



St Joseph's Catholic Primary School

Woodland Warriors

Handbook and Policy



Contents

1. Introduction	3
2. Woodland Warriors/ Forest School Staffing	3
3. Health and Safety: Health and Safety at Work Act (HASWA)	4
4. Risk Management Policy	5
5. First Aid	7
6. Accident and Emergency Procedure	8
7. Cancellation Procedure	11
8. Toileting Procedure	11
9. Parental Consent	11
10. Use of Photographs	11
11. Tool Policy	12
12. Fire Safety Policy	13
13. Food Hygiene Policy	15
14. Campfire Cooking Policy	15
15. Transport to Forest School and Missing Child Procedure	16
16. Equal Opportunities	16
17. Daily Operating Procedure	17
18. Safeguarding Children Policy	18
20. Confidentiality Policy	18
21. Behaviour and Anti-Bullying Policy	19
22. Complaints procedure	19

Appendices

- A. St Joseph's Catholic Primary School Safeguarding Policy- [Ref to School Polices folder based in Classroom](#)
- B. St Joseph's Catholic Primary School Confidentiality Policy [Ref to School Polices folder based in Classroom](#)
- C. St Joseph's Catholic Primary School Behaviour Policy [Ref to School Polices folder based in Classroom](#)
- D. St Joseph's Catholic Primary School SEND Policy [Ref to School Polices folder based in Classroom](#)
- E. School Permission Agreement regarding Photographs and Videos. [Ref to class register](#)
- F. Equipment List
- G. Termly Risk Assessment to be completed by J McDonagh
- H. Daily Risk Assessment to be completed by Leader of activity based at the site.

1. Introduction

'Let then look at the mountains and the stars up above. Let them look at the beauty of the waters and the trees and flowers on earth. They will then begin to think, and to think is the beginning of a real education.'

David Polis

Woodland Warriors is based fundamentally on the Forest School ideally, which is based on respect for children and young people and for their capacity to instigate, test and maintain curiosity in the world around them. It believes in the child's right to play and learn; the right to access the outdoors (and in particular a woodland environment); the right to access risk and the vibrant reality of the natural world and the right to experience a healthy range of emotions through all the challenges of social interaction, in order to build a resilience that will enable continued and creative engagement with their peers and their potential. It is an approach to education that makes use of the outdoor environment to create a unique learning experience.

Woodland Warriors' sessions provide increasingly diverse opportunities for children to benefit from an outdoor curriculum that can help children build positive values and attitudes about themselves, about learning and the environment in which they live. Children are given appropriate, challenging and achievable tasks that build their confidence, skills, knowledge and independence.

'Outdoor learning connects children and young people with the natural world, and encourages lifelong involvement and activity in the outdoors.'

Scottish Curriculum for Excellence

Forest School at St Joseph's Catholic Primary School and Pre School was established in the summer of 2012 on a small piece of land at the rear of the school's playfield. The site's area was overgrown with brambles and nettles and was cleared to form the Woodland Warriors/Forest School Base Camp with seating and a fire pit. A number of trees were also added to the margins of the Base Camp. A number of paths were also added through the overgrown areas to improve access.



2. Woodland Warriors/ Forest School Staffing

The Forest School Site and Woodland Warriors at St Joseph's Catholic Primary School is run by Assistant Head Teacher Mrs. Joanne McDonagh

Woodland Warriors Leader: Mrs Joanne McDonagh

Assistant Head Teacher/SENCO

Teaching Assistant: Mrs Sally Barker

Mrs Angie Davies Hale

Volunteer Helpers and Class Teachers will support the Woodland Warriors staff during whole class sessions

St Joseph's Catholic Primary Woodland Warriors School follows the Worcestershire County Council guidelines for adult to child ratios.

The Forest School is staffed by the Woodland Warrior/Forest School Leader plus a minimum of one adult for every five pupils.

