Child Day Care Centres

Forest Schools

Minimum Standards

Registration & Inspection Unit

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Department of Health & Social Care

Rhyenn Slaynt as Kiarail y Theay
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Introduction

The Department of Health and Social Care (DHSC) is committed to promoting the welfare and development of all young children on the Isle of Man. Good quality care and education in the early years raise educational standards and opportunities, and enhance children’s social development.

Day care for children under eight years of age is subject to regulation on the Isle of Man under the Regulation of Care Act 2013. These services include nurseries, playgroups, holiday schemes and other out of school provision, crèches and childminding. Because of the specialised nature of the Forest School a specific set of standards has been developed.

Each service will have a Statement of Purpose which describes the service/s provided.

These standards will be reviewed on a regular basis by the Department. Reviews will take account of practice issues that have been identified either within the inspection process or from matters of serious concern that have arisen from complaints and other information provided to the DHSC.

The DHSC is determined that all child day care services provide a secure and safe environment for children, not least so that parents can have confidence that their children are well looked after.

Child day care services offer opportunities for children to broaden their experience and to enhance their learning and development. The standards represent a baseline of quality below which no provider may fall. However, they are also intended to underpin a continuous improvement in quality in all settings.

Regulations under the Regulation of Care Act 2013 require registered persons to meet the standards. The law also requires the DHSC to have regard to the standards when making regulatory decisions. The standards do not override the need for providers to comply with other legislation such as that covering health and safety, food hygiene, fire or planning requirements.

Standards

Within this document there are 14 standards. Each standard describes a particular quality outcome, and is accompanied by a set of supporting criteria giving information about how that outcome is to be achieved. There may be some flexibility within the supporting criteria if the provider can demonstrate that in their particular circumstance that criterion need not be applied.

In defining quality of care the perspectives of child development, the rights or expectations of children, as well as the expectations of parents and people who work with children are all influencing factors.

The outcome statement for each standard must be met; in applying the supporting criteria to that outcome the Department will take a flexible and proportionate approach and there may be circumstances where a provider can demonstrate a particular element does not apply to their service provision.
In all cases the Department’s exercise of discretion on applying the supporting criteria will:

- be focused upon the outcome for the child or children being cared for, and in their interests;
- be a professional judgement;
- be an individual decision based upon a recognition of the uniqueness and abilities of the provider;
- be fully and explicitly explained and justified in writing;
- remain consistent with the outcomes required by the standards.

**Definitions**

**Responsible person**: a person deemed suitable to provide a care service. They may be the registered provider or the registered manager. Each registered person has responsibility for ensuring that the requirements of the Act, Regulations and Standards are met. A company, committee or other group may be the registered person and they will be required to nominate a responsible person to speak on their behalf. The responsible person also has to be vetted by the Department and has specific obligations within the Regulation of Care Act 2013 and Regulation of Care (Care Services) Regulations 2013.

**Registered Manager**: is the person in day to day charge of the setting. The manager may be the same person as the responsible person if that provider is an individual and in limited circumstances may also be the same person as the responsible person of a corporate body: If not the same person, the manager will be recruited by the registered provider but will be registered by the Department and must meet the registration criteria set out in the Regulation of Care Act 2013, the Registration of Care (Registration) Regulations 2013 and in these Standards. A manager must have appropriate qualifications and experience.

**Parent**: any person with parental responsibility for a child.

**Physical Intervention**: used by staff to manage, restrain or stop children from harming themselves or others.

**Risk Assessments**: are written documents that form part of the day care centre’s safety strategies. They can be personal, environmental or generic. Risks are identified and plans set in place to either eliminate or minimise those risks.

**Safeguarding**: Sometimes called Child Protection makes provision for and lays obligations and responsibilities on the registered persons and the staff at the Service to keep children safe and follow agreed procedures where abuse is suspected or alleged.

**Disclosure and Barring Service (DBS))(previously CRB)**: A scheme that replaces the Island’s Police checks and provides for people working in the Health and Social Care sector to be checked against the barred lists held in the UK as well as their criminal convictions and cautions history.

**Competent Person**: A person with relevant knowledge, skill and ability who has experience and training in the specific area being looked at.
The Forest School

The Forest School (when operated for children under the age of eight years) is a child day care centre that operates from an open space without a building. It is a worldwide recognised method of allowing children to learn through the natural world. The ethos of The Forest School is based on a fundamental respect for children and young people and for their capacity to instigate, test and maintain curiosity in the world around them. It believes in children's right to play; 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, to build a resilience that will enable continued and creative engagement with their peers and their potential.

