

OUTDOOR LEARNING CENTRE

OLC Access Policy

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Prepared by Mark Fry 18th June 2021

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Overview

The Outdoor Learning Centre was created to enable students to access education using alternative activities. It has also been developed to support education and recreational activities for New Forest Care Residential, New Forest School, New Forest Care ARC and other external groups e.g. Totton College, Springwell etc. who may also access the site for planned events and regular activities.

Aim

The policy is to ensure clear guidance is given to staff and groups accessing the site and their responsibilities when visiting or undertaking activities. This policy also promotes the safeguarding of all children and young people.

Site Access Term Time 9:00-17:00

Visitors

All visitors must report reception and sign in. Visitors to the site will need to be accompanied by a member of staff from New Forest Care at all times. The only exception to this will be when planned maintenance or building work is being completed and will be covered through the risk assessment for the works.

Staff Working On-Site

All staff who complete their daily working activities on the site must sign in each morning and sign out when leaving site.

ARC Instructors

ARC instructors who have booked sessions on the site during term time hours need to sign in and notify reception they are on-site and when they leave. They must update reception via radio when students and other staff arrive and any change to their planned movements around site. Radios will be the responsibility of the ARC staff and are to be stored and returned to the ARC Activity Store at the OLC

ARC Instructors must request changes of activities and times through the Outdoor Learning Co-ordinator during term time.

Health & Safety

It is the responsibility of the Head of ARC services to ensure the proper training and qualifications are in place for staff undertaking any activities on-site. The Outdoor Learning Co-ordinator will not hold responsibility for checking qualifications or training for staff accessing the site and undertaking activities.

Farm Staff

Any farm staff who have planned activities with groups from outside the OLC must notify the Outdoor Learning Co-ordinator a week in advance. Although where possible these groups would not be refused access; if it is deemed that the site is becoming too busy then or more students accessing the site pose a safeguarding risk access may be refused.

Health & Safety

It is the responsibility of the Estates Manager to ensure the proper training and qualifications are in place for staff undertaking any activities on-site. The Outdoor Learning Co-ordinator will not hold responsibility for checking qualifications or training for staff accessing the site and undertaking any farming activities.

Woodland Area

Booking Term Time

Any member of staff wanting to book the woodland area needs to contact the Outdoor Learning Co-ordinator to confirm that the space is available. They will also need to inform the Co-ordinator of the size of group and activities wishing to be undertaken in the woodland area.

Staff booking the woodland area need to hold the appropriate qualifications or training, which is the responsibility of the senior staff member in charge of their designated area of working e.g. New Forest School, Head Teacher. They will need to follow the centres risk assessments and SOP's at all times.

If any staff are seen to be acting outside of the risk assessments or SOP's they will be asked to cease the activity until an investigation is completed.

School holiday bookings & Weekends

ARC activity staff are to refer to the OLC planner on Share Point out of term time and weekends. Areas being used by other groups, for example care camp groups, will be blocked out prior to the school holidays. The maximum of two groups accessing the forest any one time applies at all times.

ARC can update the OLC planner during this time. In term time all bookings must be made through the OLC Co-ordinator.

Equipment

It is the responsibility of the qualified activity leader to ensure that they have read the standard operating procedures and the risk assessments for any activities they are leading.

Any damage to equipment during sessions, unsafe equipment or reasons to restrict or cancel activities due to dangerous weather/ incident on site etc. must be reported as soon possible.

This should be via the health&safety@olc group. All reports during normal term time working hours should also be reported to the OLC Co-ordinator by phone immediately.

Archery Barn

Booking Term Time

Any member of staff wanting to book Archery needs to contact the Outdoor Learning Co-ordinator to confirm that the space is available. They will also need to inform the Co-ordinator of the size of group and activities wishing to be undertaken.

