

Hawthorns Farm & Outdoor Centre Handbook



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Important Information:

Where are we?

We are based at:

The Hawthorns

Backwell Hill

Bristol

BS48 3EJ

Who are we?

We are Robert Morris and Lucinda Bickerstaffe, we are the private owners of a 33-acre farm, which is across 3 sites with a small 2-acre coniferous woodland in Backwell, Bristol close to Bristol Airport.

Our Site?

Our Grid Reference Number is: ST49856 67652

Our Livestock Holding Number is: 346930263

What3Words location of entrance: ///legs.undercuts.triathlon

There is no public access to the farm, except by prior appointment.

Vehicular Access is limited to two vehicles on site in private parking areas.

What can you expect to see at the Farm?

From Flora and Fauna to Animals there is a lot to explore at Hawthorns. Our Flora and Fauna includes Ash; Hornbeam; Douglas Fir; Hazel; Holly; Hawthorn; Sycamore and an interesting and broad diversity of fields, ground plants and herbs.

We have a number of 'common' wild animals, and we often see Buzzards; Ravens; Badgers; Deer; Wood Mice; Rabbits and Squirrels. We have two wildlife ponds, and we are situated next to 100 acres of public access woodland.

How can learners access The Farm?

We are currently a part of the offer of MIAG Limited and therefore learners must be on roll with MIAG to access The Farm as part of their bespoke curriculum. Learners must be aged 11-16 to access The Farm. MIAG also has a Forest School for younger learners.

Why do learners access The Farm?

We know, and research tells us that for some learners a standard mainstream curriculum is not fully accessible to meet their individual, often complex needs and for a range of reasons they have become disaffected with the mainstream environment.

Research also tells us that learners with Special Educational Needs and/or Disability (SEND) experience success when their needs are met through a range of bespoke educational activities, and The Farm provides an outdoor learning experience in keeping with the principles of a traditional Forest School, plus much more.

There are six principles of a Forest School:









- ✚ It is a long-term process
- ✚ Takes place in a natural environment
- ✚ Aims to promote holistic development
- ✚ Offers learners the opportunity to take supported risks
- ✚ Is practitioner led
- ✚ Uses a range of learner-centred processes to create a community for being, development & learning



What is the Curriculum Offer at The Farm?




Learners must be aged 11-16 years old to access the Farm, this means that they will be in Key Stage 3 or Key Stage 4.

Key Stage 3 learners will have the opportunity to undertake a range of enrichment activities at The Farm, which will include:

-  Planting and growing Vegetables
-  Bushcraft
-  Foraging
-  Using Natural Resources
-  Fence building/repairing
-  Cooking
-  Shelter building
-  Feeding and caring for small animals

This list is not exhaustive, and learning experiences are designed in line with the learner's interests and needs. All of our activities fulfil the requirements of the Forest School ethos and raise self-awareness, encourage respect, support, and co-operation.

Our learners who attend The Farm in Key Stage 4 have the opportunity to gain a National Open College Network (NOCN) qualification at Entry Level 3 in:








-  Horticulture
-  Animal Care
-  Production

This is in addition to functional skills, which is a requirement that is built into their bespoke curriculum and packages of support.

What does a typical day at The Farm look like for learners?

Whilst we recognise that each learner is unique and has their individual needs, The Farm is a working environment, and it is therefore important to have a structured plan in place.

A typical day at The Farm would look like this:

-  All risk assessments to be completed prior to start of the day by Farm Manager
-  Learners collected by Farm Manager or designated staff member
-  Arrive at the farm, and start the day with a briefing and check in
-  Tasks for the day are outlined to learners, including any safety risks that they may need to be aware of depending on the nature of the task
-  Tasks are carried out as per the daily schedules
-  At the end of the session learners and staff come together to reflect on the positives of the day
-  Learners are returned home by Farm Manager or designated staff member

Group Organisation and Assessment of Incidents

All adults and learners will be informed of the **coo-wee** technique of getting the learners attention.

Upon hearing the **coo-wee** the learners stop what they are doing to listen and await instructions. If there is a problem, they calmly walk together over to the fire circle.

Upon hearing **coo-wee** ' the learners stop what they are doing and calmly respond, **coo-wee** I'm over here.' Check if there is a problem, and if there is, the learners leave everything and walk calmly together to the fire circle.

In case of incident: the leader/first aider will go to the incident whilst the assistant plays circle games with the learners in the fire circle area only. They will continue to do so until they receive instructions from the leader.

Minor Injury:

First aider to attend to injury as necessary, then complete accident log sheet and an accident form to pass on to the learner's parent at the end of the session.

