



Live Wild Policies and Procedures- November 2019

Our values

At Live Wild our intention is to foster and facilitate connection: connection to ourselves, connection to others, connection to the natural world. These values guide and inform all our work.

Our policies

Our policies act as the foundation for how we work. In the policies we refer to Core Members and Practitioners. Live Wild Core Members are responsible for the strategic direction and management of the organisation. Live Wild Practitioners are responsible for delivering our courses, programmes and events. All our Core Members are also Practitioners.

Our practice

Translating these policies into good practice in the woods is crucial – and to support this we have created a booklet that includes our policies and procedures together. These ensure all our Practitioners work to the same standards, guided by a shared set of values.

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Health & Safety for all

1. Health and Safety for All

Live Wild's work mainly takes place outdoors – facilitating children and adults to connect deeply with the natural world around them. Running our courses and activities in the woods and outside brings real benefits. However, working outdoors means participants and staff encounter some risk. We appreciate that these challenges are themselves part of the learning process. However, it is vital that we hold these risks in a safe way – ensuring that both our participants and staff are kept safe from harm.

Live Wild has a working understanding of Health and Safety law and ensures that appropriate policies and procedures are in place, allowing our Practitioners to facilitate acceptable risk opportunities for the learners "appropriate to their needs and experience". For definitive guidance on Health and Safety in the UK we refer to the Health and Safety Executive website: www.hse.gov.uk. The Health and Safety at Work Act was originally written to support industry workplaces. However, it is still applicable to all workplaces including Live Wild. It is important to remember that these duties are to be met as far as reasonably practicable. Much of the debate around health and safety issues is about 'reasonability' - which is subjective to each individual. What may be reasonable to one person may be unreasonable to another. The following Lead Practitioners duties are taken from the Health and Safety at Work Act 1974 & the Practitioners duties outline duties employees have to the employer and each other.

Live Wild Core Member or Designated Lead Practitioner (When Core Member is not present) duties to staff and participants include:

- Deciding what could cause harm whilst working for Live Wild and the precautions to stop it. This is part of the risk assessment process.
- Explaining simply and clearly how risks will be controlled and be clear about who is responsible for this. This is documented in the practitioner briefing and within this Live Wild procedure booklet.
- Ensuring Practitioners bring with them the appropriate equipment and protective clothing (PPE) they need to run the agreed activities and events.
- Providing (or setting up on site) toilets & washing facilities.
- Providing adequate first-aid facilities.
- Reporting injuries, diseases and dangerous incidents at work to the HSE. (Core Member duty)
- Having appropriate insurance that covers all staff and Members of public for tasks undertaken. Display a hard copy or electronic copy of the current insurance certificate when asked.

Live Wild Practitioners' duties to the organisation include:

- Following the training they have received when using any work items, tools and equipment.
- Taking reasonable care of their own and other people's health and safety.
- Co-operating with each other on health and safety.

- Reporting to one of the Live Wild Core Members if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Taking care of our participants

A safe site

- Any site to be used for Live Wild will be Risk assessed prior to any work commencing and the Site Risk Assessment is to be made available to all Practitioners and any commissioning organisation.
- Dynamic safety checks will be made on activity site before each session – based on a checklist in the Practitioner Briefing. These safety checks will scan for: trip hazards, 'sharps', boundaries, canopy assessment (especially after high winds), checking the fire area is safely constructed, checking that all tools are stored appropriately and, if needed, stored safely and out of reach of unsupervised access by children.
- In addition, depending on the nature of the work, the site to be used and the type of participants to be worked with – a staff: participants ratio shall be agreed with the Live Wild Core Members before the project begins.

Safe activities

- All activities will be risk assessed.
- At every Live Wild event or activity there will be at least one Practitioner who is first aid trained.
- Forms are available at the end of The Practitioners Briefing for the reporting of any accidents and incidents.
- Equipment is checked regularly, stored well and any damaged equipment is removed by the lead practitioner to be mended or discarded .

- The layouts of activity sites will allow young people and adults to move safely between activities.
- All dangerous materials, including medicines are stored out of reach of young people.
- Young people will not have unsupervised access to any hazardous materials or tools.
- No one will walk about with hot liquids or place them on a surface where they may be easily knocked over.

Safe working practices

- All staff will be aware of the system for arrivals and departures.
- A register is to be completed every session so that an accurate record of all those present is available in any emergency.
- A correctly stocked first aid kit is available at all times.
- Fire buckets and blankets are available.
- Large equipment is erected with care and checked regularly.
- Activities and tools used are always with the correct ratios, procedures and supervision, these will always be age and maturity appropriate.

Safely working in inclement weather

- Minor risks associated with being outside in all weathers will be mitigated by participants wearing or having, seasonally appropriate clothing, food and drink.
- Practitioners will bring a Welfare Bag with them with spare gloves, hats, jumpers and leggings. These are for emergency use only.
- Risks associated with getting too cold or getting over exposed, will be mitigated by having access to a variety of shelters. These might include tarp structures; tents, yurt or benders; or having permission to use a nearby building.

