

STATEMENT OF PURPOSE CHILDREN AND FAMILIES

Section 1: About the provider (Contact Information)

Service Provider	Forest School
Address of service provider	Melrose, Skenfrith, Monmouthshire NP7 8UH
Legal entity	Individual
Responsible Individual	Rose (Lottie) Jones
Person in Charge	Rose (Lottie) Jones
Name of Service	Weir Holm Adventures
Address of service	Melrose, Skenfrith, Monmouthshire NP7 8UH
Contact Details	Rose (Lottie) Jones 28 Snowberry Walk St George Bristol BS5 7DG 07956338010 rosecharlotte@hotmail.com

Section 2: Not Applicable

Section 3: Details of pets or other animals on the premises

If you have any pets or other animals on the premises you should record the details here, for example:

- what type of animal(s)
- are their vaccinations up to date
- where will they be kept
- how will you ensure the children are kept safe from any pets/ animals while in your care

Blodwyn female dog (Bedlington, Whippet Cross) will join the sessions only after having written agreement from the parents. If any parents object, then she will not join the sessions.

Children will learn the principles of good pet ownership and be taught how to handle dogs safely and responsibly. Blodwyn is a calming and non-judgemental presence, a source of comfort for some children.

Lottie (Owner) purchased her as a puppy and met both parents, they are very kind, friendly and well socialised dogs. Lottie will have the right insurance to allow dogs on the premises.

There are no diseases that could be caught from Blodwyn as she will be kept up to date with immunisations including rabies, and worming treatment as in line with vet guidelines. Lottie and other staff will make sure to pick up Blodwyn's excrement and dispose of them off properly and off site. Making sure to check the site for any that have gone unnoticed.

I will keep an up to date risk assessment of Blodwyn, reviewing annually and the impact of a holiday club dog will be evaluated, involving the children in this evaluation.

Blodwyn will be on a lead for the start and end of the sessions (when we pick up and drop off the children). This will include keeping her on a lead in a separate area when food is present.

Children will be encouraged to treat all animals with respect and will learn how to handle them correctly.

Children will wash their hands after any contact with the dog.

They will be taught that if they don't know an animal they must not stroke it as not all animals are friendly, and they must always ask first.

They will also be taught how to stand if approached by an unknown dog.

The children are made aware of Blodwyn's presence and advised not to approach him if not comfortable with dogs.

All equipment used by the children is kept away from the dog and appropriate steps are taken to accommodate children who may have an allergy

We are looking to get honey bees on the land in the future.

I will follow any regulations that schools currently have in place for keeping bee's.

Ensuring that hives are properly sited away from busy play areas. Ensuring that flight path is not over any footpaths, well used areas.

Designate a lead beekeeper.

Join the local Beekeepers Association to obtain advice and training.

Emergency Procedures in place for anaphylactic shock following bee sting.

Ensure public liability insurer is notified in writing about beekeeping activities.

Section 4: Aims and Objectives of the service:

You should state what the aims and objectives of your service are and how you intend to achieve them, for example:

- supporting children to achieve the best possible outcomes through care, learning and play
- supporting children to feel valued, safe, healthy and confident
- ensuring the quality of care you offer is continuously improving and that children and parents / carer's voices are heard

Weir Holm aims to provide a high-level forest school experience to participants from well trained staff that are continually improving their practice, by doing this we aim to give learners a full and tailored experience allowing them to:

- Develop sound self-esteem
- Develop a connection and understanding with the natural world
- Improve communication and team building skills
- Develop a sense of achievement
- Increase states of wellbeing
- Improve rational problem solving, feeling more confident in challenging situations
- Express feelings and emotions more easily
- Feel comfortable in nature
- Increase personal awareness and become more risk aware
- Develop creative thinking

Weir Holm aims to create a space that is fun, safe and comfortable where participants can learn at their own pace. A space that creates resilient and creative learners with a deeper awareness, respect, responsibility and affinity for the natural world and all beings that inhabit it.