Forest School is based more on the process of learning than it is on the content - more on the 'how' than the 'what'. This means that genuine Forest School practice steps boldly out of the shadow and limitation of 'planned activities' and ventures collaboratively into the realms of the unplanned, unexpected and ultimately unlimited. Children and young people are given encouragement to direct their own learning.

A woodland environment is central in supporting this very dynamic approach to learning: the passage of time, from the changing of the seasons, to the contemplation of an ancient tree; the dynamic nature of an outdoor environment - an infinite source of smells, textures, sounds and tastes; a range of visual stimuli from near to far, high to low, very big to very small; and the infinite layers of historical, cultural, spiritual and mythological significance that speak of our deep relationship with trees and woodland through the ages.

This type of learning demands more from play leaders as it is still their responsibility, under the Regulation of Care Act, to maintain a safe environment for children to play/learn. An outdoor environment of this nature will require vigilant supervision as well as specialist knowledge/learning from leaders and other support staff. Many of the standards that are required for Child Day Centres operated in buildings will still apply. In addition there will be a more robust approach to Health & Safety, in regards to risk assessment and staffing numbers.

N.B. The Forest School on the Isle of Man will operate for children aged 3 years and over. The DHSC consider it is not an appropriate day care environment for children and babies under 3 years.

Notifications: Where the provider must notify Registration and Inspection Unit using the appropriate form.

Regulation 10 Requirement to notify DSC of death, illness and other events

1. The registered person in relation to a care service must notify DSC no later than 24 hours from the occurrence of:
   (a) the death of any service recipient at the care service and the circumstances of the death;
   (b) the outbreak of any notifiable disease (within the meaning of Part II of the Public Health Act 1990) at the care service;
   (c) the serious injury or illness of any service recipient at the care service;
   (d) the suffering of serious harm of any service recipient at the care service;
(e) any event at the care service affecting the well-being of any service recipient;
(f) any unexplained absence of a service recipient from a care service;
(g) any serious incident necessitating calling the police to the care service;
(h) the making of any allegation that a service recipient has committed an offence;
(i) any theft, burglary, fire or accident at the care service; and
(j) any conduct of a member of staff at a care service that may be such that they may not be a suitable person to be involved in the care of service recipients.

2. If a service recipient is a child, the registered person in relation to a care service must, no later than 24 hours from the time of the occurrence of any of the events specified in paragraph (1)(a) to (j), also notify:

(k) the child’s parent or person with parental responsibility for the child; and;
(l) any person or organisation that has accepted responsibility wholly or partly for the cost of that child’s care at the care service.
Overview of Standards

Standard 1
Suitable Person:
Adults providing day care, looking after children or having unsupervised access to them must be suitable to do so.

Standard 2
Organisation:
The registered person must meet the required adult: child ratios, ensure that training and qualification requirements are met and organise staffing and resources to meet the children’s needs effectively.

Standard 3
Care, Learning and Play:
The registered person must ensure children experience regular opportunities to develop confidence and self-esteem through hands on learning in a natural environment.

Standard 4
Environment and Safety
The environment must be suitable for purpose. Health and Safety must be a focus and risk assessments must be carried out for each planned activity. All people accessing the site are safe.

Standard 5
Equipment:
Tools must be of suitable design and condition, well-maintained and conform to safety standards.

Standard 6
Transport:
Permissions for the use of vehicles to transport children, where necessary, must be in place and appropriate measures must be taken to ensure their safety.

Standard 7
Health:
The registered person must promote the good health of children and take positive steps to prevent the spread of infection and appropriate measures when they are ill.

Standard 8
Food and Drink:
Children must be provided with regular drinks and food in adequate quantities for their needs. Food and drink must be properly prepared, healthy & nutritious and comply with any dietary and religious requirements.

Standard 9
Equal opportunities:
The registered person and staff must actively promote equality of opportunity and anti-discriminatory practice for all children.
Standard 10
Additional needs (including special educational needs and disabilities):
The registered person must be aware that some children may have additional needs and be proactive in ensuring that appropriate action, care and opportunities are provided.

Standard 11
Behaviour:
Adults caring for children must be able to manage a wide range of children’s behaviour.

Standard 12
Working in partnership with parents and carers:
The registered person and staff must work in partnership with parents to meet the needs of the children.

Standard 13
Safeguarding children:
The protection of the child must be the registered person’s first priority and they must ensure all staff members comply with the safeguarding procedures approved by the Isle of Man safeguarding Children’s Board.

Standard 14
Documentation:
Robust records, policies and procedures which are required for the efficient and safe management of the provision must be in place and maintained.

Appendix 1
Environmental Policy & Impact Assessment:
It is important that staff and children develop a high level of respect for the natural world and must take care to minimise the impact activities may have on the environment.
**Standard 1 - Suitable person**

**Outcome:**
Adults providing day care, looking after children or having unsupervised access to them must be suitable to do so.

