

Native Americans – Sample Programme Teachers Pack

About your day

We will meet you on the arboretum terrace when you arrive, where you will have time to use the facilities, before we head off to the forest school site for your chosen programme. Once at the site we will stay there for the day unless you have chosen a programme that includes the self-guided visit to the arboretum.

We will explore your chosen subject with a variety of activities that can be adapted to, to meet the needs of your group.

Participants will enjoy these outdoor activities in a relaxed and spontaneous manner though a variety of focused and learner-led activities. This allows the participant to develop and learn in a way that is beneficial to their development of self-esteem, confidence and respect and provide opportunities for an inquisitive and positive relationship with the natural world.

Important Information

- Activities are led by a level 3 forest school leader with an enhanced DBS and first aid qualified
- School staff are responsible for the administering of first aid, medication, behaviour, welfare of their pupils at all times.
- Students will need all day supervision and each group will need a supervising adult to support the activities. We suggest a ratio of 1:6 for groups of 30 for key stages 1 and over and 1:4 for preschool
- For parties over 15 or more it may be necessary to split them into groups for certain activities. All groups should have a first aider present and a first aid kit. If the group is to be split in to two you will require two first aiders with first aid kits.
- All children will need suitable clothing i.e. wellies; layers of warm activity clothes, hats, warm/layers of socks, scarves gloves/ sun protection cream waterproof coat and trousers.
- If visiting for the whole day, all staff and pupils should bring a packed lunch and adequate drinks for the day. All rubbish arising should be taken back to the school with you.
- Please note that unless entry to the arboretum has been included in the quote you only have access to the forest school site not the arboretum, you do not need to pay entry to the Arboretum to attend forest school.
- Prior to your visit please make us aware of any students with additional requirements or special needs so if possible we can make all necessary arrangements.

Planned Activities

- Leaf beating –Calico Printing – Cherokee Art
- Natural Face painting – Clay and Charcoal
- Fire from a spark and Fire lighting
- Cooking on the fire – Traditional Native Cree Bannock Bread
- Creating Tee pees
- Dream and Sun Catchers
- Natural Art with clay and Charcoal
- Basic Bow and Arrow
- Elder Jewelry
- Mini beast hunting
- Mud Kitchen

Suggested Session Structure*:

- 10 am –Arrive, Introductions, Toilets and safety briefing
- 10.15am – Walk to forest school site for activities**
- 12 – 12.30/45 – Lunch – If dry on the terrace if wet at Forest School
- 12.30/45 – 2.15pm Continue activities
- 2.15am – Gather for feedback and discussion
- 2.20pm gather at Visitors Centre for Toilets and prepare to leave
- 2.30pm Coach departs

*All timings are approximate and are dependent on the needs group, the group size the activities and the weather conditions

**Groups of 15 or more may have to be split for some activities. Groups of 35 or more will need to be split into two groups

Aims

- To learn about the subject matter
- To gain practical outdoor skills, try new activities and initiate ideas
- To operate independently within the outdoor environment
- Safety: To show awareness of the boundaries set and behaviour expectations for the site and activities by following instructions.
- For the forest school leader and accompanying adults to show adaptability and versatility during the session
- Health: To appreciate a need for hygiene in the outdoors
- To engage with nature and interact with the outdoor environment and approach outdoor learning experiences positively
- To build self-esteem and self confidence
- To promote team building and trust.
- To learn to care for one self, others and have an understanding of the natural environment
- To increase communications skills and provide listening opportunities
- To promote opportunities for exploration and discovery.

