



Gede Forest School

Health & Safety Policy

Grow With Us

1. Policy Statement

Gede Forest School aims to ensure a safe, nurturing, and stimulating learning environment where children are supported in their development through nature-based, sustainable, and Montessori-aligned activities, whilst following the English Curriculum. This policy outlines the procedures to minimize risk while maximizing the benefits of hands-on learning in the forest.

2. Aims and Principles

This policy and our approach aim to:

- Remove unnecessary risks and minimize potential risks.

Core principles:

- Children are capable and resilient explorers.
- Risk-taking is important for development and is managed safely.
- Nature is a co-teacher and must be treated with respect and care.
- Sustainability and environmental care underpin all safety decisions.

3. Age Groups Covered

- 0 – 3 years
- Early Years (3–5 years)
- Early Primary (5–7 years)

During holiday sessions the age range may be wider.

4. Roles & Responsibilities

School Leadership

- Ensure all staff are trained in First Aid and Safeguarding.
- Maintain a clear emergency procedure and regularly review this policy.
- Oversee coordination with external emergency services.

Teachers, Assistants & Helpers

- Conduct daily safety checks of outdoor areas.
- Supervise children closely and model safe behaviour.



- Keep clear records of injuries, incidents, and risk mitigation steps.
- Ensure all children are aware of boundaries and emergency procedures.

Health & Safety Officer

- Ensure that first aid kits are checked weekly and re-stocked as needed.
- Update contact lists when new starters join the school.
- Obtain required information for adding new staff or students to the school medical services cover and provide this information to senior leadership or directly to E Plus Medical Services as soon as it is obtained.
- Ensure this policy is well understood and followed.

Parents/Guardians

- Provide appropriate clothing and gear for children.
- Notify staff of allergies or health issues and provide all information requested for Emergency Medical Services cover.
- Provide up-to-date contact information.

Children

- Encouraged to express how they feel.
- Taught how to assess risk and act safely with guidance.
- Regularly reminded of school rules that are in place for health and safety purposes and participate in reflections.

5. Important Contact List

- **School senior leadership:** Kirsty Shaw, 0725295632
- **Health & Safety Officer:** Enos Thoya. Contacted via school phone: 0726080262

Staff and students are registered with E Plus Emergency Medical Services. This is individual cover for staff and students and when new staff or students join the school, their details will need to be requested and provided to E Plus.

- In case of an emergency, please call **0700 395 395** or **1514**.

The dispatchers will guide you on the information needed but it will likely be:

- The member's full name and cover reference (the cover reference number is unique to each person and are listed at the end of this policy).
- Nature of the emergency.
- Exact location.

Parents/Guardians Emergency Contact details are kept on the school phone, with details backed up in the student attendance diary which is accessible to all staff.

Special Cases – Snakebite Response: The patient should go to Watamu Reef Hospital and contact Watamu Snake Farm: 0707577748 / 0723386558

6. Daily Safety Procedures

Before Children Arrive

- Carry out a safety check of the school site, including checking climbing/play structures, and checking tyres, low shelves, etc. for snakes and insects.
- Set up handwashing stations and shade areas.
- On days that a forest walk is taking place, ensure the pathway has been recently cleared.
- Inform nursery staff before 8am of where school activities will be taking place that day and at what time, if not within the fenced school compound.

During Sessions

- Minimum adult-to-child ratio of 1:6 (for EYFS years), 1:8 (for Early Primary). These are a minimum and usually, our adult-to-child ratio is 1:3.
- Ensure that First Aid Kit and trained staff are always present.
- Check areas for hazardous plants, insects, wildlife or debris.

After Sessions

- Clean play and eating areas to avoid them attracting insects or pests.

End of Day

- Ensure all incidents from the day are properly recorded. Discuss, note and inform senior leadership of any measures to avoid similar incidents.
- Inspect equipment, toys and play areas for wear/damage.
- Thoroughly clean all play and eating areas to avoid them attracting insects or pests.

7. Tools, Materials and Structures Safety

- Real tools (e.g., trowels, scissors) are only used under direct supervision. Such tools are not offered to our youngest learners. Children's versions of tools are provided where available.
- Toys and tools are regularly checked for sharp edges, mold, or decay.
- School structures are checked for mold, decay and termites every day.

8. Medical & Hygiene

- Handwashing is carried out: before eating, after forest play, after feeding the animals, after toilet use.
- Eco-safe soaps and natural repellents are used.
- First aid boxes are fully stocked and checked weekly.
- Emergency contact lists are on site at all times.
- Staff are trained in First Aid.

9. Weather Policy

- **Rain:** Learning continues unless stormy – parents are requested to provide waterproofs.
- **Sun:** Recommended hats and hydration. Water bottles are regularly refilled and children are encouraged to drink lots. Outdoor activities outside the school fenced area are generally scheduled before 10.00am. Activities after this time will be carried out where there is shade/cover.
- **Wind/Storms:** Move to covered areas. If very severe the school may be closed.

10. Flora and Fauna

- Children are taught respect and awareness for nature, following the "look, don't touch" rules.
- Children are taught to avoid known poisonous plants.
- Insect bite protocol: clean area, monitor, notify parents.
- See separate document on Snake Precautionary Measures.



11. Safeguarding and Security

- Staff are trained in child protection.
- Daily attendance and headcounts are carried out before/after transitions.
- School gates are kept closed at all times.

12. Sustainability and Safety

- Materials that are reused or recycled are regularly inspected for safety (e.g., wood, tyres, containers).
- Projects like composting or water recycling include hygiene checks and appropriate equipment.
- Tools and items are stored safely and out of reach of children.

13. Monitoring and Review

- Health and safety considerations are considered as part of lesson planning.
- This policy is reviewed every term or following incidents.
- Open communication with parents is encouraged and feedback is welcome.

Last Reviewed: 17.01.2026

Next Review Due: 15.05.2026