**Tribal Animals - A Forest School–**

**Visitor Protocol and guidelines for safe operation.**

**All supervising staff are to read, sign and adhere to the below guidelines for safe operation in Tribal Animals Forest School.**

**Pre-planning:**

1. Prior to arriving at Tribal Animals Forest School, all staff are to read the Forest School risk Assessments and Forest School Lost Student risk assessment.
2. A complete first aid kit is to be collected and taken to the woods on every occasion. First aid kits can be collected from reception.
3. The lead staff member must be in possession of an up-to-date allergy and medication list for all students attending the session at Tribal Animals Forest School .
4. Students are to be checked to ensure they have epi pens or other essential medication with them prior to departure from the centre.
5. The lead staff member is to ensure all students are correctly dressed for the weather and have sufficient warm/wet weather clothing if needed.
6. The lead staff member is to ensure that sunscreen is present, and all students wear it when required.
7. The lead staff member is to be in possession of a fully charged mobile phone to use in case of emergency.
8. All staff are to be in possession of the SLT mobile numbers in case of a concern or assistance is required.
9. Staff are to ensure they have the keys required to gain access to the woods.
10. All participants and visitors will have read and signed appropriate consent forms and codes of conduct/safety procedures.

**Accidents, concerns or illness:**

In the event of an accident, illness or concern, a member of the team (Forest School Leads) is to be informed at the earliest opportunity.

**Actions on Arrival at the Woods:**

1. Check mobile phone signal.
2. Make a cursory inspection of the woods and area where you will be working to establish if there are any other persons present.
3. Daily Sweep risk assessment.

Report immediately any suspicious activity in or around the woods and cease the session.

**Actions whilst in the woods:**

1. Maintain supervision at all times.
2. Be vigilant to other persons entering the woods.

**Actions to be taken at the end of your session:**

1. Ensure all rubbish is removed from site and disposed of responsibly.
2. Check the compost loo for supplies and cleanliness.
3. Ensure the main gate is locked.

**Forest School Leaders can be contacted, by telephone, in the event of any accident, emergency or concern.**

**Katie Isaac - 07753355586**

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