Learning Outcomes and Curriculum Links

- ART
 - Creative Imagination
 - Design
 - Practical Application
- ENGLISH
 - Discussion, imagination
 - Development of language
- D T:
 - Building,
 - Drawing, planning, Imagination, Creating
 - Using equipment
 - Cooking
- SCIENCE:
 - Understanding of natural processes
 - Use of materials for a purpose
 - Material Properties
 - Identifying and Classifying
 - Observations
 - Change of state
 - Habitats –Microclimates etc
 - Fire Triangle
- HISTORY
 - Knowledge and understanding of the subject matter
 - Traditions
 - Process of change
- MATHS
 - Measuring, length, estimation
 - Balance and forces
 - Critical thinking
- GEOGRAPHY
 - Different Culture
 - Weather
 - Seasons
 - Continents
- P.E.
 - Taking part in outdoor and adventurous activities

Bodenham Arboretum

Site Map



Where the adventure begins



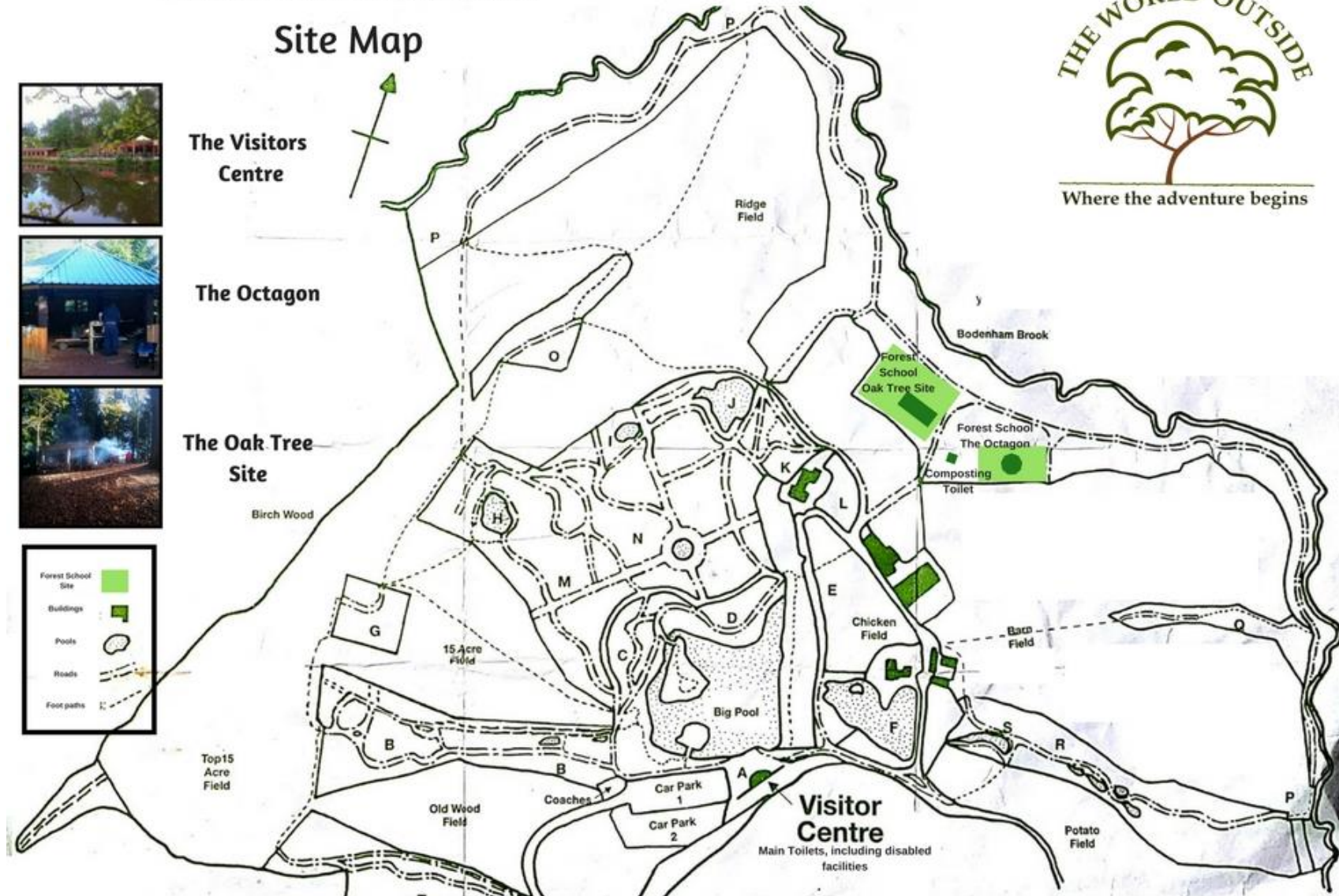
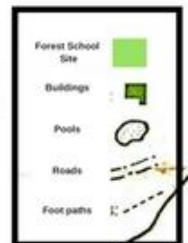
The Visitors Centre