All staff and helpers have an Enhanced CRB Disclosure check, which the St Joseph's Catholic Primary School Office maintains a Register.

The Forest School area and Woodland Warriors is covered by the school's Public Liability and Employer's Liability Insurance Policy:

Insurer:
Policy No:
Renewal Date:
Limit of indemnity:

This document will be reviewed annually

3. Health and Safety: Health and Safety at Work Act (HASWA)

The HASWA outlines the responsibilities of employers (in this case, the Woodland

Warrior/Forest School Leader) and also of employees (being adults working with the group). The main considerations relevant to Woodland Warrior/Forest School sessions are detailed below.

Employers must:	How this will be done:
Tell you about risks to your health and safety.	Adults will be asked to read the risk assessment(s) at the beginning of the session.
Tell you how to do your job safely.	The Woodland Warrior/Forest School Leader will introduce the adults involved in the activities and inform them of safety considerations.
Ensure that safe working practices and appropriate policies are in place to safeguard its staff and users.	Adults will record accidents and incidents, and review whether they could have been avoided. The Woodland Warrior/Forest School Leader will make appropriate changes to procedures and policies, as necessary.
Inform you how to get First Aid.	The Woodland Warrior/Forest School Leader will have a First Aid kit and will administer First Aid.
Tell you what to do in an Emergency.	Staff will be given a copy of the Emergency Procedures at the start of their involvement in Forest School.
Provide you with any protection you may need to fulfill your role	Relevant safety equipment (e.g. gloves, hard hats) will be given to anybody who needs it.
Take care of their own health and safety and that of people who may be affected by what they do (or don't do).	Adults must actively manage risks by reporting, reducing, or removing them where possible, providing it is safe to do so.
Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for health, safety or welfare.	Follow the Health and Safety advice given during the session by the Woodland Warrior/Forest School Leader, or seek advice if uncertain. Nobody should interfere with safety equipment, such as the First Aid Kit, other essential equipment, or protective equipment.

4. Risk Management Policy

St Joseph's Catholic Woodland Warriors/Forest School aims to develop children's

self-esteem, independence and motivation to learn in a safe environment. In order that these aims can be met, the Woodland Warrior/Forest School Leader will:

Consistently apply the five-step approach to risk assessment for all Woodland Warriors/Forest School activities:

1. Look for hazards.
 2. Decide who may be harmed and how.
 3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
 4. Record findings, including daily amendments to standing risk assessments based on site visits or observations.
 5. Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary.
- ❑ Carry out Site Risk Assessments on each site where Woodland Warriors/Forest School activities will take place on a seasonal basis (i.e. four Site Risk Assessments will be completed each year). **These will be filed in the Master Woodland Warriors/Forest School File located in the Assistant Head Teacher's office.**
 - ❑ A pre-visit check to be carried out by the Woodland Warriors/Forest School Leader or the Supervising Adult (SA) on site to be used prior to a day's activity, as near to the start of the activity as is reasonably practical. The findings will be recorded on the Daily Activity Risk Assessment form. **These will be filed in the Master Woodland Warriors/Forest School File located in the Assistant Head Teachers office**
 - ❑ Ensure all staff and volunteer helpers have read the relevant Site and Activity Risk Assessments prior to a session.
 - ❑ Move activities indoors or to the Woodland Warriors classroom if, in the opinion of the Woodland Warriors/Forest School Leader weather conditions such as high winds or the threat/occurrence of electrical storms make work outdoors unsafe.
 - ❑ Inform staff, volunteers and children of potential hazards and methods of working in order to minimize their risk further.
 - ❑ Involve staff, volunteers and children in risk assessment, as appropriate, as part of learning.
 - ❑ Ensure legal guidelines regarding off-site activities, such as adequate insurance and parental permission are met.
 - ❑ Ensure that all staff, volunteers and children are aware of the emergency procedures for the Woodland Warriors/Forest School site.
 - ❑ Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.
 - ❑ Ensure children and adults will have access to drinking water during sessions.
 - ❑ **Ensure a nil-by-mouth policy is adopted** in all Woodland Warriors/Forest School sessions, except for food cooked as part of a fully risk-assessed Forest School activity.