Cancellation and site closedown

- Greater risks of injury and harm can occur if the weather becomes unusually severe, including extremely heavy rain; sleet, ice and snow; strong winds. In severe weather, if there are not good enough accessible shelters, Practitioners will consider whether to shorten or cancel the session.
- If wind speed is forecast to be at Beaufort Wind scale 7 (average wind speed over or above 32mph but consideration of gusts also taken into account) Practitioners will consider shortening or cancelling the session.
- If there is a high likelihood of flooding, Practitioners will consider the risks associated with the session continuing and the journeys to and from home. In these instances, Practitioners will consider shortening or cancelling the session.
- The decision to cancel should ideally be made by 6pm on the day before the session is due to run. However, in the interests of safety, Practitioners may cancel a session at any point, including during the session itself.
- Live Wild are unable to refund the costs of a session to participants or the client if cancellation takes place due to adverse weather conditions.

2. Safe arrivals and departures

Arrivals and departures are a key area to focus on to promote safety. For children and vulnerable adults this is the moment that the duty of care is handed over from one responsible adult to another. Especially for children it is essential that this transition is handled seamlessly. At Live Wild we do this by asking Practitioners to follow the following procedures:

Arrivals

Live Wild cannot accept children and vulnerable adults unless there are at least two staff present at a group session.

- One practitioner will supervise the children who have arrived and lead introductory games or activities.
- One practitioner will liaise with parents / carers and mark the child's arrival on a register. They will:
 - Check the child has appropriate food, drink and clothing.
 - If there are worries that a child's clothing is inadequate for the weather, they may not be accepted.
 - Confirm the pickup time.
 - Accept any medication required by the child and ensure the Permission to Administer Medication Form is completed on the file. The medication will be looked after by the Lead Practitioner. If a Practitioner feels unable or unwilling to give the medication, they can refuse.
 - In the case where a child's challenging behavior is being addressed, the parent / carer will be reminded they may need to collect the child early – and to ensure there is a means to contact them.

Departures

There will always be two practitioners managing departures.

- No child will be allowed to leave unless they have been collected by the parent / carer who dropped them off. The only exceptions to this are where parents / carers have:
 - completed a Permission To Travel Unsupervised (Appendix 2)
 - delegated collection to another responsible adult and informed the Live Wild team either in person or by phone.
- When a child leaves the Live Wild site, their departure will be marked on the register and any medicines will be returned to the collecting adult.

Late pick ups

- If a parent / carer is more than 15 minutes late collecting a young person, Live Wild Practitioners will contact all the parents / carers using the contact on the registration form. If after repeated attempts, no contact is made with the young person's parent / carer a further 30 minutes has elapsed then the Lead Practitioner will contact a Live Wild Core Member, and they will call the Multi Agency Screening Team MAST on 01422 393336 or the Emergency Duty Team on 01422 288000.
- No young person will be left by themselves. A minimum of two staff will stay with any young person. Under no circumstances will a young person be taken home or anywhere else by Live Wild Practitioners unless under specific instruction from either the Police or Social Services. If this is the case in this situation, then there must be two adults in the car with the child – if

necessary, ring other Live Wild members and they will come over.

- If whilst waiting for the parents / carers to arrive, there is a danger of getting too cold or wet, then both Practitioners can move with the child to a public place to get warm and dry.

Child falls ill during the session

Should a child fall ill during the day, Practitioners will contact the emergency contact numbers on the register and advise the parent / carer that the child is ill and needs collecting. Ideally the parent / carer will come to the site where the group is working. If this is not possible, one practitioner will take the child to the agreed pick up point, wait with them until they are collected and then return immediately to the group. The child will be marked out on the register and a note made that they left early and for what reason.

3. Fire use, tool use, and playing on trees

***Fire use:** Working with fire can bring real confidence and benefits to people as they forge a deeper connection to the wild and themselves. Knowing how to build a fire from scratch can save lives; using a fire to cook food or make warm drinks can warm and feed a group; fire is the hearth around which a group can gather. However, fire also poses a threat to life through fumes, smoke, burning and structural collapse. The aim of our fire safety policy is to minimise the risk of fire by taking adequate fire precautions and to teach participants how to work with fires sensibly and safely.*

General principles of working with fire

The use of fires shall follow our Fire Risk Assessment. Fires will only be lit when they are needed to support an activity or keep participants warm and dry. They will only be lit in suitable defined spaces or in a fire bowl, where we have permission of the landowner.

The fire pit must be constructed on appropriate ground (not on peaty soil, fluffy or woody material or leaf litter, all of which can be flammable), in appropriate space (eg not within 5m of overhanging branches) and surrounding flammable material cleared.

Practitioners will supervise participants in all aspects of using a fire: choosing a safe site; choosing tinder and fuel; building a fire; tending it; cooking on the fire; using the fire and embers for linked activities; extinguishing the fire.

The level of supervision shall be adjusted for the age, competencies and skills of the participants in the group. Where there is a

perceived risk of arson, extra supervisory measures will be put into effect.

