Unless otherwise agreed, missed sessions are not normally transferable or refundable.

Responsibilities

Wood and Wild will always prioritise the safety and wellbeing of children and staff when making decisions about cancellations.

Terms and Conditions

Introduction

Please read these Terms and Conditions carefully before making a booking with Wood and Wild.

By submitting a completed booking form (including confirmation by email where accepted) and paying the required deposit or full fee, you are entering into a binding agreement with Wood and Wild and agree to the following Terms and Conditions.

If you have any questions before booking, please contact us:

Wood and Wild

1 Berrylands Cottages
London Road
Sayers Common
West Sussex
BN6 9HX

Telephone: **07817 270903**

1. Booking Agreement

A booking is confirmed once:

- a completed booking form has been received;
- the required deposit or full payment has been received and cleared;
- Wood and Wild has confirmed your booking.

Wood and Wild reserves the right to refuse any booking. Should this occur, any payment received will be refunded in full.

The booking agreement exists solely between Wood and Wild and the person or organisation making the booking.

2. Bookings

By completing and submitting a booking form, you confirm that:

- the information provided is accurate;
- you agree to these Terms and Conditions;
- you accept responsibility for payment of the agreed fees.

Course or programme places are reserved only once confirmation has been issued by Wood and Wild.

3. Fees and Payment

Unless otherwise agreed in writing:

- A non-refundable deposit of **10%** is required to secure a booking.
- The remaining balance must be paid no later than **24 hours before the programme or course begins.**

Failure to make payment may result in your booking being cancelled.

4. Changes or Cancellation by the Customer

Wood and Wild will always try to accommodate requests to amend bookings where reasonably possible. However, changes cannot be guaranteed.

All cancellations must be made in writing by email or letter.

Cancellation charges are as follows:

Notice Given	Charge
Deposit	Non-refundable
1–2 months before programme	30% of total fee
1 week–1 month before programme	50% of total fee
Less than 7 days	100% of total fee

The date the written cancellation is received will determine any charges.

5. Minimum Numbers

Some programmes require a minimum number of participants.

If insufficient bookings are received, Wood and Wild reserves the right to postpone or cancel the programme. Where this happens, participants will be offered an alternative date or a full refund of any fees already paid.

6. Cancellation by Wood and Wild

Occasionally, Wood and Wild may need to cancel or rearrange a programme due to circumstances beyond our control.

Examples include:

- severe weather;
- unsafe site conditions;

- staff illness;
- landowner restrictions;
- emergency situations;
- other unforeseen circumstances.

Where possible, an alternative date will be offered. If this is not possible, any fees already paid will be refunded in full.

Wood and Wild cannot accept responsibility for any additional costs incurred by participants, including travel, accommodation or loss of earnings.

7. Force Majeure

Wood and Wild shall not be liable for failure to deliver any programme where circumstances beyond our reasonable control prevent us from doing so.

Examples include (but are not limited to):

- severe weather;
 - flooding;
 - fire;
 - natural disasters;
 - acts of terrorism;
 - industrial action;
 - pandemics;
 - government restrictions;
 - transport disruption;
 - land closure.
-

8. Insurance

Wood and Wild maintains appropriate insurance for the activities we deliver, including **£10 million Public Liability Insurance**.

Evidence of insurance is available upon request.

9. Complaints

We are committed to providing high-quality Forest School and outdoor learning experiences.

If you have a concern during a programme, please speak to the Forest School Leader as soon as possible so that we have the opportunity to resolve the issue promptly.

If your concern cannot be resolved, please submit your complaint in writing within **28 days** of the programme ending.

Complaints should be sent to:

t.frier@woodandwild.org

All complaints will be acknowledged and investigated fairly and promptly.

10. Photography

At Wood and Wild, protecting children's privacy is extremely important to us.

As part of our normal practice:

- we do not routinely take or publish photographs that show children's faces;
- photographs focus on activities, hands, tools, natural materials and the outdoor environment.

If we capture a photograph showing a child's face that we believe would positively represent Wood and Wild, we will contact the parent or carer personally and obtain their explicit written permission before using the image.

No identifiable image will ever be published without direct parental consent.

11. Medical Information

Participants, or parents/carers where appropriate, are responsible for providing accurate medical information before attending any Wood and Wild activity.

This includes informing us of:

- allergies;
- medical conditions;
- medications;
- additional needs;
- emergency medical information.

Failure to disclose relevant information may affect our ability to provide a safe experience.

12. Health and Participation

Forest School involves outdoor activities that may be physically active and occasionally challenging.

Participants should expect activities such as:

- walking across uneven ground;
- using hand tools;
- campfires;
- woodland crafts;
- exploring natural environments.

Although Wood and Wild takes every reasonable precaution to provide a safe environment through Risk–Benefit Assessments, qualified leadership and appropriate supervision, outdoor learning involves an element of managed risk.

By attending a Wood and Wild programme, participants acknowledge and accept these inherent risks.

13. Behaviour

Wood and Wild is committed to creating a safe, respectful and inclusive environment for everyone.

Participants are expected to:

- follow safety instructions;
- treat others with kindness and respect;
- care for the natural environment;
- behave responsibly during activities.

Where behaviour presents a significant risk to the safety or wellbeing of others, or prevents the safe delivery of activities, Wood and Wild reserves the right to withdraw a participant from the programme.

Where appropriate, every effort will be made to work positively with participants, parents, carers and schools before this action is taken.

14. Changes to these Terms and Conditions

Wood and Wild reserves the right to amend these Terms and Conditions from time to time.

The latest version will always be available upon request and published within the Wood and Wild Operational Handbook.

Contact Details

Wood and Wild

1 Berrylands Cottages

London Road

Sayers Common

West Sussex

BN6 9HX

Founder & Director: Toni Frier

Telephone: 07817 270903

Email: t.frier@woodandwild.org