5. First Aid

The Woodland Warrior's Teaching Assistants are responsible for First Aid and are

qualified in First Aid at Work, Pediatric First Aid and First Aid Medications.

An Emergency Holder is carried to all Woodland Warrior/Forest School sessions. This contains the First Aid Kit.

Emergency Holder Checklist:

Medical Emergency Procedures (laminated)
Whistle
First Aid Kit
Thermal Blanket
Survival bag
Toilet Paper in plastic bag
Teddy Bear
Clingfilm
Bite and Sting Relief Spray
Emergency Fire-lighting Kit
Accident Book
Mobile Phone
Emergency Contact Details and Medical Records
Fire Blanket

First Aid Kit Checklist

Savlon Dry spray
4 x Medium Sterile Dressing 2 x Large Sterile Dressing
2 x Triangular Bandage 6 x Safety Pin
2 x Eye Pad Sterile Dressing 20 x Saline Cleansing Wipes 1 x Adhesive Tape
1 x Hypafix Tape
6 x Disposable Gloves
2 x Finger Sterile Dressing
1 x Resuscitation Face Shield 1 x Hydrogel Burn Dressing
1 x Tough Cut Shears
1 x Conforming Bandage 1 x Tweezers

Burns First Aid Kit:

1 x Red Burns Kit Carry Box (22 x 22 cm)
2 x Hydrogel Burns Dressing (10 x 10 cm)

- 1 x Hydrogel Finger Burns/Scolds Bandage (2.5cm x 50cm)
- 3 x Hydrogel Burns Gel Sachets for general burns
- 1 x Pack of 6 Mixed Non-Woven Adhesive Dressings
- 3 x Non Adherent Wound Dressings (5 x 5cm)
- 1 x Non Adherent Wound Dressing (7.5 x 7.5cm)
- 1 x Non Adherent Wound Dressing (10 x 10cm)
- 2 x Conforming Bandages (5cm x 4.5m)
- 1 x Microporous Tape Reel Inside Container (2.5cm x 5m)
- 1 x Compact Pair of Scissors
- 1 x Pair of Disposable Gloves
- 1 x First Aid Assistance Leaflet

6. Accident and Emergency Procedure

All staff, volunteers and participants will be briefed on what to do in case of an emergency. A

whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The Woodland Warriors/Forest School Assistant Leaders will assess the situation, the nature and extent of the injury/accident. They will ensure that the rest of the group are safe from danger and are adequately supervised. They will attend to any casualties, giving First Aid as necessary. An Accident Form will be completed later at the School Office. A RIDDOR record will be created, along with an Accident Report for any serious injury, seven-day injury or death.

If the Woodland Warriors/Forest School Assistant Leaders are injured or become ill, the Forest School Assistants will call for one of the First Aiders from school to attend. They will then follow the procedure below.

In the event of Injury

If anyone sustains an injury or illness which cannot be treated by First Aid on-site and requires medical assistance:

- ▣ In serious cases, the Emergency Services should be contacted (see below) using the Emergency Phone carried by the Woodland Warriors/Forest School Leader, then the school will be notified. The School Office will be responsible for contacting the injured party's emergency contact.
- ▣ The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- ▣ If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by a member of the School office staff.
- ▣ In minor cases, the Woodland Warriors/Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to the hospital, doctor or home, as appropriate.