**Supporting criteria**

1.1 The registered person must continue to comply with the mandatory conditions and any imposed conditions of registration.

1.2 All persons working in The Forest School must be subjected to a Disclosure and Barring Service (DBS) check at a level appropriate to their contact with children.

1.3 Volunteers are supernumerary to the required ratios of staff/children and must receive the required checks (as per Standard 1.8).

1.4 The registered person, their staff and volunteers must not been convicted of an offence or been the subject of an order which disqualifies them from registration either under section 43 of the Regulation of Care Act 2013 or under the Disqualification for Caring for Children Regulations 2002. The DHSC is able to waive the disqualification for a specific role and in reaching this decision would have regard to all the circumstances of the offence or order. Factors taken into consideration include the date of offence or order, the type of offence or order and the degree of culpability of the person.

1.5 The registered person must ensure staff are aware of the option to sign up for the update service offered by DBS at the time of a member of staff’s initial application. This service requires re-application by staff at the time of name or address changes. For further details contact Home Affairs. If this option is not taken up then the individual must have a renewed check at an interval of not more than 3 years.

1.6 The registered person must see the DBS certificate provided to the employee and make a record in the person’s file of when it was seen, whether or not there were convictions and, where convictions are disclosed, what affect they have on that person’s employment at the service.

1.7 The registered person must carry out enquiries to establish the qualifications, experience and overall suitability of the staff and volunteers they employ. Robust recruitment and selection processes and procedures must be in place which meets the requirements of employment legislation. This includes:

- Social Services suitability check
- Social Services ‘out of area check’ (if the prospective employee has been off island for anytime in the last 5 years, including study, the local social services department needs to be contacted to ensure suitability).
- Medical opinion
- Two references.
- DBS (or evidence that on-line service checked if update is in place).

1.8 The registered person must have relevant business management training and/or substantial experience, will operate the service on a secure financial footing and will
have available for inspection, when requested, financial information that supports the continued financial viability of the service.

1.9 The Registered Manager for the Forest School must have a relevant professional childcare qualification; as a minimum this will be a Caché/QCF Level 3 Diploma in early years (or equivalent) plus a Level 3 Certificate in Forest School Programme Leadership and at least 2 years’ post qualification experience of working in an early years setting. They must be over 21 years of age.

1.10 The registered manager must have, or will have evidence of training/qualification in leadership/management in addition to the above qualifications.

1.11 The Forest School assistant/s must have a qualification in child care which is equivalent to QCF Level 2 Diploma (or above) plus a Level 2 Award in The Forest School Programme Support and at least 1 years’ experience of working in an early years setting. They must be over 18 years of age.

1.12 There must be named persons who are able to take charge in the absence of the manager and these persons must hold a relevant professional childcare qualification; as a minimum this will be a Caché/QCF Level 3 Diploma in Early Years (or equivalent) plus a Level 3 Certificate in Forest School Programme Leadership and at least 1 year post qualification experience of working in an early years setting. They must be over 21 years of age.

**Standard 2 - Organisation**

**Outcome**: The registered person must meet the required adult: child ratios, ensure that training and qualification requirements are met and organise staffing and resources to meet the children's needs effectively.

**Supporting criteria**

2.1 Staff must be deployed effectively to ensure the safety, welfare and development of children.

2.2 The registered person must ensure that the qualifications set out in Standard 1 are met at all times the service is operational.

2.3 Children must be cared for in groups of no more than 12.

2.4 The minimum staffing ratio requirements are:

   1:3 children 3 - 5 years
   1:6 children 6 - 8 years

2.5 The above are minimum requirements and suitable levels of support should be determined in advance according to the type of activity restrictions re: insurance criteria and the needs of the group. Irrespective of group size there must always be two adults on site; one of whom is to be the designated person in charge.

2.6 Any adult:child ratios set by the setting’s Public Liability insurance (Forest School) in regard to specific activities must be adhered to at all times
2.7 Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8 years old.

2.8 Providers must take account of the differences between school age and pre-school children and accommodate each group in separate activity areas.

2.9 The registered person must ensure that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences, and there are sufficient suitable staff and volunteers to cover staff breaks, holidays and sickness.

2.10 Where children with additional needs are looked after additional staffing may be required. This criterion must be considered in conjunction with Standard 10.

**Standard 3 - Care, Learning and Play**

**Outcome:**
The registered person must ensure children experience regular opportunities to develop confidence and self-esteem through hands on learning in a natural environment.

**Supporting criteria**

3.1 The ethos must encourage child-led learning through play and this must be evident in the Forest Schools Statement of Purpose.

