



“Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual. The golden thread running through our vision is the mental health and wellbeing of our school community. By creating a safe, supportive and relational environment for all, we enable our children to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.”

## Spring Forest Pond Safety Procedure



The use of the pond, aids in the development of children’s learning about bodies of water, puddles, animal habitat and flora. It is important that the pond is maintained and everyone knows how to be safe around it.

### Safety

For access to the pond, go through the first gate ahead of you walking along EYFS classroom and outdoor provision area. Walk across the paved area leading to another gate onto the playing field. Left after the gate and ahead to the right. Pond area is next to EYFS forest area.

The Forest School Leader (FSL) and staff will give a safety talk before they enter the pond area.

The pond is fenced off and the gate is padlocked and is only opened when groups want to learn in that area.

A raised decking area for observation has been built at one end of the pond. Children and staff will observe from this area as it is roped off for safety measures. A member of staff or Forest School Leader will always supervise. Children and staff must stay on the decking at all times.

As the pond is a new addition to Spring Forest, grass seeds have been sown, a berry tree has been planted and meadow grass is growing. We want to conserve this area and protect it as we want to introduce pond life and attract ducks.

There is a shallow end of the pond so that animals such as hedgehogs can enter and leave the pond without getting stuck, removing the risk of drowning.

### Preparing Spring Forest Pond for a Session

It is the role of the Forest School Leader (FSL) to do a risk assessment, designating and creating a safe environment for the children to visit. This will include providing a safe, trip free environment so special attention should be given to removing any trip hazards. Remove any animal droppings.

The Forest School Leader will ensure that the decking is safe enough to walk on. If it is wet and slippery or icy the area will stay closed.

Volunteers/assistants will be briefed on how to supervise correctly prior to the session.

The Forest School Leader will ensure that there is a fully stocked first aid kit and telephone available for use in an emergency and at least one currently qualified Paediatric First Aid member of staff is on site throughout the session.

### During Sessions Using the Pond

Using the pond should only occur under the guidance of a qualified Forest School Leader, Teacher or Support Staff.

The Forest School Leader will give a talk - explaining how to use the area safely and respectfully.

If children are causing a safety risk to themselves or others - either through their behaviour - the Forest School Leader may pause and re-teach or discontinue the session.

EYFS -1:1 staff:child ratio to enter the pond area. Once the children are confident enough and know the safety rules then ratio can go to 1:3.

Key Stage 1 and lower Key Stage 2 - 1:6 staff:child ratio

Upper Key Stage 2 - 1:4 staff (We need enough space on decking to work and observe)

Pond Equipment will be counted out.

Pupils will use the following apparatus:

- Bug Containers - Children can explore using bug containers or a bowl with some water from the pond. Staff can collect water from the decking area and children can

pour pond water into the container. Depending on the age and maturity of the child they can do it.

- Long handled nets - Modelled by Forest School Leader/volunteer will skim the pond surface to collect any insects to observe. Children can do this either knelt down or stood with an adult.
- Key - Children can use a key to identify the insects.

### After the Session

All equipment will be counted back in.

The Forest School Leader/ Teacher/ Support staff will lead all children out of the area.

The gate must be locked by staff.

Group will leave through the nearest gate into Spring Forest and walk across the paved area alongside the large shed and out the next gate.

All equipment will be locked up in storage or passed onto Forest School Leader to put away.