The Octagon



The Oak Tree Site



The World Outside
 sandra@theworldoutside.co.uk
 07765 394456
 www.theworldoutside.co.uk

Bodenham Arboretum
 Wolverley
 Worcestershire
 DY10 5TB

Information for parents regarding your child's visit to

The World Outside

Bodenham Arboretum

Your child is coming to visit us at Bodenham Arboretum for a Forest School experience.



Your child will have access to a shelter,
but they will primarily be outside for most of the day – ‘Whatever the weather’

To ensure that your child has a fabulous time please make sure of the following:

- Your child has layers of warm activity clothes – long sleeves and trousers
 - Your child brings an extra jumper
 - Your child has a waterproof coat (and if possible waterproof trousers)
If your child does not have waterproofs please inform the school or trip organiser and send them with at least one complete set of clean dry clothes .
- Sturdy Shoes or Wellingtons – either trainers or preferably walking boots or wellies
 - A packed lunch – unless they have school lunches
 - (If they have school lunches please order a packed lunch
 - with the school on the day of the trip if this is applicable)
 - Plenty to drink
 - If it is going to be cold please send a hat, scarf and gloves
- If it is going to be warm please ensure you have applied all day sun protection cream and if you have it insect repellent and please send them with a hat
- All the above should be in a ruck sack/bag that can be zipped shut and that they can carry easily by themselves

Forest School offers learners the opportunity to take supported risk as appropriate to the environment and themselves. Forest School is run by qualified Forest school practitioners who continuously maintain and develop their professional practice and are trained in dynamic risk assessment and they constantly assess the risk/benefit of each activity throughout the session.

If your child enjoyed there day why not bring them back for one of our holiday sessions!
For more information on The World Outside and the services we provide please head over to our website.
www.theworldoutside.co.uk

The World Outside

Activity Risk Assessment

	Benefit	Hazard	Risk	Action Proposed
Meeting area in front of visitors Centre	Gather all the children together away from the car park/ Use the toilets	Falling in the Lake	Drowning Wet clothes and cold	Keep children under control and together Move to activity site as soon as possible Keep children away from the edge of the pool Children to be supervised by adults at all times including use of arboretum facilities i.e. toilets
Children's health and Welfare and Safeguarding (See Policies and Procedures)	To ensure that the children have a fun and happy trip and return home safely	Medical conditions Incorrect clothing General Public	Allergies Asthma Cold Hyperthermia Sunburn Inappropriate contact with other people	Ensure medication is at hand forest school leader is aware Check clothing on arrival Avoid days when arboretum is open to the public Avoid days/area with high concentration of public. Close supervision when in public areas Closely supervise toilet use
Walking to site	To get to site from meeting area	Car park – moving vehicles Lake Farm animals (see below) Farm vehicles	Hit by vehicles Drowning Bites Scratches Zoonosis – Diseases/bacteria Trampling Setting loose	Walk to site together, supervision by Adults. Adult to lead the group, adults spread through the group. At least one adult at the rear. Shut the gates
Entering Site	To access site	Barbed wire – Slip and trip	puncture wounds , scratches and gashes Ankle/leg back injuries	Warn participants Avoid activities near the fence No running Sturdy footwear Shut the gate
Movement of wheel chairs/ pushchairs around the arboretum and site	To allow non-walkers and new walkers opportunity to get to access site and allow carers to bring older children with young siblings	Pushing buggy/ wheel chair over uneven and soft ground	Strains/pulled muscles Jolting of child Damage to equipment Tipping over injuring child	Assess suitability of buggy for rough terrain. Warn operator of dangers. Change route if possible or if possible change activity if pram/ wheel chair access is required. Offer alternative activity for wheel chair user if acceptable and practical Avoid use of pram/ buggy's if possible. Encourage child to walk if practical and able
Moving around arboretum and farm (see also generic site risk assessment)	To access the forest school site	Slip and trip Bumps and pinched fingers Farm machinery Farm Animals (see below)	Hit by vehicles Drowning Bites scratches Zoonosis – Diseases/bacteria Trampling Setting loose Gates/Cattle Girds	Warnings of rough ground and risk of slip and trip Warn of dangers, stick together as a group, and walk around site. Discourage running when moving with fields containing stock and when machinery is in use. If walking through a livestock area if necessary ask group to stick together not to run or shout. Warn participants that the animals can bite and avoid direct contact where necessary Suitable foot wear Beware of when passing through gates. Warn of dangers. Hold open to do let slam shut! Use gates. Do not cross cattle grids