If the situation is not deemed to be serious then reassurance can be given to the learner, or first aid can be applied at the scene. During this time, the assistant can explain to the rest of the group what has happened.

If it is safe to do so, under the supervision of the assistant, the learners can continue their activities.

Major Injury:

All adults should assess the situation before attempting recovery

The first aider will administer first aid whilst the assistant calls 999, and then the learner's parents. The assistant can then call the main office to inform them that an ambulance has been called to the relevant site area.

The first aider will apply immediate emergency care and keep the learner calm and warm until the ambulance arrives. The assistant will call the register and end the session, collecting in any sharp tools and knives.

A written report of the incident will later be completed.

Missing Learner:

One adult calls the register and holds the learners at base camp. They can ring the main office or one of the numbers below to inform them that a learner is missing from the site.

Another adult uses the COO-WEE' routine to try to locate the learner. The adult carries out a search of the immediate site to confirm that the learner is not present.

If the learner has not been found within 20 minutes, call the police and contact the learner's parent/carer.

Stranger Danger:

If a stranger is seen on site, call the learners back to the central circle and take the register.

Alert all adults on site so that they are available to support immediately.

If deemed as an immediate threat to life or property call 999 and then alert the main office.

Ask the stranger to leave the site if it is safe to do so outlining why you are requesting this and inform them that they are trespassing. Remind them that trespassing is a criminal offence and that this will be reported to the Police.

Keep the learners under close supervision until the situation has been dealt with.

In case of an emergency requiring 1 member of staff to leave the site, the session will end, and the learners will be returned to the meeting point. Stay with the learners until they have all been collected by parents/carers.

The information needed for the emergency services is:

Address:	The Bungalow Backwell Hill Bristol BS48 3EJ
Leaders Phone Number:	07512 623423
Grid Ref:	ST49856 67652
What3words:	///legs.undercuts.triathlon
Main Office Number:	0333 220 3429
Chief Operating Officer Number:	07777 124374

Fire Policy

The Fire policy is to be used in conjunction with the fire lighting guidelines and fire risk assessment.

Fires to be lit only in the designated fire pits or on woodland paths. The seating circles **must** be two meters away from the inner fire pit.

Engage the group and discuss why we use fires (cooking, warmth etc.) and give the fire a purpose (as a tool and not a toy).

Demonstrate to the group the stop, drop and roll procedure.

Fire sessions will only be carried out once the leader has assessed the group's understanding of fires and fire safety, as highlighted below. This knowledge will be accumulated over the course of a few weeks of 'fire training'.

A bucket of clean water will always be made available for immersion of major burns (minimum 5 minutes). 250l of clean water will be kept at fire site

In the event of fire, remove the learners from the area to the designated fire meeting point (car park next to green cabin).

Attempt to extinguish the fire only if safe to do so. Call 999 if necessary.


The Fire Marshall is: Rob Morris

First Aid

Accidents will be dealt with by the leader and recorded in both The Farm accident book and the site accident book.

A bucket of clean water will always be made available for immersion of major burns (minimum 5 minutes). 250l of clean water kept at fire site

Safety equipment needed:

-  First Aid kit
-  Cling Film
-  Clean Water
-  Water Buckets
-  Fire Blanket
-  Fire Extinguisher
-  Burns Kit
-  Eye Wash
-  Anaphylaxis Kit

Our First Aiders are: Rob Morris

Health and Safety

During sessions at The Farm, some activities may be considered higher risk than normal for the learners involved. Prior to these sessions, the leader will consider not only the risks involved in each activity but the potential benefits too. The leader will seek to minimize risk by following appropriate rules and procedures and conducting risk assessments for activities using tools, fires etc.

Mr Robert Morris is a qualified Forest School Leader, with relevant training and an up-to-date enhanced DBS check. He is also first aid trained.

The Forest School site in the private wooded area of MIAG forest School must always be safe and Mr Robert Morris will ensure that the site is thoroughly checked and prepared before the learners enter it. He will seek to identify significant hazards and take precautions are taken to reduce any risk to a safe level where necessary. The Forest School site has been checked for emergency services access, toilet access and mobile phone coverage. All staff involved will have access to all policies and procedures and will be adequately familiarized with them before the Forest School sessions begin.

Prior to Forest School sessions commencing, Mr Robert Morris will obtain and check all learners' dietary requirements, allergies, pre-existing medical conditions and medicine taken. He will also request any special knowledge of the group from the parents and teachers. For example, fears or anxieties that may affect the learners' enjoyment of Forest School.