Emergency Contact Numbers

Ambulance/Fire Brigade: 999
School Office: 01905 452772
Forest School Mobile: **07725 532719**

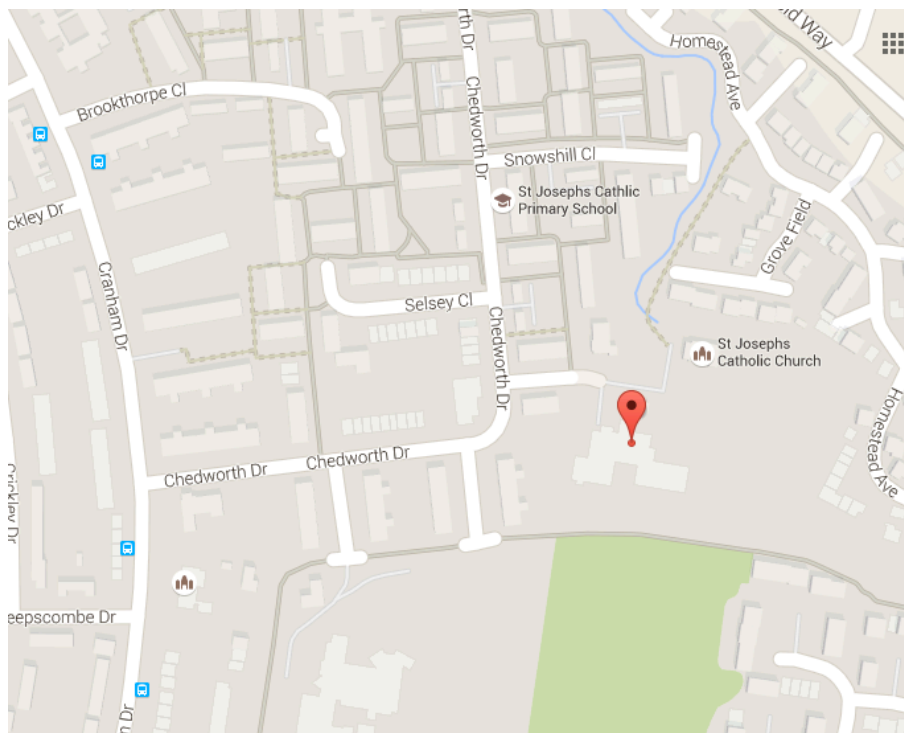
Requesting attendance by Emergency Services: Ambulance/ Fire Brigade

Dial 999 and ask for an ambulance. Be ready with the following information:

- ▣ School's Emergency Mobile Number: 07725 532719
- ▣ School Phone Number 01905 452772
- ▣ Your Name:
- ▣ Your Location: St Joseph's Catholic Primary School, Chedworth Drive, Warndon, Worcester
- ▣ School Post Code: WR4 9PG
- ▣ Provide the exact location of the patient within the school setting
- ▣ Provide the name of the child and a brief description of their symptoms
- ▣ Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

[Ambulance Access](#) – School Drive Way/ Access to the Woodland Warriors/Forest School Site via Gate to the Field

- ▣ Location Details: Grid Reference SO 87588 57065



Dangerous Occurrence

A RIDDOR record will be created, along with an Incident Report for any serious near-miss incident at or in the vicinity of the Woodland Warriors/Forest School Site.

7. Cancellation Procedure

Woodland Warriors/Forest School will take place at the usual site in all weathers except for high winds or where there is a risk of an electrical storm.

St Joseph's Woodland Warriors/Forest School will also be cancelled if the **minimum ratio of 1 adult to 5 children** cannot be achieved. Woodland Warriors /Forest School will also be cancelled if the Forest School Leader is absent.

Parents will be advised of the cancellation via a notice outside their child's classroom door for them to read when they drop their child off.

Staff will be advised when they arrive at school and will be redeployed to other classes, as required.

Volunteers will be advised by a telephone call.

8. Toileting Procedure

Before a Woodland Warriors/Forest School session, children will be given the opportunity to go to the toilet.

During a Woodland Warriors /Forest School session, children needing the toilet will be escorted back to school by a member of staff.