Steps/ activity	Benefit	Hazard	Risk	Action Proposed
Participants with physical and mental impairments	Access to environment and learning experiences that they might not ordinarily have experience of	Impaired movement and senses Not being able to access the activities or site Lack of understanding of instructions or awareness of possible dangers	Participants unwarily entering in to dangerous situations Slip trip burns	Ensure that participants have carers Carers responsible for participants at all times Clear instructions relayed to carers and participants Activities set up that enable participants to enjoy the visit and get the most of the woodland experience
Weather	Sensory development	Cold/ Heat/ Sun	Hyperthermia Asthma Allergies Sunstroke Sun burn	Appropriate clothing Medication and medical forms Medication and medical information to be gathered by teachers/parents. FSL to check this has been done.
Walking and moving around over slipping, uneven and sloping ground with hidden tree stumps	To explore access the activities Increases balance, movement and gross motor skills	Slip and trip	Ankle, leg, knee, arm strain/ twisting Back injury	All participants to wear suitable sturdy foot wear. All participants to move around site with care No running Warn Participants of dangers
Farm animals (see also generic site risk assessment. Individual risk assessments and Policies and procedures)	To gain access to the forest school site	Farm animals – frightening / scaring animals so as to panic and injure themselves or participants Contact with animals, pens fences and food Farm Dogs running loose Visitors Dogs	Zoonosis – Diseases/bacteria Trampling Setting loose Bites Animal Faeces Lymes disease Orf Leptosirosis To Pregnant women - chlamydiosis , toxoplasmosis and listeriosis affecting health of mother and unborn baby.	If walking through a livestock area if necessary ask group to stick together not to run or shout. Warn participants that the animals can bite and avoid direct contact where necessary. Where necessary avoid animal enclosures and contact Advise pregnant women that they should avoid contact with the farm animals and must not come into contact with lambing/calving animals. Wash hands thoroughly after coming into contact with livestock ,feed or pens Children told not to approach or touch dogs Farm dogs to be sent away from the group Visitor and leaders dogs on lead restricted movements in Forest School. To be tied up by the gate or in the cage provided if available
Moving around forest school site (see general site risk assessment)	Allowing children to explore freely	No physical boundary to forest school site	Lost children Drowning in pool/ stream Vehicle movement on track Machinery an power tools Staff/Visitors of the arboretum	High Adult/ child ratio Make adults aware of the dangers Inform children of the boundaries and the dangers - if they can't see the fire circle they are out of bounds Observe children from points around the sight specifically the bottom access point.