3.2 Children must be supported to take risks that are appropriate to their age and understanding.

3.3 The registered person and their staff must listen to and value what children say; talk with them about what they are doing, value the uniqueness of the child’s interests and have high expectations of what can be achieved with appropriate challenge.

3.4 The registered person must select resources and provide activities, play opportunities and first-hand experiences which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.

3.5 The registered person must ensure that the Forest School is a continuation of what is learned within a more formal day care environment in regard to developing social relationships and understanding what is right and wrong. In particular leaders, assistants and volunteers must:

- Be a positive role model for participants, including showing respect to each person and the environment
- Encourage and reinforce caring and nurturing behaviour
- Encourage and reinforce positive behaviour

3.6 The staff leading and working in the Forest School must observe and record what children do and use their observations to plan the next steps for the children’s play, learning and development within the Forest School environment.

3.7 Written plans of the deployment of staff and their activities with children must be available for inspection.

3.8 The registered person and their staff must encourage children to be confident, independent and develop their self-esteem.
3.9 The registered person must give children daily opportunities to relax as well as time to be active.

3.10 The registered person and their staff must encourage children to respect the environment.

3.11 Regular information must be provided for parents about activities carried out with the children, for example, through photographs and examples of children’s work.

3.12 The registered person must organise resources so that they are safely but readily accessible to children and deploy staff to support children’s play, learning and development.

3.13 The registered person must implement a balanced curriculum that supports the child’s personal, physical, social and emotional development, their communication and language development; develop knowledge and skill in literacy, mathematics, understanding the world and expressive arts and design.

**Standard 4 - Environment & Safety**

**Outcome:**
The environment must be suitable for purpose. Health and Safety must be a focus and risk assessments must be carried out for each planned activity. All people accessing the site are safe.

**Supporting criteria**

4.1 Forest School sites must be safe and easily accessible and are a dedicated area specifically for use.

4.2 Site risk assessments must be carried out daily and a written record kept. This assessment must include Hazardous Plants and Fungi.

4.3 Risk Assessments must be undertaken either prior to each use or if that is not possible immediately on arrival, and must include:

- Identifying hazards, such as windblown trees or litter.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether the existing precautions are adequate or whether more needs to be done.
- Record the findings.
- Review the assessment and revise if necessary.

4.4 All activities must be risk assessed and additional staffing and or training provided where appropriate.

4.5 Risk assessments must be carried out for any child with a medical condition or behavioural issues to ensure their safety at all times and additional staffing provided where appropriate.
4.6  A re-assessment must be carried out if the weather changes or other unexpected event/s take place.

4.7  Prior to first use significant hazards must be identified and the necessary controls to eliminate or reduce the risk will be put in place.

4.8  There must be satisfactory mobile phone coverage.

4.9  The emergency services and others who may need to know must be aware of the location of the site and its access points.

4.10 There must be adequate arrangements for shelter to accommodate changes in the weather.

4.11 The Forest School Manager must ensure that parents inform them of any known allergic reactions to insect bites/stings and staff are fully trained in recognising when a child exhibits a reaction beyond a minor irritation.

**Standard 5 - Equipment**

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<th>Outcome: Tools must be of suitable design and condition, well-maintained and conform to safety standards.</th>
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**Supporting criteria**

5.1 The Forest School Manager must check that all tools are fit for continued use before the session and only tools that are in safe working order shall be supplied for use.

5.2 Correct and safe use of sharp tools must be demonstrated to all staff and volunteers.

5.3 Tools must be counted when handed out and counted back in again when finished and a written record must be kept.

5.4 Tools must be kept in a designated safe area when not in use and must never be left unattended when outside this area.

5.5 All tools must be checked and cleaned before being put away.

5.6 All knives must be closed/sheathed immediately after use.

5.7 Saw guards must be replaced immediately after use.

5.8 Walking around with open/unmasked tools must not be permitted.
Standard 6 - Transport

**Outcome:**
Permissions for the use of vehicles to transport children, where necessary, must be in place and appropriate measures must be taken to ensure their safety.

**Supporting criteria**

6.1 Records must be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport must have adequate insurance cover.

6.2 Written permission from parents for transport in vehicles must be kept in the child’s individual record.

6.3 Appropriate car seats and/or seat belts must be used when transporting children in a vehicle.

6.4 Children must not be left unattended in a vehicle.

Standard 7 - Health

**Outcome:**
The registered person must promote the good health of children and take positive steps to prevent the spread of infection and appropriate measures when they are ill.

**Supporting criteria**

**Hygiene**

7.1 Soap and water (or appropriate alternatives) must be provided by the Forest School and all participants on activities must be encouraged to wash their hands.

**Animals**

7.2 The Forest School Manager must ensure that any animals passing through the site do not pose a health risk to children by ensuring any animal excrement is removed.