We will also aim to provide adequate training and support to ensure all staff, helper's and volunteers are confident and competent when following the policies and procedures we have set out in our Handbook. We (Weir Holm Adventures) will review our health and safety policy every six months.

The site is 15 acres of predominantly meadow and pasture land with small patches of woodland on the peripheries bordered by a river. Sessions will take place in various places throughout the site all of which are wild and natural. Our aim is that, although the initial sessions are offered as a holiday club, that participants will build a relationship with each other and the site and wish to return for future sessions in different seasons and annually.

The framework of plan, do, review will be implemented as we go and each day will be reflected upon before planning the next. The Participant Enrolment form should help us to establish some of the physical and behavioral boundaries of the participants as well as helping us to pre-establish some of their existing areas of skill or interest. Obviously, many of these things will also be observed on the initial session. We would like to meet the children where they are and provide them with exciting, insightful and above all, fun sessions.

As mentioned the site has a variety of habitats, from woodland, wildflower meadow, fallen trees, tall grass to river access, with views of hills all around. We believe the space to be incredibly inspirational with a great diversity of flora and fauna to help excite the imagination and build the learners relationship with their surroundings. There are plenty of opportunities for exploration and discovery. We hope that this variety offers us options to meet the needs of our participants and their program. All of the loose parts for play and craft come from the site, including clay, hazel and plants for natural dyes. We feel this is really important to help keep

Section 5: Details about the children for whom care is provided

This section should include details about:

- The maximum number of children you wish to care for at any one time
- The ages of the children you wish to care for
- The sex of children you wish to care for

- We would like to provide regular services for children aged 6- 12 years and children aged 12- 16 years
- The maximum number of children would be 12 per group
- Primary, secondary and home educated children
- Children at risk from exclusion
- Children with additional needs
- Children suffering with their mental health
- We would also like to provide sessions for organisations, charities, and schools. Including Bridges charity, Monmouth who provide sessions for children with additional needs
- Males and Females

Section 6: Range of needs of relevant children to be met

You need to describe:

- The range of needs your service is able to meet
- How you will try to meet those individual needs and abilities through the promotion of equality and diversity
- How you will ensure all children and their families are treated with respect
- How you will track children's progress and consult parents
- Any experience you may have of caring for children with additional needs

Weir Holm Adventures are committed to equal opportunity for all and we wish to provide an environment in which people feel equally valued. Our policies help to ensure that we promote the individuality of all, irrespective of ethnicity, attainment, age, disability, gender or background.

When planning a visit, information is requested from guardians about any participants with access or medical requirements so they can be fully included in the programme. We will adapt activities to ensure that everyone can participate.

We will provide a multi-cultural programme of activities for children which reflects the broad diversity of cultures, languages and celebrations of people in our society. All children will be encouraged to take part in all activities on offer.

We believe that all children have the right to play and the responsibility to look after ourselves and each other. We will include everyone in play and provide for individual access needs.

Behaviour:

Everyone, including the staff, volunteers and participants, have a responsibility to protect their own and other group members' health, safety and well being.

They should inform Weir Holm staff if anybody's actions are likely to jeopardise the safety or comfort of others:

We aim to promote:

Self-esteem

Self-awareness of personal abilities and limitations

Respect and care for oneself, other people and the natural environment

Co-operation and non-violent communication

We believe that the most effective way of achieving our aims is to encourage and praise children's positive behaviour.

Anti Bullying:

Weir Holm Adventures have a duty of care towards all children who attend and we take this duty very seriously. We wish to support children's development in ways that will foster security, confidence and independence. The prevention of bullying (whether physical, verbal, social or emotional) is a central principle of this and as such forms an intrinsic part of all aspects of the club.

De-escalation:

Section 7: Languages used

Languages that are used at the service: Include:

- Main language used
- Any incidental language used

English will be the main language used
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Section 8:

Include information about:

- The service opening hours (including the days and times that you are open).
- The procedure for collecting children from the service and what will happen if parents are late / unable to collect their child.