Steps/ activity	Benefit	Hazard	Risk	Action Proposed
Participants visiting that may behave inappropriately	Opportunity to go on visit and new experiences	Inappropriate /bad behaviour of children causing	Lost /missing children, damage to property, animals, other's themselves	Teachers to supervise and be responsible for the children at all times. Children asked to leave premises if behaviour endangers property, children, themselves or animals Teachers/ party leaders responsible for children's behaviour at all times
Critical Incident	Keeping everyone safe and in good health	Poor communication Lack of information Lack of instruction	Confusion Distress Delay in obtaining Assistance/help	Where and When appropriate dependant on incident Leader to phone 112. Visitors Centre 01562 852444 James Binian Owner 07967 550342 Sandra 07765394456 Follow emergency procedure in handbook or shelter Teachers to inform school Responsible adult to gather and retain children in a safe place until incident is resolved/in hand
First Aid	Ensure that participants receive adequate and affective first aid in the case of an emergency Protect participants and leaders	Inadequate or no first aid received Delaying calling emergency services Emergency services cannot access the site	Increased serious ness of injury Irreparable or permanent damage Loss of life	Up to date Asthma Policy Ensure all participants have medication/healthcare plan and adult trained to administer All leaders have an up to date first aid certificate Teachers / Carers and Parents are requested to carry out first aid/ have medical plans OS reference and Instructions in Forest School Shelter Due to location request a 4 x 4 ambulance Know the postcode and location of venue Adequately describe incident and location to If in doubt call 111 for advice/guidance or 112/999 for advice in an emergency situation Do not guess! Unless no signal/help

* With all activities it is taken that a qualified OCN Level 3 qualified Forest School leader is present running the session and that leader holds a current first aid qualification, an enhanced CRB certificate, a level 2 food hygiene certificate and Public Liability Insurance. The Forest school leader expects teachers/parents to bring medical information and medication and ensure that this is held with the adult in charge of the child at all times. The Forest school leader requests that any medical conditions are brought to their attention before the start of the session.

Risk assessment to be read in conjunction with Site Risk assessment, individual activity and specific hazard risk assessments and the Policies and Procedures. Available on request

Due to the nature of the site and the activities, this risk assessment will be evaluated throughout the year and through the course of the visit and adjustments made as and when necessary to adapt to the situation and group

N.B All children and staff should be dressed appropriately in activity clothes with sturdy shoes/ boots, wellies if wet as the site can get very muddy.

For Forest School long sleeves and trousers are essential. Everyone should bring waterproof clothing, a change of clothes and wear activity clothes.

If staying over lunch time bring a packed lunch and a drink.

Group leaders, you are encouraged to visit the Arboretum, with a colleague to carry out your own risk assessment prior to your visit.

The World Outside

Bodenham Arboretum Site Risk Assessment

Venue and Postcode: Bodenham Arboretum DY11 5TB	Location: The Octagon, Boundary Wood Site and Car Park Site
Assessment carried out by: Sandra Hill	Signature:
Review Date: January 2019	Date: January 2018

Site Checked for:-	Hazards	Action Proposed
Canopy Layer – Mature Oak tree, Mature Conifers Eucalyptus Sweet chestnut Other deciduous trees or varying varieties	Fallen Branches/dead branches Tree fruit –i.e Acorns falling/consumption Spiky cases of sweet chestnut Branches	Remove Branches where possible. Avoid site in High winds – Visual check of trees after high winds have ceased Monitor continuously throughout the year Warn participants Maintain site Remind children about particular trees at certain times of year Participants to walk around the site
Shrub Layer Brambles Holly	Poisoning – Holly/Yew Thorns Branches	Supervision and observation. Make participants aware - advise no pick/no lick Hand washing facilities Gloves if appropriate Remind children about particular shrubs at certain times of year Advise no pick/no lick
Field Layer	Poisoning – Foxgloves Cut's Bracken Splinters – Brambles	Make participants/ helpers are aware - advise no pick/no lick Supervision and observation Hand washing facilities Gloves if appropriate Remind children about particular plants at certain times of year
Ground layer Sloping Ground Steep in places Holes Roots Fungi –Fly agaric etc	Slip and Trip - Trip – Stumps Trips/ Scratches from Brash Poisoning from Fungi Stings - Nettles Irritant – spruce brash	Make participants aware - advise no pick/no lick Supervision and observation Participants to wear suitable foot wear Clear brash from path ways Make participants aware of fungi and the dangers Hand washing facilities Avoid moving on the steepest areas. Gloves if appropriate
Wild animals Snakes Adders/Slow worms/Grass snakes Amphibians – toads newts, frogs, froglets Insects Bee/Wasp nests/Wasps/Hornets	Bites/Stings Disturbing habitats Moving/ touching and causing death to certain animals can be an offence under the wildlife and countryside act 1981	Check area for nests and habitats regularly Monitor site for animals especially at certain times of the year – i.e. froglets in July. Slow worms and snakes on warm sunny days. Avoid handling or handle with gloves depending on species. Return animal to habitat. Reinstate habitat if possible – i.e. put stone/log back