**Toileting**

7.3 For sites without toilet facilities, the following procedures must be followed:-

- Everyone must be encouraged to use the toilet before coming on site.
- A suitable location must be identified away from the work/activity area in advance of the session. A screen must be used to provide privacy and a toileting kit containing appropriate items to be placed at the site.
- Where possible a camping toilet must be provided.
- The group to be introduced to ‘wild toileting’; participants to be encouraged to use a trowel to bury faeces and tissue if necessary.
• The emphasis at all times must be on discretion and encouraging children to be as independent as possible.
• Hand washing facilities must be available if possible; otherwise wet wipes and gels can be used. All wet wipes must be placed in a bag and must be disposed of off-site.
• Only staff or the child’s own parent/guardian can assist with toileting.
• Written parental permission for choice of toileting must be obtained in advance.

Toileting Kits contain:

• Toilet Paper.
• Wet wipes and cleaning gel. (For hand-washing only).
• Nappy Bags.
• Small trowel.
• Screen.
• Spare pants and Jogging bottoms for younger children.

7.4 The registered person must ensure there is written landlord permission in place for wild toileting’ to take place.

7.5 ‘Wild toileting’ must have written approval from the Department of Environment, Food and Agriculture prior to being used.

7.6 There must be suitable nappy changing arrangements in place that ensures the children’s dignity and privacy that have been approved by the Department of Environment, Food and Agriculture.

Medicine

7.9 There must be suitable arrangements in place to ensure any medicines are stored safely.

7.10 If medicine is to be given the registered person must ensure the following:

• medicines are stored in their original containers, clearly labelled and inaccessible to children;
• medicines are not usually administered unless they have been prescribed for that child by a doctor; in circumstances where over the counter medications are administered the reasons and instructions to staff on dosage and frequency must be fully recorded;
• the parent gives prior written permission to administer any medication, including sting or bite treatments, antiseptic cream and sun cream;
• written records are kept of all medicines administered to children, and parents sign the record book to acknowledge the entry;
• if the administration of prescription medicines requires technical/medical knowledge then individual training is provided for staff from a qualified health professional. Training must be specific to the individual child concerned;
• staff administering medication to children with specific conditions (e.g. Asthma, Epilepsy) have a sound understanding of the condition.
First aid

7.11 There must be a first aid box, the contents of which are checked frequently for the re-stock of used items/out of date sterile items. The box must be re-stocked after use and a full stock check is carried out at 6 monthly intervals. The box must be kept in an accessible place out of the reach of children.

There is no legal requirement for the contents of a first aid box but the following list is a guide to what should be included:

- a leaflet giving general guidance on first aid;
- hypo-allergenic plasters or micropore tape and melolin;
- sterile eye pads with attachments;
- individual wrapped sterile wound dressings;
- safety pins;
- crepe bandages;
- triangular bandages;
- scissors;
- saline solutions;
- diluted antiseptic solutions;
- blue plasters (adult use only);
- disposable gloves;
- fever thermometer.

7.12 All staff must hold a current first aid training certificate on the site at any one time. The first aid qualification must include training in first aid for infants and young children.

7.13 A record must be maintained, signed by the parents of any incidents concerning an individual child and appropriate measures are taken to prevent a recurrence.

Smoking

7.14 There must be no smoking.

Standard 8 - Food and drink

**Outcome:**
Children must be provided with regular drinks and food in adequate quantities for their needs. Food and drink must be properly prepared, healthy & nutritious and comply with any dietary and religious requirements.

**Supporting criteria**

8.1 Fresh drinking water must be available to children at all times.

8.2 Children who stay in Forest School for the whole day must have a healthy midday meal and be offered other healthy snacks and drinks routinely.

8.3 The registered person must request information from parents about any special dietary requirements, preferences or food allergies the child may have. Where these
exist, the registered person, or the person with delegated responsibility, must make a record and take heed of the information provided.

8.4 If parents provide packed lunches, they must be provided with guidance in regards to safe storage and, where appropriate, nutrition.

8.5 The registered person accesses appropriate guidelines to determine current standards in nutrition for children. For example: http://www.nhstayside.scot.nhs.uk/OurServicesA-Z/PublicHealth/PROD_210078/index.htm

8.6 One member of staff must hold a current food hygiene certificate and all staff responsible for the preparation and handling of food must be fully aware of and comply with regulations relating to food safety and hygiene.

8.7 Arrangements for food storage, preparation and cooking must be approved by the Department of Environment, Food and Agriculture.