9. Parental Consent

Parental Consent for Forest School participation will be obtained prior to the first session a child attends. [See Appendix E.](#)

10. Use of Photographs

Photographs will be taken in accordance with St Joseph's School's Statement Regarding Photography and Video Recording. [See Appendix F.](#)

11. Tool Policy

St Joseph's Catholic Primary School Woodland Warriors/Forest School uses the following tools at present:

- Bow Saws
- Fixed Blade Knife
- Loopers
- Potato Peelers
- Secateurs
- Clamps
- Wooden mallets

The Woodland Warriors/Forest School Leader also uses scissors for cutting string and rope. Tools are used with children with 1-1 adult supervision only.

The Woodland Warriors/Forest School Leader and Woodland Warriors/Forest School Assistants are responsible for overseeing safe use and maintenance of all tools. A list of the all the Woodland Warriors/Forest School equipment is available in [Appendix G](#). The list is also laminated and displayed in the Woodland Warriors outdoor Classroom. A checklist is also used to ensure that all items are returned safely at the end of each session.

All equipment is stored safely in the Woodland Warriors outdoor Classroom, which is locked and alarmed. The Woodland Warrior/Forest School Leader is responsible for the safekeeping of the key.

All sharp tools such as knives and axes and fire lightening equipment is kept locked at all times within the school premises and the Woodland Warrior/Forest School Leader is responsible for the safekeeping of the key and ensuring the cupboard is locked at all times when equipment is not being used at Forest School sessions.

The Woodland Warrior/Forest School site maintenance is managed by 'Smart Cuts' ground maintenance and landscape company under the direction of the Woodland Warrior/Forest School Leader. When using tools in a session the Woodland Warrior/Forest School and Assistants wear steel toe-capped boots. Hard hats and gloves are also available as Personal Protection Equipment when needed.

Activity Risk/Benefit Assessments are completed for all activities involving the use of tools. These are kept in the [Woodland Warriors/Forest School File located in the Assistant Head Teacher's office](#).

12. Fire Safety Policy

Campfires are an important part of Woodland Warriors/Forest School Forest School and are used in many sessions. St Joseph's aims to ensure that all children and adults participating in Woodland Warriors/Forest School sessions with fires will do so safely and with as little risk to their health as possible.

Location

- Only the Woodland Warriors/Forest School Base Camp area will be used for campfires. The Base Camp will always be sited away from low canopy branches.
- Campfire areas are enclosed by logs to make a Fire Pit to prevent the spread of fire.

Positioning of Children and Adults

- Fire areas are surrounded by seating benches are a least 1.5 meters from the fire pit. Exit paths are available at each side
- When the campfire is in use, children are not permitted to access the area immediately surrounding the fire without permission.
- Children will be taught how they must never cross the inner area and that they must walk around the outside of the seating area and must stay seated until told till leave.
- A fire will not be lit with a group until all children have demonstrated that they do this at all times.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Long sleeves and trousers must always be worn.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children.
- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If wind direction is variable, the leader should rearrange the seating if at all possible.

Fire Lighting

- Training has been provided to the Woodland Warriors/Forest School Leader and Woodland Warriors/Forest School Assistant regarding the way to construct and light a fire.

Safety and Responsibility

- A Fire Blanket, bucket of water and Burns Kit must be sited close to the camp fire. Cling film is carried in the Emergency Holder.
- Only adults are permitted to light fires.
- Fires are lit using a match to paper and natural tinder. Cotton wool, tinder nests and waterproof matches may be used in extremely wet conditions.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

Extinguishing

- All fires must be extinguished at the end of a session.
- Whenever possible, all fuels should be burnt off to ash.
- The Woodland Warriors/Forest School Leader and Assistants should ensure that any large remains of wood, especially when using logs, are separated from one another.
- At the end of the session, the fire must be doused down with water using a watering can and rose and stirred until all smoke and steam has ceased.
- Large buildups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

13. Food Hygiene Policy

St Joseph's Woodland Warriors/ Forest School maintains high food hygiene standards in relation to the purchase, storage, preparation and serving of food.

