

Emergency Procedure



If an emergency should occur the forest school leader and supporting adult/s will:

1. Ensure the safety of the group by gathering them together immediately and sitting the children down in a safe area using the emergency snack box as a distraction if necessary. Take a register to make sure all children are accounted for.
2. Call 999 from the mobile phone, the forest school phones are always in the first aid bum bags which are worn by the ACE staff and the forest school leader.

One of the locations for forest school sessions is Logan's Meadow (address below), but the setting will always know exactly where the forest school session is going to be held each time a group leaves the setting.

Logan's Meadow Local Nature Reserve
Logan's Way
Cambridge
CB4 1 BL

3. Call the Day Nursery on **01223 366355**
4. Follow the instructions from Sarah Piotrowski or Jade Hill at ACE Day Nursery.

The forest school leader will take the lead role of first aider.

This information is in the first Aid kit and in the accompanying adults bum bag.

Policy updated: Autumn term 2018

Review date: Autumn term 2019

Signed: Darlena Reed (Maternity leave)
Jo Adamante

Position: Forest School Manager
Forest School Leader