For food hygiene and eating, all learners will be encouraged to wash their hands with soap and water, wet wipes or antibacterial hand gel before eating food. Allergies will be checked by Mr Robert Morris before any food is offered to the learners.

Clothing advice will be given to participants and their parents/carers prior to the visit. Where possible, we will endeavour to keep spare sets of waterproof clothing in case of a learner arriving without adequate protection.

We have access to the toilets on site. The leader will encourage all learners to use these before the session begins.

Part of the risk assessment conducted is to identify any particularly hazardous plants and point them out to the group so that they are all aware of the dangers. A minority of plants may cause rashes or blistering when in contact with skin – most commonly, stinging nettles. If any plants of this nature are identified on site, the leader will teach the learners how to identify them and avoid coming into contact with them. It is rare that serious poisoning from ingestion of leaves, berries or mushrooms occurs. However, ingesting even small amounts can cause nausea, stomach cramps, and vomiting, and consuming large amounts can even be fatal. Consequently, learners will strictly be disallowed from foraging or eating anything found on the Forest School site.

Insect bites and stings can be common, particularly in Spring and Summer, but they usually only cause minor irritation. In rare cases, people can have a serious allergic reaction that requires immediate medical attention. The Forest School leader will be made aware of any allergic reactions before the sessions commence, but should an unexpected reaction occur that requires emergency medical attention, the Forest School Emergency procedure will be followed.

Any accidents or injuries that occur will be logged on an incident report form and written in the Forest School accident book. Any incidents involving serious negative behaviour will be openly discussed with the learner's teacher.

Parents will be asked to fill in a consent form before the Forest School sessions begin. The completed form will give relevant medical details about the learner and permission from the parents that they can participate. The form also provides emergency contact details for the parent/carer and will ask for optional permission for the leader to use any photographic material for evidence. The Forest School leader will always have a copy of this form with them.

It is the responsibility of all Forest School leaders to ensure the safety of learners whilst in their care. We are committed to an environment which is safe from abuse, and any suspicion of abuse is promptly and appropriately dealt with. All staff involved in Forest Schools will have up-to-date enhanced DBS checks. Appropriate steps will be taken where concerns arise concerning the safeguarding of a learner during Forest School.

Safeguarding is key to our work with our learners, and should a disclosure be made, it will be reported immediately to the Designated Safeguarding Lead (DSL) and/or the Local Authority Designated Officer (LADO).

Behaviour

The Farm is a working environment, and it is key that the learners who attend The Farm as part of their bespoke package of education conform to the relevant Behaviour Policies and Standards that are expected of them.

Everyone, including Forest School staff, has a responsibility to protect their own and their learners' health, safety, and well-being. Forest School aims to promote self-esteem, self-awareness, respect and care for oneself, other people, and the environment, and co-operation and non-violent communication.

In the first Forest School session, a set of Forest School rules will be made by the learners under the supervision of the Forest School leader. Further non-negotiable ground rules will be implemented by the leader, such as 'no violence'. Each learner will have the opportunity to voice their own feelings. Talking about how they wish to be treated and listening to others is important as it will allow the learners to work together, understand one another, and ultimately become more supportive and cooperative.

As the Forest School sessions are taking place, behaviour expectations are applied. However, due to the natural setting of Forest School sessions, more freedom will be given to the learners' use of space and movement.

Under the supervision of the Forest School leader. Further non-negotiable ground rules will be implemented by the leader, such as 'no violence'. Each Young Person will have the opportunity to voice their own feelings. Talking about how they wish to be treated and listening to others is important as it will allow the learners to work together, understand one another, and ultimately become more supportive and cooperative.
















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Risk Assessments:

All activities at The Farm are fully risk assessed, and copies of these for individual activities are available upon request.

Policies:

Our main commission MIAG Limited have a range of policies that they are required to have as an Educational Provider, these include but are not limited to:

-  Admissions Policy
-  Anti-Bullying Policy
-  Attendance Policy
-  Behaviour Policy
-  Child Protection and Safeguarding Policy
-  Code of Conduct
-  Complaints Policy including Learner Complaints
-  Curriculum Policy
-  Data Protection Policy
-  Drugs and Alcohol Awareness Policy
-  E-Safety Policy
-  Equality & Diversity Policy
-  Exclusions Policy
-  First Aid Policy
-  Health, Safety & Risk Management Policy
-  Keeping Children Safe in Education (KCSIE) (Guidance)
-  Mobile Phone Policy
-  Safeguarding Statement
-  Whistleblowing Policy
-  Working Alone Policy

To access the above policies, please visit the MIAG Website: www.miag.co.uk