Site Checked for:-	Hazards	Action Proposed
Wild animals - Deer	Deer using site- Ticks - Lyme disease Tick Borne Encephalitis No ticks seen	Monitor site regularly for signs of ticks. Children to wear long trousers and sleeves Wear insect repellent If ticks are found to be on site avoid walking through long grass and bracken. If ticks found on site. Check children for ticks if they venture in to areas where ticks can be found If a tick is found on a child, remove with special tick removing tool and advise parent/carer/ teacher of dangers and symptoms and to take child to the doctors asap if a tick is found.
Birds - Nesting	Disturbing nesting birds – offence under the wildlife and countryside act 1981	Check site for signs of nests – especially during the nesting season – March to June. Check dens If nest is found tape of area and ensure that the area is not disturbed until chicks have fledged. Beware of birds starting a second brood and leave area undisturbed for at least 3 weeks after fledging
Walking to site.	Drowning – path alongside pools Lost participant Animals/livestock	Adequate supervision, One adult leading one at rear. Registration and head count Group sticks together Avoid animal fields if practical and possible Hand washing available
Access to site	Via Gates Tramped limbs. Knocks to body and head. Straying animals	Ensure Gate is shut. Rope around gate access. Care to be taken when going through sprung loaded gates
Boundaries to site	Scratches -Barbed Wire No physical boundary around parts of the site	Make participants aware the dangers and avoid activities close to the boundaries. Participants to stay with sight of fire circle
Other People using the site	Visitors to Arboretum Farm/Arboretum Staff	Stickers Identify Visitors People without stickers to be challenged Sites situated away from main visitor areas Staff aware of site locations Inform arboretum/staff of activities and locations
Meeting Point by Visitors Centre	Drowning – Pool Lost children Disturbance to Arboretum Visitors Falling into lake	Supervision of participants Move off to site as soon as possible. Keep children together and under control whilst waiting for the session to begin
Structures	Shelters – The Octagon and the Oak Tree Shelter	Check prior to each session for visual structural issues Annual check to ensure structural sound and fit for use
	Composting Toilet Children falling into the toilet	Toilet to be locked to prevent unsupervised activity The hole in to the toilet is small and the seat also has a toddler insert Children to be supervised – Young children to be accompanied into the toilet with either parents or DBS staff, Older children to be allowed to be accompanied but parents or staff to wait outside on close hand. In case of falling a rope to be kept within the toilet to assist a rescue. Numbers of staff to be placed in the toilet in case of emergency

Site Checked for:-	Hazards	Action Proposed
Swings/Rope ladders/Balance Beams	Falls Frayed ropes Falls, bangs to head, legs and arms	Equipment to be checked at the beginning of each session, for damage to rope and trees Children to be warned of the dangers and also if a large group children to be supervised Only one child at a time on the equipment
Fire pit	Burns Spread of fire Loss of resources and facilities	Make participants aware of dangers and discuss with participants Enforce fire circle etiquettes with children and adults at all times. Fire circle etiquette –i.e. no one in the circle unless cooking/walk around the outside of circle. No one in circle at all unless cooking on the fire or assisting a child. Supervision Use of gloves Qualified first aiders Distance between fire and seating Movement within circle kept to a minimum Water available for extinguishing fire and emersion Ensure fire is fully extinguished at the end of each session. Do not throw anything into the fire.
Emergency Meeting point	For meeting in case of emergency	An area adjacent to site for meeting in case of emergency/unexpected incident/event Boundary site field outside the gate Car park site – Overflow car park The Octagon – The grass path next to the shelter
Wood burning Stove	Burns – because of the heat of fire Touching hot metal Spread of fire Loss of resources and facilities	Make participants aware of dangers and discuss with participants .Enforce fire circle etiquettes with children and adults at all times. Fire circle etiquette –i.e. no one in the circle unless cooking/walk around the outside of circle. No one in circle at all unless cooking on the fire or assisting a child. Supervision Use of gloves Qualified first aiders Distance between fire and seating Movement within circle kept to a minimum Water available for extinguishing fire and emersion Ensure fire is fully extinguished at the end of each session. Do not throw anything into the fire. Due to location, use a fire guard when necessary
Dogs	Bites Frightening participant Knocking over Farm dogs Allergies Asthma	All dogs to be on leads unless Bodenham staff dogs/working animals. Farm dogs to be sent away with verbal instruction and children asked not to touch/stroke/pet dogs. If visitors dogs are not on lead, the must be requested to put their dog on a lead. Or if they do not comply or no owner is to be found . Farm/arboretum staff to be informed immediately to protect visitors and livestock. Dogs to only be allowed on site at FSL discretion. To be kept on tight lead and under strict control . No dogs within the fire circle