If appropriate to the activity, key skills will be modelled and taught around how to ignite, build, manage and extinguish a fire safely.

To facilitate the safe use of a fire for activities, key skills will be assessed in participants and taught where needed. These skills include: safe handling of toasting sticks; safe positioning and of cooking equipment; use of the fire gloves; wind direction; safe sitting distance from the fire; numbers of people near to the fire at any time; how to place a stick on the fire safely; how to move around the fire.

At the end of an activity the fire will be extinguished safely: the fire will be spread out and embers allowed to die down; water or sand used to extinguish the fire fully.

Our 'leave no trace' approach shall be used where fire pits are temporary.

Fire prevention

Preventing unintentional fires is crucial and rests upon the removal or control of available fuel and ignition sources and availability of materials to put out a fire. Therefore:

- Waste materials will not be allowed to accumulate on the site.
- Flammable liquids will never be stored on site and any use will be in accordance with the manufacturer's instructions.
- Gas cylinders will not be used and all smoking prohibited.
- Fire lighting equipment will be safely stored.
- Fire blankets, sand / water buckets will be set up within reach.

Minimising injury from working with fires

Smoke inhalation will be reduced by burning dead wood. Participants will be encouraged to move to avoid smoke. Fire safety equipment and first aid supplies (including water), will be kept within close range. Seating round the fire shall be at least 1.5m away.

***Tool use:** Working with tools can bring real benefits. Working with natural materials forges deeper appreciation of the woodland environment – for example understanding the diverse properties and use of a particular tree. Working with these natural materials often necessitates using tools. Developing a mastery of these tools builds fine and gross motor skills, confidence, resilience and self-esteem and further fosters a connection to the specifics of place and season. However, tool use also comes with some risks. Our Working with Tools policy aims to minimise the risk of accident and injury whilst using tools.*

General principles of working with tools

The use of tools shall follow our Using Tools Risk Assessment. Tools will only be used when they are needed to support an activity. They will only be used in spaces agreed by the Practitioners.

Tools likely to be used in Live Wild activities include (but are not limited to): scissors, loppers, secateurs, bill hook, bow saw, pruning saw, vegetable peeler, sheath knife, carving and chopping axes, spoon carving knives, shave horse.

Practitioners will supervise participants in all aspects of using tools: understanding the 'blood bubble'; safe distances from those using tools; using a glove when needed; ways to carry tools; storage of

tools; communicating with a partner when working together; clearing the site of trip hazards.

The level of supervision shall be adjusted for the age, competencies and skills of the participants in the group.

If appropriate to the activity, key skills will be modelled and taught to build participants' understanding of the purpose of each tool and their mastery of how to use it.

At the end of an activity tools shall be safely stored and cleaned and sharpened when necessary.

Our 'leave no trace' approach shall be used to tidying the site after tool use.

Taking care of minor injuries

Well stocked, up to date, first aid kits will be within reach of the tool work area.

Playing on trees: *Being off the ground provides children with the opportunity to challenge themselves whilst having fun and exercise. Climbing trees and playing on rope swings brings children into contact with nature, stimulates deep imaginative play and calms and soothes some children. Climbing trees and swinging stimulates the senses and is a great way to build a child's self-confidence. The Royal Society for the Prevention of Accidents says this about tree climbing: "Climbing trees and falling out of them is all part of growing up and having small injuries helps children learn about risks. We take the view that it's a good thing to try to equip children and young people and help them make informed decisions about the risks that they take". ROSPA*

General principles of supporting play in and up trees

Practitioners shall teach the children to conduct dynamic risk assessments of the trees they wish to climb – learning about dead wood, how risks are increased in the wet, and how to test for weight bearing properties of a branch.

Children shall not be allowed to climb further than 1.5 metres from the sole of their feet to the ground.

Children will not be helped to climb a tree – so they are limited by their own ability and strength as to how high they go.

If a Practitioner feels uncomfortable with how a child / children are climbing a tree, they will stop the activity.

When swings are built with or by the children, the swing arc must not be more than 1.5 metres. The area underneath the swing must

be free of debris, impalement objects and 'safe enough' to land upon.

Well stocked, up to date, first aid kits will be within reach of the main activity area.

4. Participant Information

When participants book on an activity or programme with Live Wild, we collect information to help us run the event well and care for participants skillfully. This is how we look after, store and take care of that data.

Storing participant information and keeping it secure

We only collect information that we need for a specific purpose or to keep participants safe. We keep our information secure (with password protection on our Google Drive and electronic booking systems). We ensure the information we keep is relevant and up to date. We only hold as much as we need, and only for as long as we need it. If requested, we allow the subject of the information to see it and delete their data. We never pass on participant data to other organisations – unless there are safeguarding concerns. Hard copy information is kept at a minimum and only used to facilitate the safe running of an activity / programme and then destroyed. No paper copies with personal information on participants are stored long term, except safeguarding notes – which are stored in a locked filing box at our registered address. As such we comply with the General Data Protection Regulation, 2016.