- ▣ A full Activity Risk/Benefit Assessment will be completed for any activity involving the preparing and/or consuming of food items. This will include attention to the purchase, storage, preparation and serving of any food items to prevent growth of bacteria and food contamination. Where relevant, reference will be made to the relevant Design and Technology Risk Assessments already in place in school.
- ▣ Cooking on the campfire will be undertaken only by a member of staff in possession of a Level 2 Food Hygiene Certificate.
- ▣ Food/ingredients will be stored at correct temperatures prior to the session and checked to ensure they are in-date and not subject to contamination by pests, mold etc. A cool box will be used to transport and store any ingredients requiring refrigeration prior to use at the Woodland Warriors/ Forest School site. All such ingredients must be used within 2 hours.
- ▣ Un-refrigerated food will be served to children within 4 hours of preparation.
- ▣ All utensils, crockery etc. will be checked to ensure they are clean before use.
- ▣ Waste food will be disposed of promptly.
- ▣ When food items are to be consumed during a Woodland Warriors/ Forest School session, warm water with anti-bacterial soap in a bowl will be provided for hand-washing. One hand towel will be provided for every 6 children and adults. Children and adults will be required to wash their hands immediately prior to preparing any food items and/or eating.
- ▣ All medical records must be checked to ensure that no food item or ingredient is given to a child or adult with an allergy to it.
- ▣ Cooked food will not be re-heated.

14. Campfire Cooking Policy

- ▣ Cooking on the campfire will be undertaken only by a member of staff in possession of a Level 2 Food Hygiene Certificate.
- ▣ The Food Hygiene Policy will be followed whenever cooking on a campfire.
- ▣ A Risk/Benefit Activity Assessment will be completed for all activities involving cooking on the campfire.
- ▣ All hair will be tied back and loose clothing secured prior to cooking on a campfire

15. Transport to Forest School and Missing Child Procedure

- At St Joseph's Catholic Primary School the Woodland Warriors/Forest School site is situated on the school's site.
- The school's site is regularly checked by the school's dedicated safeguarding lead and the deputy- safeguarding lead to ensure the site is safe and secure at all times during the school day.

16. Equal Opportunities

St Joseph's actively promotes the inclusion of all children and adults into Woodland Warriors/Forest School sessions, and will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of race, gender, ability, religion, sexual orientation or age. St Joseph's Woodland Warriors/Forest School will follow the school's Special Educational Needs and Inclusion Policy. [See Appendix D](#)

17. Daily Operating Procedure

Before the Session

- ▣ A Lesson Plan form will be completed, taking into account observations, interest areas and learning points from previous sessions. All adults will read the Session Plan form prior to the session.
- ▣ Activity/ Daily Risk Assessment Forms will be completed/updated for each planned activity. All adults will read the forms relevant to a particular session before it starts.
- ▣ All staff will have read the latest Site Risk Assessment, which will be relevant to the current season.
- ▣ The Woodland Warrior/Forest School Leader will check that enough adults are present for the session to go ahead and that the weather conditions allow it to take place.
- ▣ The Woodland Warrior/Forest School Site will be visited and the Base Camp area set up (seating, fire pit etc.).
- ▣ The equipment required for the session will be assembled, checked and taken to the Woodland Warrior/Forest School classroom or site.
- ▣ All children will be registered by their Class Teacher. They will then get changed for Woodland Warrior/Forest School, go to the toilet and apply sun cream, where necessary.
- ▣ The Pre-Session Checklist will be undertaken

During the Session

- ▣ A headcount check will be undertaken on arrival at Forest School and whenever the group is brought together.

- ▣ Risks will be continually assessed and appropriate action taken to reduce or remove any risks found.
- ▣ Tree climbing any suitable trees for climbing will be marked with tape and the adult ratio must be 1:1. Children **must not** be allowed to climb higher than the supporting adults extended arm or chest height.