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| <ul style="list-style-type: none">- Our service will be open from 10am till 3pm- It is a holiday club that will run on different days in the week- All forest school participants will be registered by a member of staff on arrival- Only the person/s marked on the registration will be allowed to collect that young person unless otherwise indicated by a responsible adult.- The staff leader will ensure the correct adult picks up their young person.- Uncollected children will remain at the site until a parent/ carer can be contacted. |
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Section 9:

In this section, the information should be about childcare & play staff OR any child minding assistants. For example, you need to include:

- details about any child minding assistants including their duties and responsibilities
 - confirmation if you intend to provide a placement for any apprenticeships / students / volunteers
- confirmation that your staff are suitably qualified and experienced to care for children up to the age of 12 years
- information about the adult to child ratio relevant to your service (as noted in the National Minimum Standards for Reg

- All staff members are fully qualified Level 3 forest school leaders

- All staff, helpers and volunteers have up to date DBS checks

. They must declare all convictions/ cautions incurred since DBS disclosure that may affect their suitability with children.

- At least one member of staff on duty is ITC outdoor First Aid Trained / Fire Safety, Child Protection and Food Hygiene trained.

- In the event of emergency all staff and adults present will be involved in managing safety

- Two references will be required prior to appointment for all new staff, helpers and volunteers.

Lottie (Manager) is a Level 3 Forest School Leader and has been practicing Forest School for 7 years. Lottie is Outdoor First Aid Trained. She is also a Level 3 in Safeguarding training and holds an up to date Food Hygiene certificate. She will be coordinating session times and liaising with participants and their parents/ guardians. Lottie is in charge of legal documents and legislation.

In the event of emergency Lottie will be in charge of helping to decide the severity of the situation and liaising with emergency services and guardians to arrange the next action required.

The following minimum adult ratios will ensure appropriate support and supervision of vulnerable groups at all times:

- 1 adult to 6 children

- Suitable levels of support should be determined in advance depending on the types of activity and needs of the group for example tool use

Yes I intend to provide a placement for any apprenticeships/ students/ volunteers

Section 10- Full details of provision including:

- Facilities available – Describe indoor and outdoor areas, toys and play equipment that will be available to the children.
- Services offered – Describe the type of service that you are offering, e.g. meals and snacks, pick up / drop off services to local schools, half day, full day or after school care etc.
- Activities offered – Describe the play and learning activities that will be offered to children and how these will be regularly reviewed.
- Routines – Include an example of a daily routine

The site is 15 acres of predominantly meadow and pasture land with small patches of woodlands on the peripheries bordered by a river. We have planted a Hazel and Sweet Chestnut Coppice. We have planted around 600 young saplings throughout the meadow. We have a willow dome and garden beds for vegetable growing. Sessions will take place in various places throughout the site.

There are three agricultural barns:

1) One is the staff room, kitchen area and store room. The door to this room is closed during sessions and out of bounds to young people. It is locked out of sessions. In here we store:

- Our handbook with our policies and procedures
- Emergency contacts for the children
- Emergency procedures
- All important documents
- First Aid Kit
- PPE
- Tools and equipment
- Cooking equipment
- Sink with running water
- Food areas
- Spare clothing

2) The second barn is our Woodworking zone

In here we store:

- Benches for woodwork
- Wood stores
- Designated area for whittling
- First Aid Kit
- Shave horse and Saw horse
- Chopping blocks

3) The third barn is our Classroom and Arts and Craft Area

Section 11: Terms and Conditions

In this section, you need to write a summary of your terms and conditions. This could include:

- Fees
- Holiday arrangements
- Sickness / Illness arrangements
- Admissions / Settling in arrangements
- A brief description about the contract between you and the parents / carers

Fees:

- £30 per session
- Sibling discount of £28 per session
- 2nd/ 3rd sibling discount of £26 per session
- Block of 3 sessions £80

Booking and cancellation policy:

Cancellation of bookings by Weir Holm Adventures (WHA):

- If there are not enough bookings for the event to be viable by 14 days before the start date WHA will cancel or re- schedule the event and notify by phone or email and refund payments unless an alternative date can be scheduled.