We respect our participants' confidentiality:

- Participants (or in the case of children, their carers) will have access to the information Live Wild holds about them.
- Live Wild staff will not discuss information held on individual participants with anyone else (other than with the individual themselves, or, in the case of children, their carer).
- Live Wild will though use information provided for the purposes of planning and group management.
- Information given by the parent / carers to Live Wild staff will not be passed on without permission unless the personal safety of the child is in question. Then the Child Protection policy will override confidentially.
- For children and young people, any information about significant life events that might affect how a child might behave on a Live Wild day, will, if possible, be shared with the Practitioners.
- For children and young people, any concerns relating to a young person's well-being and safety will be kept in a confidential document following the Live Wild Child Protection Procedures.

Images of participants

On courses run directly by Live Wild, we ask participants for consent to take photographs and occasionally films. We do this at the point of booking and in the case of children, we ask the permission of their parent /carers. These images and films are used for marketing and communication purposes – including on social media. We do not use images of any participant if consent is not given. Consent by any participant (whether a child or adult) can be withdrawn at any time. If a child does not want their picture taken then this is respected, even if parent / carers have given their consent.

Practitioners will therefore take pictures of the events they are running. We ask that they email these to the Live Wild Core Team and then delete these images and films from their devices. If pictures are taken on a smart phone, this device must be password protected. Images will then be stored on Live Wild's password protected Google Drive for storage.

Where Live Wild's work is commissioned by an external organisation, such as a school, we collaborate with the commissioning organisation to ensure we follow their policies on image consent and the use of images around marketing.

Information held long term

We keep some information long term for legal and safeguarding reasons. Below we list the information held long term and for how long:

Type of information	Kept from when	Length of time kept
Information about Children	From last time they attended a Live Wild session.	3 years
Accident forms & Exclusion forms	From the last time that they have attended a Live Wild session	5 years
Parent / carer information	From the last time that they have attended a Live Wild session	5 years
Staff information	From the last time that they have been employed by us	7 years
Corporate information		7 years

5. Being in community

Coming on a Live Wild session allows participants to experience deeper connection with the natural world, themselves and others. As such, they practice being part of a healthy community. It is therefore important that all participants behave in a way that works for the whole group, as well as themselves.

Equal opportunities

The policies and activities of Live Wild embody the principles that everyone is equal and will receive equal treatment at all times. All Practitioners will ensure that no one will be granted privilege or be discriminated against because of their race, skin colour, national origin, religion, age, physical or intellectual disability, marital status, gender, gender identification or sexual orientation. Practitioners will bring to the attention of a Live Wild Core Member any incidents where they feel discrimination has taken place.

Core Routines

Our Core routines are based on the 8 Shield Nature Mentoring Model. These routines foster connection and practice the skills needed to be a positive member of a community. They also create a sense of safety and a sense of belonging.

For all participants the core routines include:

- Starting with a circle.
- A warm welcome and introduction to the event from the staff.
- Reminder of the three ground-rules for children: Look after each other, look after self and look after nature.

- Orientation to the site, boundaries of the site, where they can go to the toilet, and any health and safety information about the site.
- Sharing names and something about why they are here.
- A moment of sharing gratitude.
- A sensory activity.
- An activity to ignite interest and imagination that might include a story, song, seeing a new object
- Activities to build learning, connection and group cohesion – such as working in small groups, games, discussions, practical skills work, challenges, whole group activity.
- Support to connect with people they don't already know.
- Refreshments round a fire (weather dependent).
- Tidying up together.
- Ending circle with a review of the day with gratitude and celebration what they want to do next time.

For children the core routines will in addition include:

- Reminder of the boundaries of where they can go alone.
- Practicing the call to return: Wolf Call.
- Safely walking to the site – with one adult at the front and one at the back.
- Not bringing electronic toys, games or phones to the session - exceptions to this include where a child needs to communicate with a parent because it is agreed that they can travel home alone. Where this is the case they are expected to keep their phones in their bags and not use them unnecessarily .

Preventing challenging behaviour – especially but not exclusively with children

Live Wild Practitioners will work to actively minimise the possibilities of challenging behaviour by:

- Ensuring that children are supervised: ‘supervision’ means that at least one responsible adult can see or hear every child or know with reasonable certainty where they are (eg; in the toilet). In addition physical boundaries will be explained to the children at the beginning of each section and will be clearly marked.
- Making sure the group has enough breaks, warmth and refreshments and other basic needs are met.
- Pacing the session to keep the group stimulated and engaged.
- Provide empathetic care and support when children experience strong emotions such as fear, sadness, disappointment, loneliness, jealousy.
- Ensuring children with identified additional needs come with the extra support they need to participate successfully.
- Positive behaviour will be reinforced with encouragement – framed in terms of gratitude and focusing on specific examples and the effect they have had. For example: ‘Wow – you guys have worked so hard picking up all those tools – I’m really grateful – that’s saved so much time’.
- Giving clear “I” statements will be used to alert participants to behaviour that is starting to worry a staff member and to explain the effects of that behaviour. For example: “Oh! I’m feeling worried about you passing me the knife like that – the sharp edge pointing at me might cut my hand!”
- Comparative praise, generalised praise and rewards will be avoided.