After the Session

- ▣ A headcount check will be undertaken at the end of the session, before returning to the school building.
- ▣ If the Tool Bag and/or Tool Box have been taken to the site, the contents will be checked by the Woodland Warriors/Forest School Assistants to ensure no items are missing.

SCHOOL FIRE ALARM

If the school fire alarm sounds during a session the following will apply:

No Camp Fire:

All children and adults will walk across the field and down the steps to the fire assembly points, where children will line up at the correct place for their year group. All adults will report to the designated fire officer.

A Lit Camp Fire:

Woodland Warriors/Forest school leader will stay with the fire until extinguished whilst all children and adults will walk across the field and down the steps to the fire assembly points, where children will line up at the correct place for their year group. All adults will report to the designated fire officer and will inform the officer of the whereabouts of the Woodland Warriors/Forest School Leader.

18. Safeguarding Children Policy

St Joseph's Woodland Warriors/Forest School fully recognises its responsibilities for safeguarding children. All staff and volunteers are responsible for keeping children safe. In particular:

- ▣ Ensuring all children have a safe environment at Woodland Warriors/Forest School in which to learn and develop.
- ▣ Ensuring we practice safe recruitment in checking the suitability of volunteers to work with children at Woodland Warriors/Forest School.
- ▣ Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- ▣ Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- ▣ Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

Woodland Warriors/Forest School will follow the school's Safeguarding (Child Protection) Policy. A copy of the Safeguarding Policy (Child Protection Policy) [See Appendix A](#)

Lead Safeguarding Office: Mrs Louise Bury (Head Teacher)

Deputy Safeguarding Office: Mrs Joanne McDonagh (Assistant Head Teacher/SENCO)

19. Lost Children procedure

The St Joseph's Woodland Warriors/Forest school site is within the grounds of the school. Should a child be discovered to be missing the following procedure will be followed:

- Assemble rest of children and ensure they are safe
- As soon as a child is found to be missing, make an immediate search of the vicinity.
- Check toilets and search both Key Stage One and Two buildings
- Alert Administration Office and Senior leadership Team.
- Follow School's Critical incident procedure

20. Confidentiality Policy

- St Joseph's Woodland Warriors/Forest School will adhere to the school's Confidentiality Policy. [See Appendix B](#)
- The Woodland Warriors /Forest School Leader will maintain all paperwork and registers relevant to Woodland Warriors /Forest School. All confidential paperwork is stored in the **Woodland Warriors/Forest School File located in the Assistant Head Teacher's office**, which is locked at night.
- Any paperwork relevant to a child will be shared with the child's Class Teacher.
- Any Pastoral or Safeguarding matters will also be reported to the Head Teacher and safeguarding leads
- All computer files containing confidential information will be stored securely

on the school network. Matters involving Safeguarding will be stored in a single entry folder.

The Woodland Warriors/Forest School Leader will carry Medical and Emergency Contact Details relevant to all children and adults in the Emergency Holder. The Emergency Holder is stored in the **Assistant Head Teacher's office**, which is locked at night.

21. Behaviour and Anti-Bullying Policy

Good behaviour is positively encouraged within St Joseph's Woodland Warriors/ Forest School, with much emphasis on self-discipline, courtesy and consideration for others. We recognise that children respond well to praise and therefore use it freely to promote good behaviour. We also do all that we can to prevent bullying, by reinforcing the school ethos in which bullying is regarded as unacceptable. H St Joseph's Woodland Warriors/ Forest School follows the School Behaviour and Anti-Bullying Policies. [See Appendix C](#)

22. Complaints Procedure

Any complaints will be referred to the Woodland Warrior/Forest School Leader, who will attempt to resolve any issues informally through dialogue and open discussion. If the issue is still unresolved the matter will be referred to the Head Teacher who will ensure that the School's Grievance Procedure is followed.