



Little Muddy Me Emergency Procedure

Forest School sessions will take place onsite at Little Muddy Me Pre-school.

Before taking part in forest school sessions, all staff will be informed of what to do in the event of an emergency.

If the whistle is blown all children will meet around the fire circle area and adults will begin to gather the children to meet together. As well as any casualties or missing persons you must remember to protect the rest of the group.

During forest school sessions all gates on the grounds are kept locked. In the event of forest school sessions running offsite, the emergency procedure would need to be reviewed in the context of the new location and any changes to the procedure noted alongside the risk assessment.

Staffing

During Forest School Sessions there must be a minimum of two pre-school staff, one of which must hold a level 3 Forest School Leader qualification.

The leading member of staff will be located centrally, directing and supervising any forest school activities.

The secondary member of staff will supervise the boundaries and provide any additional assistance to the children or the forest school leader.

When conducting fire related activities, one member of staff is to supervise the fire area and ensure that safety procedures are followed within that area.

Essential Items

Staff will ensure that they have essential items:

- Outdoor first aid kit
- Fire First aid kit
- Fire safety Kit
- Emergency whistle
- Welfare kit (wipes, tissues, nappies, hand gel, carrier bags)
- Register
- Medication for individuals
- Snacks, drinks and cups

- Walkie Talkies

Missing Children

Please refer to our Lost Child Procedure

First Aid

All members of staff hold a 12-hour paediatric first aid certificate and will administer first aid when needed. The casualty will be assessed and monitored, staff will complete an accident form and inform parents.

If additional help is needed or in the event of a serious injury

Administer first aid, another member of staff to alert help or call emergency services.

A member of staff to gather all children and meet by the fire circle

A first aider will remain with the casualty, continue to monitor and follow first aid guidelines.

Ensure someone directs emergency services to the casualty.

Inform parents and carers as soon as possible.

Complete all accident forms.

When calling 999 be ready with the following information

You name

Little Muddy Me Telephone Number:

Site Location

Bray Lake

Monkey Island Lane

Maidenhead

SL6 2EB

Description of the casualty, accident, injury and symptoms.

Safeguarding Children

Little Muddy Me Pre-School Safeguarding Childrens Policy and Procedures must be followed at all times.

Intruders

Inform a colleague an intruder is present, ask them to gather the children in a safe area and make an informed choice on whether to contact the police. If possible and you feel safe to do so, greet the intruder politely, remain a safe distance, ask them there business and redirect them. Remember your own safety aswell as the childrens, do not approach the intruder if they seem angry or agitated. Remain calm and try to keep the intruder away from the children without coming into physical contact with them.

Weather

If the weather is particularly bad it may be advisable to reschedule our forest school sessions, as branches and trees may fall, as sites are quite exposed. If the weather changes during sessions we will make a management decision to either close and relocate to a pre designated location.

We ask that parents ensure children are dressed appropriatly for the weather using the clothes list provided.