Site Checked for:-	Hazards	Action Proposed
Farm animals (see also generic site risk assessment and specific risk assessments) Cows Sheep/Pigs Donkeys/Chickens	Farm animals – frightening / scaring animals so as to panic and injure themselves or participants Kicking/Kicks Bites, Scratches Contact with animals, pens fences and food Zoonosis –Diseases/bacteria toxoplasmosis and listeriosis ORF Waterborne diseases - Leptospirosis Trampling Setting loose To Pregnant women - chlamydiosis , toxoplasmosis and listeriosis affecting health of mother and unborn baby.	Avoid animal fields if practical and possible Ensure all gates are shut immediately after use Hand washing available Avoid walking through livestock areas unless necessary If walking through a livestock area if necessary ask group to stick together not to run or shout. Warn participants that the animals can bite and avoid direct contact where necessary. Where necessary avoid animal enclosures and contact Advise pregnant women that they should avoid contact with the farm animals and must not come into contact with lambing/calving animals. Wash hands thoroughly after coming into contact with livestock ,feed or pens
Stream and Pools	Drowning	Make participants and supervisors aware of the dangers Supervision. Adequate adult child ratio Boundaries ensure that the participants are aware of them. (They need not be physical)
Cattle Grid	Slip and Trip	Tell participants to use gate the side gate Do not cross the cattle grids on foot. Use the adjacent gates and access points
Other	No significant other identified at this point in the assessment	Continuous monitoring and re assessment throughout use of sites

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The World Outside

Bodenham Arboretum

Group and School Booking Form

Group Details			
Name of School/Group			
Name of Group leader			
Date of Visit			
Number of Children			
Age of children/Year group			
Number of accompanying adults			
Address for Correspondence		Local Address if on a residential trip	
Postcode		Postcode	
Tel:		Tel:	
Email:			

About your visit	
Arrival Time	
Departure Time	
Method of transport i.e. Number of coaches/minibuses/Cars	
Required Activities/ Theme/Desired Curriculum Links	
Do any of your group have illnesses, allergies, disabilities, mobility difficulties or any special needs that we should be aware of? Please give details:	

Please sign below to accept the following:

I have read the terms and conditions that accompanied the quote.
 I understand that I am responsible for the behaviour, welfare, safeguarding, administering of first aid and medication of my group members, that I or the group leader must remain and supervise the group at all times and I must ensure that all other adults with my group are aware of their role with regard to supervision and responsibilities.
 I understand that the group will be outside and exposed to the elements for the majority of the day and I will ensure that all members of the group are appropriately dressed with sturdy shoes, layers of warm clothes and waterproofs.
 I understand that full payment is due if cancellation is not received in writing two weeks before the date of the visit and 50% is due if cancellation is not received in writing 1 month before the date of the visit.
 I understand that it may be necessary to postpone the visit at short notice, in the event of high winds or snow and the visit rescheduled to an alternative mutually agreed date.

Signature of teacher/group leader	Job Title	Date

Please return this form to sandra@theworldoutside.co.uk or email to request postal address.

Do not post to Bodenham Arboretum

An invoice for the full amount will be sent to you after the visit, unless you are a school visiting in July, when you will be invoiced in advance.

www.theworldoutside.co.uk