Policies, procedures and planning

What we will cover today

- The purpose of policies and procedures

- Examples of policies and procedures

- Writing a policy

- Writing a procedure

- Planning
  - Types of plans
  - Adaptations
  - Writing

Why bother with policies and procedures

- Clarity

- Staff training

- Standards

- Legality - obligation

- Confidence

- Flexibility

- Professionalism

- Insurance

What are Policies and Procedures?

Policies are:

- Written documents that lay out intentions or plans of action to achieve a required or desired outcome.

Procedures are:

- Sets of actions taken – normally in a defined order to achieve an defined outcome.

Potential list of Policies

Health and Safety

- Risk management and assessment
- Insurance: employers and public liability
- First Aid provision (including Emergency equipment to be carried)
- Staff/helper qualifications, training & responsibilities
- Equipment
- Use of Personal Protective Equipment
- Welfare requirements – toilets, hygiene, food and drink
- Emergency and incident management
- Contingency and cancellation
- Transport

Child Protection

- Getting it Right for Every Child (Scotland)
- Parent/carer communication & permissions
- Training for staff & responsibilities
- Disclosure and Barring Service checks (Scotland: Protection of Vulnerable Groups checks)
- Ratios
- Use of photographs and digital recording media
- Receiving visitors
- Confidentiality

More Potential Policies

Learning focused

- Education ethos
- Aims and objectives
- Observation and assessment
- Evaluation
- Role of staff and role of other adults

Equality

- Disability or SEND
- Inclusion and access
- Behaviour management
- Anti-bullying

Environment and sustainability

- Access and/or landowner agreement
- Land use policy - sustainability
- Care of flora and fauna
- Purchasing/ suppliers

Others

- Volunteers and volunteering
- Staff and working
- Pay and conditions
- Pensions and benefits

Policy examples

- Look up 5 examples of
  - Data Protection
  - Health and safety
- What do they have in common?
- What is different?
- Why?

Useful sources of help

Health and Safety at Work –

- http://www.hse.gov.uk/simple-health-safety/index.htm

Protection of Children and Vulnerable Groups

- https://www.gov.uk/schools-colleges-childrens-services/safeguarding-children
- http://www.unicef.org.uk/UNICEFs-Work/UN-Convention/

Equality

- https://www.gov.uk/equality-act-2010-guidance

Access, environment and wildlife

- http://jncc.defra.gov.uk/Default.aspx

- Institute of outdoor learning
    - https://www.outdoor-learning.org/

NAEE

- https://naee.org.uk/

LEAF

- https://leaf.eco/education/for-teachers

LOtC

- https://www.lotc.org.uk/providers/what-is-quality/

FACE

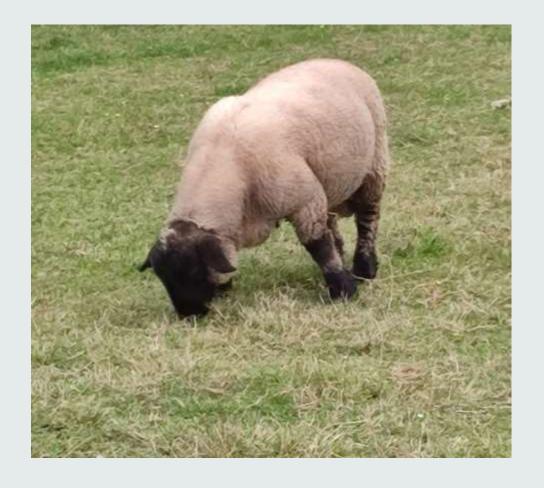- https://www.allaboutstem.co.uk/resources/farming-countryside-education-face/

Write your own

Take some time to write your own policy on data protection

Procedures

- What is the difference between policies and procedures?

- Why have procedures

- What is the best way to present procedures
  - How would you balance content and presentation?

- What is duty of care?