Staff booking Archery need to hold the appropriate qualifications or training, which is the responsibility of the senior staff member in charge of their designated area of working e.g. New Forest School, the Head Teacher. They will need to follow the centres risk assessments and SOP's at all times.

If any staff are seen to be acting outside of the risk assessments or SOP's they will be asked to cease the activity until an investigation is completed.

School holiday bookings & Weekends

ARC activity staff are to refer to the OLC planner on Share Point out of term time and weekends. Areas being used by other groups, for example care camp groups, will be blocked out prior to the school holidays. The maximum of two groups accessing the forest any one time applies at all times.

ARC can update the OLC planner during this time. In term time all bookings must be made through the OLC Co-ordinator.

Equipment

It is the responsibility of the qualified activity leader to ensure that they have read the standard operating procedures and the risk assessments for any activities they are leading.

Any damage to equipment during sessions, unsafe equipment or reasons to restrict or cancel activities due to dangerous weather/ incident on site etc. must be reported as soon possible.

This should be via the health&safety@olc group. All reports during normal term time working hours should also be reported to the OLC coordinator by phone immediately.

Climbing Barn

Booking Term Time

Any member of staff wanting to book Climbing needs to contact the Outdoor Learning Co-ordinator to confirm that the space is available. They will also need to inform the Co-ordinator of the size of group and activities wishing to be undertaken.

Staff booking Climbing need to hold the appropriate qualifications or training, which is the responsibility of the senior staff member in charge of their designated area of working e.g. New Forest School, the Head Teacher. They will need to follow the centres risk assessments and SOP's at all times.

If any staff are seen to be acting outside of the risk assessments or SOP's they will be asked to cease the activity until an investigation is completed.

ARC activity staff are to refer to the OLC planner on Share Point out of term time and weekends. Areas being used by other groups, for example care camp groups, will be blocked out prior to the school holidays. The maximum of two groups accessing the forest any one time applies at all times.

ARC can update the OLC planner during this time. In term time all bookings must be made through the OLC Co-ordinator.

Equipment

It is the responsibility of the qualified activity leader to ensure that they have read the standard operating procedures and the risk assessments for any activities they are leading.

Any damage to equipment during sessions, unsafe equipment or reasons to restrict or cancel activities due to dangerous weather/ incident on site etc. must be reported as soon possible.

This should be via the health&safety@olc group. All reports during normal term time working hours should also be reported to the OLC coordinator by phone immediately.

Pioneering, Archery Golf and other Field Activities Spaces

Booking Term Time

Any member of staff wanting to book the OLC field areas needs to contact the Outdoor Learning Co-ordinator to confirm that the space is available. They will also need to inform the Co-ordinator of the size of group and activities wishing to be undertaken.

Staff booking the activity need to hold the appropriate qualifications or training, which is the responsibility of the senior staff member in charge of their designated area of working e.g. New Forest School, the Head Teacher. They will need to follow the centres risk assessments and SOP's at all times.

If any staff are seen to be acting outside of the risk assessments or SOP's they will be asked to cease the activity until an investigation is completed.

School holiday bookings & Weekends

ARC activity staff are to refer to the OLC planner on share point out of term time and weekends. Areas being used by other groups, for example care camp groups, will be blocked out prior to the school holidays. The maximum of two groups accessing the forest any one time applies at all times.

ARC can update the OLC planner during this time. In term time all bookings must be made through the OLC Co-ordinator.

If ARC Instructors wish to use any of the field areas, for other activities other than what is set up e.g. Archery Golf, then the Estates Manager will need to be contacted and permission given.

Equipment

It is the responsibility of the qualified activity leader to ensure that they have read the standard operating procedures and the risk assessments for any activities they are leading.

Any damage to equipment during sessions, unsafe equipment or reasons to restrict or cancel activities due to dangerous weather/ incident on site etc. must be reported as soon possible.

This should be via the Health&Safety@olc email group. All reports during normal term time working hours should also be reported to the OLC coordinator by phone.