8.8 The service must register as a food business/establishment with the Department of Environment, Food and Agriculture.

Standard 9 - Equal opportunities

| Outcome: |
| The registered person and staff must actively promote equality of opportunity and anti-discriminatory practice for all children. |

Supporting criteria

9.1 All children and adults must be treated with equal concern and the registered person must have regard to relevant anti-discriminatory good practice. The registered person must promote equal opportunities with regard to employment, training, admission and access to the resources, activities and facilities available.

9.2 The registered person must liaises with parents to ensure that all children’s records contain information which enables appropriate care and access to appropriate learning opportunities to be given.

Standard 10 - Additional Needs (including special educational needs and disabilities)

| Outcome: |
| The registered person must be aware that some children may have additional needs and be proactive in ensuring that appropriate action, care and opportunities are provided. |

Supporting criteria

10.2 Staffing arrangements must be designed to meet the needs of individual children.

10.3 There must be suitable arrangements in place for intimate care routines to be carried out that ensures the children’s dignity and privacy is maintained. Any arrangements must be approved by the Department of Environment, Food and Agriculture.

10.4 Where there are children with disabilities the Forest School environment must be able to accommodate this safely.

10.5 All children attending the Forest School must have access to the facilities, activities and play opportunities provided and are supported by appropriate staffing levels.

10.6 The registered person must consult with parents and other agencies, as appropriate, about the need for any specific equipment for the children attending.

**Standard 11 - Behaviour**

**Outcome:**
Adults caring for children in the provision must be able to manage a wide range of children’s behaviour.

**Supporting criteria**

11.1 The registered person must create an environment that encourages good behaviour.

11.2 Adult handling of behaviour must be consistent and developmentally appropriate, respecting individual children’s level of understanding and maturity.

11.3 Physical punishments, or the threat of them, must not be used.

11.4 Adults must not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Any incident must be recorded and the parent informed of the incident on the day.

11.5 Staff must be supported by clear policies/procedures and guidelines when managing negative behaviour. Parents or responsible persons must be involved with the service in setting a behaviour management plan for their child. The service must able to access expert advice if ordinary strategies are not effective with a particular child.

**Standard 12 - Working in partnership with parents**

**Outcome:**
The registered person and staff must work in partnership with parents to meet the needs of the children.

**Supporting criteria**

12.1 Information must be given to parents prior to a child starting at the setting which must include:

- The Statement of Purpose as required by the Regulation of Care Regulations that includes the information specified in Schedule 3.
The role of parents, including (if appropriate) their involvement in their child’s learning and any expectations that parents participate on the management committee or as volunteers.

Details of policies and procedures which are available to parents.

A written complaints procedure that must include the address and telephone number of the Registration & Inspection Unit.

Detailed information and guidance about the activities provided at the Forest School.

Information regarding the services responsibility under the Isle of Man Safeguarding Children Procedures.

12.2 There must be a written record to show that parents have read and agreed to the above information.

12.3 Parents and children must be given clothing and footwear advice for the seasons and variations in weather at other times.

12.4 There must be a system in place for the regular exchange of information between parents and staff members. Parents must be able to share information and their views and concerns are respected and acknowledged. Appropriate and prompt action must be taken on any concerns raised and a record of all complaints is maintained.

12.5 Staff must be aware of the need to maintain privacy and confidentiality.

12.6 Parents must have access to all written records about their children and the service must regularly liaise with parents to ensure that records contain up to date information about their child.

12.7 Regular information must be provided about all activities and the risk assessments in place.

12.8 There must be a signed Forest School contract between parents and the provider. that includes written permission for the activities provided and the expectations of both parties.

### Standard 13 - Safeguarding Children

**Outcome:**
The protection of the child must be the registered person’s first priority and they must ensure all staff members comply with the safeguarding procedures approved by the Isle of Man Safeguarding Children’s Board.

**Supporting criteria**

13.1 The registered person must have an awareness of the Isle of Man Safeguarding Children Policy and Procedures. They must ensure that all staff have read these, understand them and are knowledgeable about them and have easy access to them. [http://www.isleofmanscb.im/](http://www.isleofmanscb.im/)

13.2 The registered person must ensure that all staff attend the full Safeguarding Children training to ensure they are aware of possible signs and symptoms of children at risk; and are aware of their responsibility to report, without delay, concerns to police or
social services in accordance with the Safeguarding Children’s Board procedures; and to keep concerns confidential.

13.3 Refresher training must be provided, as a minimum, every 3 years. An on-line option can be taken up once the full safeguarding course has been attended.

13.4 There must be a designated member of staff responsible for liaison with the Safeguarding Children’s Board and with the Registration & Inspection Unit in any child safeguarding situation. In the absence of this member of staff there must be a formal scheme of delegation for other staff to take on this role.

13.5 Under NARRATES if a child has a complex need the registered person, usually with parents’ permission, must give appropriate information to referring agencies.