Managing unacceptable behaviour in children and adults

Unacceptable behaviour includes any behaviours that:

- Cause, or is intend to cause, distress to another.
- Prevents themselves or others from participating in the session.
- Is likely to cause harm to themselves or another.
- Might lead themselves or others into danger

Strategies that Live Wild Practitioners will use to deal with unacceptable behaviour include:

- Stopping the harm or potential harm and ensuring all the participants are safe (using restraint only if absolutely needed to keep everyone safe).
- Stating clearly and assertively that the behaviour (rather than the person) is unacceptable.
- Act as a positive role models by dealing with unacceptable behaviour in a clear, calm, polite and positive manner.
- Giving empathy, care and distraction to all the participants involved and supporting them to move from freeze/flight/fight mode to a calmer state where they can reflect, repair and problem solve.
- When the participants are calm enough, Live Wild Practitioners will encourage and facilitate mediation between the individuals to try to resolve conflict through negotiation, compassion and empathy.
- After an incident, Practitioners will reflect on what the specific trigger was for the incident (both immediate and more underlying) and use this insight to plan person-specific strategies to reduce unacceptable behaviour.
- In the case of children, significant or persistent unacceptable behaviour shall be recorded on a behaviour incident form and

shared with parent / carers / carers to enlist their support in dealing with the issue.

- Where unacceptable behaviour persists or becomes repetitive, the 'Take a break' and Exclusion and Anti-Bullying policies shall be followed.

Dealing with bullying

Bullying and aggressive acts can include:

- physical - hitting, kicking, taking or damaging belongings
- verbal - name calling, insulting, repeated teasing, racist remarks
- psychological - spreading nasty rumours, exclusion from groups, moving away as a person approaches, leaving notes, failure to speak to or acknowledge a person
- technological - the use of threatening, insulting or frightening text messages, photographs or video and Internet messaging
- sexual – any bullying with a sexual component.

Bullying differs from one off acts of aggression because:

- It is repetitive and persistent – though sometimes a single incident can be intimidating and can have a similar impact as persistent behaviour.
- It is behaviour that intentionally hurts another individual or group either physically or emotionally – though occasionally the distress it causes is not consciously intended by all of those who are responsible.
- It involves an imbalance of power, leaving some feeling helpless to prevent it or put a stop to it.
- It is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities.
- It might be motivated by actual differences between children, or perceived differences.

- It causes feelings of distress, fear, loneliness and lack of confidence in those who are at the receiving end.

It may not be bullying when: two people of roughly the same strength/status have a fight or disagreement. In addition, a person or child may be struggling to self-regulate and be generally aggressive - rather than targeting their aggression on one person.

Strategies to deal with bullying include:

- Creating a culture of care in which everyone involved with Live Wild are aware that any form of bullying or aggression will not be tolerated and will be challenged.
- Creating a culture of trust in which participants feel able to tell the Live Wild Practitioners that something has happened that has upset them.
- Using robust reporting and recording of unacceptable behaviour, to ensure that a pattern of repetitive incidents will be identified more effectively.
- In the case of children, ensuring that parents / carers of the children concerned are: informed; enlisted in supporting the situation to improve; and informed of steps that will be taken if the situation does not improve.
- Ensuring that any individual who has been the victim of aggression or bullying receives support and care: they will be closely supervised, and regular checks will be made on their welfare and additional care offered to comfort and raise confidence.
- Bullying behaviour will in the first instance be dealt with using strategies around tackling unacceptable behaviour. Time will be set aside to work with the person who has bullied to: discuss their behaviour; consider the consequences for themselves and

others; and to think how relationships can be restored and repaired.

- In the case of children, if the bullying behaviour persists, Practitioners will instigate 'call and collect' – sending the child home as soon as possible after an aggressive incident. This functions both to highlight the seriousness of the incident and to ensure the child concerned can be supported on a 1-1 basis by their family.
- Where unacceptable behaviour persists the 'Take a break' and Exclusion policy shall be followed.

The 'Take a Break' and Exclusion policy

- At Live Wild we recognise that sometimes a person or child is not able to sufficiently self-regulate, even with support, to function as a positive member of a group. In these cases, they may well need to take a break from Live Wild sessions to get the care and 1-1 support they need. This might be for a one-off incident, for a set of sessions, or the break could be long term – and then is described as 'exclusion'. However, we know that with support children can mature and develop the skills needed to re-join Live Wild sessions.
- For one off incidents (and as part of a strategy to tackle repeated problems) children can be sent home immediately. Here staff will call the parents / carers and ask them to collect the child – partly so they can support the child in the 1-1 way they need. Sending a child home in this way happens when a child's behaviour is dangerous, aggressive or very frightening - to themselves, others or the environment. In these instances, the team on the day are likely to conclude that they cannot run the session safely and successfully if that child remains.