WHA cancelation on the day:

- If we have to cancel prior to the day starting (due to bad weather or illness), we will send texts to all parents/ guardians first. We will follow up with phone calls if necessary.
- If we have to cancel midway through the day, we will make calls as above. Any participants not collected, will be cared for and we will seek alternative arrangements (away from site if we have to leave) until the participants can be collected.
- We cannot make refunds based on weather changes. We will refund if no staff cover is available on the day (due to emergency).

Client cancellation of a booking:

- All deposits are a minimum of 50%

Full payment is due two weeks before the start of your scheduled booking date.

- If you cancel the booking:

more than 28 days before the start date you will receive your full amount paid.

Less than 28 days loss of deposit

- No refund will be given if a booking is cancelled within 7 days of your scheduled booking date.

Booking Form:

Section 12: Dealing with complaints

In this section, you need to:

- Explain briefly how you will deal with complaints verbally and in writing including, information about how to contact the CIW must be included, i.e. address, telephone number and / or email address.

It is not sufficient just to refer to your Complaints Policy and Procedure; you must include a summary of the details as noted above.

- If you have a complaint about something or somebody in the setting you should approach the person in charge (or deputy where appropriate) and request a mutually convenient time to discuss the concerns.
- If the matter cannot be resolved satisfactorily through the discussion with the person in charge, then a formal complaint may be made.
- Formal complaints need to be put in writing using the 'Weir Holm Adventures' Concerns and Complaints and send to the setting lead practitioner (Lottie)
- CIW will be informed by the setting that a formal complaint has been made against the setting or member of staff.
- When a formal complaint is submitted, the setting will send a written reply to the sender of the complaint acknowledging the complaint, indicating how and when the complaint will be addressed.
- The setting will keep the person who made the complaint informed about any actions taken concerning the complaint.
- You have 28 days to write and respond to the complaint.
- When the formal complaint has been fully investigated, and this might mean confidential interviews with other staff or parents where necessary, the setting lead practitioner (Lottie) will ensure that the person who made the complaint is informed, in writing, of the outcome.
- If the person who made the complaint is not satisfied with the outcome the complaint can be referred to CIW to investigate.

CIW details:

Telephone: 0300 7900 126

Email: ciw@gov.wales

Address: Welsh Government Office, Sarn Mynach, Llandudno Junction, LL31 9RZ

Section 13: Dealing with Emergencies

In this section, include for example:

- A summary of the fire evacuation procedure
- Accident or medical emergency

It is not sufficient just to refer to your Accident & Emergency Policy and Procedure; you must include a summary of the details as noted above.

Weir Holm Adventures is an outdoor setting.

. **Fire Procedure:**

- The Forest School leader will explain the importance of using dead wood for fires.
- Fires will only be lit in designated areas or in a fire wok.
- The fires will only be lit under direct supervision of a trained Forest School Leader using the appropriate materials and equipment.
- Before the participants begin they will be given clear guidelines on how to behave and move around when the fire is lit.
- Children will only be invited into the fire circle for specific activities such as cooking and only up to 4 children at a time will be allowed inside the fire circle.
- A lit fire will be supervised by an adult at all times.
- Safety equipment such as heat- proof gloves, a fire blower, a burns kit and water will be kept within close range of fires.
- Weather conditions will be monitored. If very windy or too dry suitable precautions will be taken against fire spreading.
- All fires shall be fully extinguished and all traces removed at the end of a session, except where the landowner has agreed that a designated fire pit may be used repeatedly.
- A designated area will be established where all staff and children will congregate in the event of a fire that loses control, this will be away from the barn area and away from the long meadow grasses.
- The staff will remind the children of the area and practice false fire scenarios.
- The staff will remain calm and make sure all the children are accounted for and are safely in the designated area.