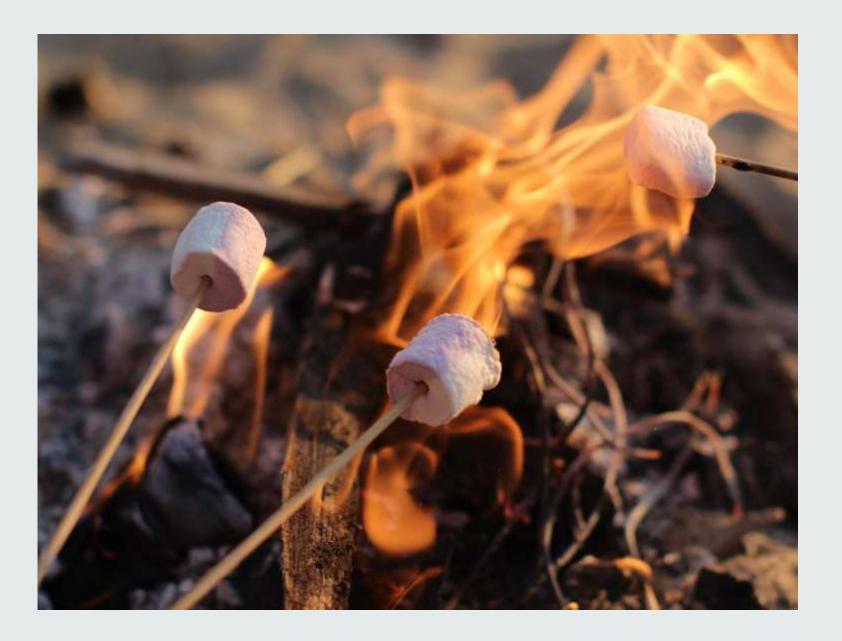- Example of why we need / develop policies and procedures

Examples of procedures and the steps in place to initiate

See the website for a few examples of policies and procedures

- All staff are issued with procedures (and policies) on recruitment
- All staff get trained on procedures
- All staff get tested on procedures
- Sounds scary and a lot of work – but what does it actually mean?
- Do not expect people to read and understand alone – procedures are often an aid memoire they should never be the only information
- They can also be something that people are compared to – so clear standards.

Using fire lighting as an example

What needs to be considered before running a session about fires with a group of children?

Examples of potential procedures

Health and Safety

- Risk assessment, COSSH assessment
- Weather
- Food hygiene
- Emergency procedures
- RIDDOR
- Cancellation and contingencies
- Transport
- Tools
- Fire
- Equipment
- Outdoor welfare

Safeguarding

- Consent
- Safeguarding recording and reporting
- Responding to a disclosure
- Unwanted visitor
- Data protection
- Photo and publicity
- Dealing with media
- Volunteers

More examples of procedures

Learning
- Child observation and evaluation
- Staff evaluation
- Planning
- Tool use
- Pond dipping, fires or other actions

Equality and behaviour
- Behaviour agreement
- Dealing with behaviour issues
- Adaptation and inclusions
- Anti-bulling procedures

Land management
- Assessment and records
- Environmental impact assessments
- Management plans
- Five year plans
- Buying protocol

Others?
- Complaints
- Bookings
- Cancellations
- Contracts
- Staffing
- Volunteer

Over to you

What will your session need in the way of procedures?

Start writing one of the procedures – in such a way that someone else can follow it

What next?

You have

- Policies

- Procedures

- Trained competent staff

- An audience (we will cover this next time with session plans, including audience communication)

- Now what?

A useful resource

- https://ox549e.n3cdn1.secureserver.net/wp-content/uploads/2020/12/How-to-Grow-a-Forest-School-from-the-roots-up-14.pdf

Planning

Types of plans

Long Term

- Strategic and directional

- Every opportunity should be tested against this plan

- Normally 3-5 years minimum

Medium term

- What you need to do in the upcoming future

- Termly, monthly or yearly

Short term

- Today's tasks

- Session plans

Over to you

- Create a medium term plan for your session, and assessment

- The time length – now (or back date) to May

- Steps must include:
  - Research of the markets and organisations
  - Communication
  - Choice of activities
  - Outline of session
  - Resources
  - Contingencies
  - Evaluations
  - Plans for a next time