- Following sending a child home in this way, an incident report will be completed by the Practitioners. They will then discuss with parents / carers and the Live Wild Core Team if the child should return to future sessions or if a period of time should be taken away from Live Wild.
- Taking a break from several sessions or long-term exclusion, will only be considered once the challenging behaviour has been extensively explored and discussed with the participant and, in the case of children, after a range of child-specific strategies have been trialed for several sessions. The child will be given the opportunity and support to find other, more acceptable ways of managing and articulating their strong feelings
- If after support and discussion the child's behaviour still poses a threat to the well-being and effective functioning of the group, then long term exclusion will be the next step. The reasons for the exclusion will be outlined in an incident form and shared with the parents / carers of a child.
- Exclusion is a very serious decision. If it is possible to work with the child and their parents/ carers to enable them to continue to attend, then this is always a preferable solution.

Sustainability and Leave No Trace

Being a healthy community also involves taking care of our environment and the sites used for our work. Live Wild is committed to sustainability and strives to achieve excellence in contributing to a sustainable future through its working practices, and through its education of young people. Live Wild promotes at its core sustainability-related practice, management, learning and teaching and it intends to build an organisation that plays a part in national efforts to embed sustainability in education and play.

Where Live Wild is working with land-owners and managers, they will follow the site management plan with regards to sustainability.

Live Wild's commitment to sustainability is focused on:

- Acknowledging the impact by human action on life sustaining natural environments. Contributing to the development of an understanding of and commitment to actions that diminish or remove those impacts. Thereby ensuring a legacy for future generations.
- Enabling individuals and communities to achieve their potential in ways which protect their future as well as enhance the wellbeing and resilience of each individual as well as the planets life support systems.
- Developing an understanding that cultural, economic, social, environmental and technological change processes are dynamically interconnected and mutually impacting.
- Live Wild recognises that it operates as an educator of a generation of young people living in a world of increasing complexity and uncertainty; we will strive to make a small contribution to the development of knowledge of the natural world and the role of each of us can take through the medium of education and play.

Leaving No Trace and leaving the site safely

- The site will be left in a safe and orderly manner at the end of each session.
- All tools and materials will be cleared away and stored safely.
- All left over food and litter will be removed and disposed of.
- Tarps and ground sheets are to be taken down and stored securely.

- The fire pit will be completely extinguished.
- Any gate or entrances to site will be secured.
- If there is any kit that needs replenishing, the Live Wild Core Members need to be informed.
- At the end of the day, if there is any lost property, please collect it all together and return to the Lead Practitioner who will either bring it back for the next session or return it to a Live Wild Core Member for storage.

6. Safeguarding and child protection

Making sure that children and vulnerable adults are safe and thrive in our care is central to Live Wild's ethos and values. As such this policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Safeguarding Vulnerable Groups Act (SVGA) 2006. Live Wild takes seriously its responsibility to safeguard and promote the welfare of children and vulnerable adults in our care – this is our primary concern. As such we:

- We undertake robust background checks to ensure that no one works with us who has been assessed as unsuitable to work with children and vulnerable adults. As such all Live Wild practitioners will have a DBS check, before they are allowed to work unsupervised with young people.
- We strive to provide an environment in which all participants feel safe, secure, valued and respected and feel confident and know how to approach Practitioners if they are in difficulties - believing they will be effectively listened to
- We raise awareness of all Practitioners of the need to safeguard children and vulnerable adults and their responsibilities in identifying and reporting possible cases of abuse.
- In cases of suspected abuse we follow the procedures for recording the incident, disclosure or concern and we immediately contact the designated Child Protection Officer and the The local Multi Agency Screening Team (number below). If the designated Child Protection Office is absent, staff can contact a Live Wild Core Member.
- We have a designated member of staff (Child Protection Officer) who has undertaken the Designated Child Protection Officer training and subsequent refresher course every two years. We

ask that all Practitioners working for Live Wild have accessed Child Protection Training every three years.

The Designated Child Protection Officer:

If there are concerns of possible abuse, the Officer will refer a child or vulnerable adult to the Multi Agency Screening Team (MAST) and act as a focal point for the Live Wild team to discuss concerns. A written record of the referral will be sent to the Assessment Team by the end of the working day the referral is made.

In addition, the Officer will:

- Ensure the team keep written records of concerns about a child even if there is no need to make an immediate referral
- Ensure that all such records are kept confidentially and securely.
- Liaise with other agencies and professionals.
- Ensure that they attend any Child Protection Conferences, core groups or other multi-agency meetings, contributes to assessments and provides a report which has been shared with the parents / carers.
- Ensure the wider Live Wild Team has accessed Child Protection Training every three years.