13.6 There must be procedures in place regarding supervision of children when away from the main areas of activity, such as in the toilet area.

13.7 Professional boundaries must be maintained and staff precluded from developing ‘special relationships’ with any individual child and/or their families.

13.8 Children must only be released from the Forest School to persons authorised to collect the child.

13.9 Due diligence must be maintained to prevent unauthorised access to children from members of the public.

13.10 All records relating to safeguarding concerns and actions must be transferred to the DHSC’s child protection/safeguarding team when the child leaves the service.

**Standard 14 - Documentation**

**Outcome:**
Robust records, policies and procedures and guidance which are required for the efficient and safe management of the provision must be in place and maintained.

**Supporting criteria**

14.1 The registered person must develop and keep under review a Statement of Purpose and operational plan which must be available to parents. The Statement of Purpose must meet the requirements of the Regulation of Care (Registration) Regulations 2013; Schedule 3. The operational plan must include how staff will be deployed within the provision, how and what activities will be provided and how the continuing training needs of staff will be met.

14.2 There must be a Health and Safety Policy which is clear and meets the Health and Safety at Work Act; not only protecting those who are employed but also provides an appropriate level of health & safety protection for children, volunteers and any member of the general public who might be affected by the activities.

14.3 Individual records of each child must contain:

- their full name and address;
• their date of birth;
• their photograph;
• contacts in the case of an emergency.
• GP contact;
• authorisation for outings and travel in vehicles and other appropriate permissions and parental consents;
• details of who will collect the child, including photographs where appropriate;
• any known medical conditions;
• any dietary requirements and preferences;
• any social, emotional and/or behavioural needs;
• first language/any additional languages spoken;
• any other cultural needs;
• permission to seek emergency medical advice and treatment.

14.4 Records must be kept of all matters affecting children attending the Forest School, including:

• any accidents and/or incidents;
• any exclusions as a result of an infectious disease;
• any medication being administered;
• any child safeguarding concern and any subsequent multi-agency meetings;
• any concerns or complaints raised; including the action taken;
• any behavioural issues/concerns.

14.5 There must be an accurate system of recording each staff member and child’s attendance at the Forest School. The arrival and departure times must be included as well as the child’s date of birth. In addition there must be recorded checks on numbers, in and out, each time a group splits for an activity.

14.6 Records relating to individual children must be shared with the child’s parent/s and regular reviews of information are carried out with parents and records amended accordingly.

14.7 In relation to the processing/holding of information whether in hard copy, on computer and/or other electronic methods, the requirements of the Data Protection Act 2002 must be met.

14.8 All confidential information and records required under conditions of registration must be kept in a secure area and be available for inspection. Storage arrangements must be approved by the Registration and Inspection Unit prior to use.

14.9 The Department’s Registration & Inspection Unit must be informed at the earliest opportunity of those matters required to be notified under the Regulation of Care Act (Care Services) Regulations 2013:

• Regulation 10 - Requirement to notify DHSC of death, illness and other events. (see definitions)

• Regulation 11 - Notification of absence of responsible person or registered manager.

• Regulation 12 - Notification of change of purpose.

14.10 There must be written agreements in place with the landowner which set out the responsibilities of each party and the terms of agreement must not prevent the service
being operated in accordance with the Regulation of Care Act 2013, the Care Services Regulations 2013 and these standards.

14.11 Appropriate Forest School public liability and employer liability insurance must be in place. Any conditions set by the insurance company must be made available to parents and strictly adhered to at all times. The insurance must also cover any circumstance of a child/children suffering harm whilst being looked after at the service and will include allegations being made against a member of staff.

14.12 Records relating to individual children must be retained for 10 years after the children have left the service (see standard 13.10 for records relating to safeguarding).

14.13 The registered person must set up and keep under regular review in line with current legislation/guidance, policies and procedures required for the operation of the service. These must include:

- Safeguarding Children policy and statement which includes:
  - The provider’s commitment to the safeguarding of children.
  - The service provider’s commitment to encouraging ‘whistle blowing’ without the fear of alienation.
  - Staff responsibilities with regard to the reporting of suspected child abuse or neglect, including informing parents where appropriate.
  - Contact and telephone numbers for the local police and social services.
  - Procedures to be followed in the event of an allegation being made against a member of staff or volunteer.
  - Procedures to be followed in the event of an allegation being made against a registered person.
  - Environmental policy and impact assessment – see appendix for an example of items that must be included:
    - Confidentiality.
    - Behaviour management.
    - Exclusion of children who are infectious (which meets guidance issued by Public Health and includes a procedure for contacting parents).
    - The safe arrival and departure of children.
    - What to do in the event of a child going missing.
    - What to do in the event of a parent failing to collect a child.
    - Complaints procedure.
    - Additional needs.
    - Equal opportunities.
    - Induction and training.
    - Health and safety.
    - Fire activity safety.
    - Medicine administration (understood by all staff and discussed with parents).
    - Parents access to records.
    - Intimate & personal care.
    - Hazardous plants and fungi.
    - Whistle blowing.
    - Weather & clothing.
    - Care, Learning and Play Policy.
    - No smoking.
    - General site safety.
    - Tools – safe use and storage.
    - Bullying.
Disciplinary procedure. 
Records (including retention).

