Little Forest Folk

Staff Equipment Policy

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Aim

At Little Forest Folk we believe that all practitioners need a number of items in order to carry out their roles. We recognise that some of these items may present an additional risk to children and so this policy lays out what equipment is supplied and how it must be stored in order to keep everyone safe.

Bumbags

All practitioners are provided with a bum bag which contains essential items to be able to complete their role. A bum bag will be given to each staff member when they start with us but only once they have read this policy. Each practitioner should then label their bum bag with their name and are then responsible for the contents of the bum bag. Bum bags should be worn at all times when in the forest. If a practitioner needs to remove the bum bag for any reason then it must be stored out of reach of children.
The bum bag should contain:

- 1 x first aid kit
- 3 pairs of gloves
- 1 packet of tissues
- 2 x ice packs
- 1 x tube aloe vera
- 1 x eye wash
- 1 x note pad and pen/pencil
- 1 x emergency whistle
- 1 x pair of child safe scissors

No other equipment should be stored in the bum bag. The bum bags must be checked daily by the practitioner and replenished where necessary. The Manager is responsible for spot checking the bum bags weekly and this must be recorded.

Waterproofs

Each practitioner will be supplied with a set of waterproofs when they start with Little Forest Folk and an allowance allocated upon successful probation to replace them as they become

worn or damaged. Each practitioner is responsible for their own waterproofs. If a practitioner loses their waterproofs then they will be responsible for replacing them.

Lanyards

Each practitioner will be provided with a lanyard containing a photograph, their name and role. These lanyards must be worn at all times when in the forest. The back of the lanyard will contain information about who to contact if a practitioner has a concern about a child or adult and who to contact.
Visitors will be given a visitor's lanyard when they are on site. These will also provide information about who to contact if a visitor has a concern about a child or adult.

High Vis Vests

Each practitioner will be provided with a high vis vest which must be worn at all times when in the forest. This is to ensure that practitioners are clearly visible to children, other staff members and visitors.

Tools and Equipment

Some items are necessary as part of the set up and up keep of the site or used for activity purposes. These may include penknives, sharp scissors, matches, hammers etc. These items must be stored in a locked container and must be kept out of reach of children at all times.

On Site Cleaning Equipment

Essential items to maintain hygiene in the forest can be kept on site but must remain out of reach of children at all times.

Personal Belongings

Practitioners may bring personal items with them to the indoor or outdoor sites. All personal mobile phones, cameras and photo devices must be signed in and stored in a locked box in line with our **Camera and Mobile Phone Policy.** If a practitioner has any medication in their personal belongings then these must be signed in and stored in a lock box in line with our **Medication Policy.** Practitioner's personal items must be stored out of reach of children at all times. Any personal items which could pose a danger to children, including but not limited to aerosol cans, scissors, tools, lighters and matches should be declared to the manager before being placed in the staff personal belongings area, out of children's reach.