Key Numbers:

- For reporting concerns about a child and getting guidance and advice: call The Multi-Agency Screening Team helpline: 01422 393336
- For reporting concerns about an adult and getting guidance and advice, call the Gateway to Care Team on 01422 393000 and email gatewaytocare@calderdale.gov.uk.
- The Out of Hours Emergency Duty Team for adults and children is on 01422 288000

Supporting children to speak up safely

We recognise that a child or vulnerable adult who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth. We accept that research shows that the behaviour of a child or adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. Live Wild supports all children and vulnerable adults to speak up by:

- Encouraging self-esteem and self-assertiveness.
- Creating a caring, safe and positive culture.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying the Child Protection Officer as soon as there is a significant concern.

Disclosure

Any disclosure by a child or vulnerable adult will be recorded and appropriate action will be taken in all cases. If there are any concerns about a participant's behaviour, physical condition or appearance these will be recorded as a Note of Concern and the appropriate action will be taken. If a young person discloses information that concerns a Practitioner about their well-being, then Practitioners are asked to do the following.

- Listen, do not interrupt, give them time, do not ask leading questions, do not promise to keep the information a secret.
- Make a written record of what the young person has said on a Child Protection form. This should be exactly as the young person has said in their language, without interpretation.

Respect a young person's confidentiality in line with the confidentiality policy

- Report any disclosures to the Designated Safeguarding Officer for Live Wild, who will take the next appropriate steps.

If a Practitioner believes a child or vulnerable adult is in immediate risk, then they will contact the Calderdale MAST directly. They will not allow the child or vulnerable adult to return home if they believe that to do so would place them at further risk.

Confidentiality

We recognise that all matters relating to child protection are confidential. The Child Protection Officer will disclose any information about a child or adult to other Members of staff on a need to know basis only. All Practitioners must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable adults. All Practitioners must be aware that they cannot promise a child or adult to keep secrets which might compromise their safety or wellbeing. We will undertake to share our intention to refer a child MAST with their parents /carers - unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt we will consult with the relevant body.

Supporting Practitioners after a disclosure is made

We recognise that Practitioners working in Live Wild who have become involved with a child or adult who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Child Protection Officer and to seek further support as appropriate.

Safeguarding Practitioners and lone working

All Practitioners should take care not to place themselves in a vulnerable position with a child or vulnerable adult. With groups, Live Wild staff will always work on sessions in pairs, however they may work individually within the session with groups of children or vulnerable adults or they may be carrying out individual work with a young person in a school for example. With groups if a member of staff escorts a child to the toilet, another member of staff must be informed. Levels of adult/young person ratios must be agreed at the start of the project will be maintained on site at all times. In the event that a Live Wild member of staff needs to assist a child in leaving the session, they will go directly from the site to the meeting point with the parent / carer. This will only take place with the written permission of the parent / carer or guardian (in a text, letter or email). Live Wild staff will never arrange to meet a young person outside the site.

Individual Working with a Child

Where Live Wild staff are working individually with a child as part of a particular programme they will do so in association with another relevant agency such as a Children's Centre or School. It will need to be ensured that a designated Key Worker from that agency be assigned eg. centre manager /teacher/ pastoral manager.

During sessions the designated Key Worker will know or will assign someone else to know where the session is taking place and where the Live Wild Practitioner and Child are at all times. This may be outside in the grounds of the establishment or in a private allocated room. The Live Wild Practitioner will never leave the grounds of the establishment with the Child unless with express written permission

form the parent detailing where, when and how they will travel with start and end times. Permission can be given by text, email, letter.

In all cases there must be signed permission for this work to take place from the parent/ carer and the referring agency. Live Wild practitioners will follow the sign in and out procedures of the establishment they are working in and maintain excellent feedback and communication with all of the appropriate parties.

Allegations against staff

We understand that a participant may make an allegation against a member of the Live Wild Team. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Child Protection Officer. The Child Protection Officer on all such occasions will discuss the content of the allegation with the Multi-Agency Screening Team.(MAST)

Whistleblowing and complaints

We recognise that children and vulnerable adults cannot be expected to raise concerns in a culture where Practitioners and parents / carers fail to do so. All Practitioners should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If a member of the Live Wild team has a concern about any practices they feel contradict the policies of the organisation, or other areas as listed above, they should immediately contact one of the Live Wild's Core Members, in writing, to raise their concerns. Any member of the team who follows this procedure, will be protected from unfair or discriminatory treatment for the action they have taken, if it was made in good faith.

If the concern is regarding all the Live Wild Core Members, then the member can whistle-blow to OfSTED, on 0300 123 3155. All concerns will be taken seriously and thoroughly investigated, with support from the relevant organisations, with the outcome communicated to both accuser and alleged perpetrator.

Any complaints made from parents / carers / participants to Live Wild will be recorded on a Complaints Form. Verbal complaints made to the team in person will be transferred by Practitioners to this form. Live Wild view these comments as constructive and an aid to creating a better service. Complaints will be handled by Live Wild Core Members, who will work to ensure that they are fully investigated, the complainant feels heard and that a mutually satisfactory action plan has been agreed following the complaint and that this is communicated in writing.