14.15 There must be a written emergency and serious incident procedure, which includes:

- Securing the safety of the whole group from further danger.
- Duties of the First Aider.
- Contact with the emergency services.
- Informing next of kin.
- Informing the Registration & Inspection Unit.
- Completing an incident report.

14.16 A record must be maintained, signed by the parent, of any incidents concerning an individual child and appropriate measures taken to prevent a recurrence.

**Staff Records**

14.17 Accessible individual records must be kept containing the name and address of the staff members or volunteers and which retain information about recruitment, training and qualifications. The records must be available for inspection at all times.

- All staff must have induction training which includes health and safety and child safeguarding/protection policies and procedures in their first week of employment. The total period of induction must be a minimum of 4 weeks, will be recorded and be part of the employee’s on-going training programme.

- All staff members must receive regular one to one supervisions and take part in regular team meetings. Written records of these meetings must be taken.

- Staff must notify their employer of any new criminal offence they may have committed, including motoring offences.

- An immediate investigation must be undertaken on any allegations or incidents of misconduct and appropriate disciplinary action taken as necessary.

- A record must be kept of all disciplinary incidents and details entered in the personal file of the member of staff concerned.

- All staff must have a contract of employment that clearly outlines their roles and responsibilities and has been agreed and signed by both parties.
- Volunteers must be given full information and guidance on their roles and responsibilities, including their involvement in the children’s learning. A signed acknowledgement/agreement must be in place.

14.18 Employers must refer someone to the Disclosure and Barring Service if they:

- dismissed because they harmed a child or adult;
- dismissed or removed from working in a regulated activity because they may have harmed a child or adult otherwise;
- or were planning to dismiss them for either of these reasons, but the person resigned first.

**N.B It is against the law for employers to employ someone or allow them to volunteer for working with children if it is known they are on the barred lists.**
Appendix

Environmental Policy & Impact Assessment

It is important that staff and children develop a high level of respect for the natural world and take care to minimise the impact activities may have on the environment. The table below identifies the impact of particular activities and how the impact can be mitigated.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Impact</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collecting Wood</td>
<td>Dead wood is important to woodland ecology as it has numerous uses. It can be a home for mini beasts and a bed for fungi.</td>
<td>Limit the frequency of fires and evaluate the amount of dry, dead wood before lighting a fire. Collect only the minimum amount required. Reserve specific areas for dead wood conservation.</td>
</tr>
<tr>
<td>Fires</td>
<td>Changes in soil chemistry can lead to increases in PH levels, carbon, phosphorous etc. which can be harmful to some plants. Other essential nutrients can also be depleted. Fires can travel underground to roots even after they appear to have been extinguished.</td>
<td>Designate fixed locations for fires on parts of the site that aren’t particularly ecologically interesting or unique. Where possible dispose of ash in patches of nettles. Ensure that all fires are extinguished before leaving the site. Consider using a fire wok to contain fire.</td>
</tr>
<tr>
<td>Cooking</td>
<td>Food waste may attract animals to the site or increase numbers of certain species. This could lead to adverse changes.</td>
<td>Inform participants of these impacts and provide a container to be taken away for food waste or find an ecologically sound place for disposal.</td>
</tr>
<tr>
<td>Tree Climbing, Shelter Building &amp; Swings</td>
<td>Damage to trees.</td>
<td>Restrict these activities to suitable trees that will tolerate them.</td>
</tr>
<tr>
<td>Collecting Natural Materials</td>
<td>There can be damage to plants and some plants are far more sensitive than others to losing their leaves or flowers. The different seasons also affect this.</td>
<td>Inform the participants which plants are best to pick, if any. Ensure that leaves or flowers are taken from fallen parts if possible. Limit the frequency of this type of activity and leave plants unpicked where this is not necessary.</td>
</tr>
<tr>
<td>Toilet Use</td>
<td>Wet wipes contain plastic.</td>
<td>Burying faeces and tissue ensures they biodegrade. Either buy biodegradable wipes, refrain from using them, or dispose of them in a bag to be taken away. Designated toilet area to be at least 20 metres from a waterway.</td>
</tr>
<tr>
<td>Human Waste entering waterways</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>