Other adults at sessions

Parents / carers will not be allowed to remain on site for the sessions except in special circumstances e.g. a child needs medical care that the staff cannot provide. If a child needs a carer / parent with them, then the Lead Practitioner and Live Wild Core Members will have been advised prior to the session. Where this occurs the parent will never be alone with any children except their own. All volunteers working for Live Wild will be DBS checked and can apply for a free volunteer DBS through Live Wild.

7. Emergencies & Serious Incidents

Emergencies and serious incidents are always a possibility. As such we will ensure that all Live Wild Practitioners are familiar with appropriate emergency procedures. Most emergencies can be resolved on-the-spot by the Lead Practitioner removing the group from potential threat and providing first aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the emergency procedure outline below followed:

Reducing risk

- At least one first aider must always be on site.
- Charged mobile phones must be carried by all Practitioners.
- Practitioners are responsible for performing regular head counts during the day and supervision to ensure the participants are within the agreed boundaries for the session.
- Once a hazard has been identified and assessed, Practitioners will secure safety of whole group from further danger by: stopping all work / activities; recalling all the participants; moving the group to a nearby safe place if possible and keeping them away from the scene of the incident.
- First Aider to attend to any casualties and makes them as comfortable as possible given their circumstances. A record of changes in casualties' state and anything administered to them to be made if possible.
- Emergency services contacted if additional help required. The grid reference / address will be written on the site risk assessment.

After the incident

- Informing others: once the whole group is safe, parents / carers / next of kin of the affected participants will be informed as soon as practicable after the incident by the Lead Practitioner. As will Live Wild Core Members. Live Wild will then inform the landowner of the site.
- If the injury has required transfer to hospital, then a Live Wild Core Member MUST be called immediately. Also, the children will also need to be debriefed about this by one of the Practitioners.
- An Incident or Accident report should be filled in on site if possible. This should be filled in even if no one was harmed and it was 'a near miss'.
- If the accident / incident affected a child, the parent / carer must be told about the incident and given a copy of a completed incident form.
- Any incident or near miss must be subsequently investigated by Live Wild Core Members to review existing controls and procedures so that where possible similar incidents can be avoided in the future.
- First aid kits must be restocked after use and a stock check carried out every 6 months. Each practitioner is responsible for the maintenance of their own First Aid Kit.

Compliance with legislation around accidents

To ensure Live Wild complies with their legal responsibilities around reporting serious incidents and accidents, Practitioners will:

- Ensure that all equipment involved in an accident is retained in an unaltered condition in case it is required by the police.

- An Incident Report or Accident Form must be completed, signed and dated ASAP. This shall be a carefully written record of all events, times and circumstances pertaining to the incident. If possible, photographs will be taken. This needs to be given to Live Wild Core Members as soon as possible after the incident.
- Ensure that there is an independent witness present if any of the party needs to be interviewed.
- Incidents leading to admittance to hospital for more than 24 hours or resulting in an injury preventing a person working for three or more days afterwards, will be registered with RIDDOR within 24 hours. The telephone for RIDDOR is 0845 3009923.

Emergency evacuation

An emergency evacuation from the site will take place if Practitioners determine the site is no longer safe. Examples of this include: sudden onset of adverse weather conditions; a natural freak event such as a fire, flood or tree collapse; intrusion on the site by people and animals who are threatening or frightening; accidents or injuries with equipment and tools. In cases such as these the following evacuation procedures shall be followed:

- All participants will be called together, a head count undertaken and then as a group they will leave the site in an orderly fashion, with one Practitioner at the front and the other at the end. The nearest and safest exit route shall be used.
- Once in a safe location, a headcount will be undertaken to check everyone is accounted for.
- If working with children, one Practitioner will then commence holding activities to help the children remain calm and secure.
- Once the group is safe, and if appropriate, the Practitioners will make contact with emergency services to inform them of the situation and / or request support.

- If appropriate, all the participants' parents and carers or next of kin will be contacted.
- Once the evacuation is completed safely, the Lead Practitioner will complete the relevant incident form and inform a Live Wild Core Member.

Missing child or vulnerable adult incident

- At the start of every session a call back signal will be agreed by the group. When this call is made everybody should be made to understand they are to come back immediately to the agreed meeting point (usually the fire circle). If the group is split into small groups, each Practitioner is responsible for performing regular head counts of their group.

If it is discovered that a person is missing:

- All participants will be recalled back to the fire circle and remain there until the missing person is found. They will be asked for information as to the last sighting of the missing person.
- One Practitioner will stay with the group and run a holding activity to keep the group occupied, calm and secure.
- The other Practitioner/s and volunteers will search for the missing persons for a set time depending on the venue/site.
- If the missing person is a child or vulnerable adult and has not been found after a comprehensive search has taken place, then the Police will be informed and the person's parents/carers can be contacted. A search will not go on for longer than 30 minutes.
- The Lead Practitioner will meet the Police and then follow their advice. If they recommend all children to be collected, then the parents will be contacted and asked to collect their children.

- An Incident form will be completed for any child that goes missing, even if the child is then found by the Practitioners.