

Emergency Procedures



Approval date: May 2026

Review Date: May 2027

Introduction

To minimise the risk of an emergency the following protocols are in place:

- All activities must have a relevant and up to date risk assessment with the mitigation measures proposed to minimise risk.
- All sites must have a site risk assessment completed before activities take place
- There are additional procedures in place for key risk areas namely fire lighting and management, and tool use, leaders have been trained on these elements.
- Tool talks will be given prior to use of any tools and appropriate PPE will be worn.
- There is a good level of supervision at all times, with the required adult /child ratios below:
 - Aged 0 - 2 years:
1 adult to 3 children
 - Aged 2 - 3 years:
1 adult to 4 children
 - Aged 4 - 8 years:
1 adult to 10 children
 - Aged 9 - 12 years:
1 adult to 10 children
 - Aged 13 - 18 years:
1 adult to 10 children.
- For family sessions parents/careers will be responsible for their children
- The Alternative Provision group sessions will be run with staff to ensure adequate ratios .
 - A leader is on site at all times during activities
 - The staff understand the behaviour and conduct expected and deal consistently with any issues.
 - There is a briefing pre session to share pertinent information and ensure workers have a full understanding of any issues that may arise. Post session there is a de-brief to reflect on issues that arose, how they were handled, next steps and any learning for the future.
 - Workers are appropriately trained and qualified to lead the activities and have received mandatory First Aid training.
- 1:1 or 2:1 supervision may be agreed to in cases taking into account the specific needs of the young person.

However it is recognised that incidents will still occur both involving activity participants and others from outside impacting on activities that cannot be mitigated against and need to be dealt with appropriately on an immediate basis.

Examples of these incidents could include:

- Accidents or injuries resulting from participation in activities e.g. Tool Use, Fire
- Aggressive members of the public against staff or participants
- Aggressive dogs

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- Child protection incidents
- Lost children
- Extreme Weather incidents
- Trips and falls

Although this is not an exhaustive list, the actions outlined below can be applied to similar situations as appropriate.

Responding To Incidents

Accidents Injuries and First Aid

Minor accident or injury

If the person is injured or unwell and **your level of concern is low, treat** as per your first aid training. If **your level of concern is moderate to high** seek medical advice by phoning 111 or in an emergency 999. Parents should be contacted in the case of any accident or injury unless very minor. Participants should never be left unsupervised by a qualified and appropriate adult, and never left in an alone one to one situation.

Serious accident or injury

- Assess the situation so you are clear of the extent of injury, number of people involved
- At least one appropriate adult should stay with the injured person / people, another should locate and notify the leader immediately who will call the emergency services and the parents/ guardians (in a fatality or critical situation it is likely to be the Police that contact parents). The Landowner should be informed as soon as possible so their emergency protocols can be followed.
- The trained First Aider should provide the necessary first aid to the victim, up to the level they are qualified to perform. This shall continue until emergency personnel arrive on the scene.
- If it is possible to safely remove the uninjured person / people to a safe, more private location, do so, if not the rest of the participants should be moved well away from the vicinity. Workers should be vigilant in ensuring mobiles are not used to photograph or video the incident. In the event that the injury or illness results in death, the victim should not be moved and the surroundings should not be disturbed. All witnesses to the fatality should remain on the scene until the emergency services have taken control and authorised movement.
- The rest of the adults should stay focused on keeping participants calm, engaged and away from the incident.
- The names and addresses and phone numbers of witnesses should be obtained, the need to handle communication sensitively should be explained and if possible the witnesses should be prevented from telling others until the incident has been cleared and parents informed

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- Ensure if at all possible that the injured are accompanied to hospital by an appropriate adult.
- The Director and Landowners should be informed. They will prepare a holding message for the media until full statement can be given
- There should be no communication with any other party about the incident (cause or consequence), particularly the media but also friends family etc. and do not release names of involved or injured participants other than to the police and medical services.

Extreme Weather

Before the session

As the majority of activity takes place outdoors the following measures will take place in case of extreme weather events

- Weather is assessed before the session starts to see if it is appropriate to continue, if not session will be cancelled
- Participants advised before the session on appropriate clothing e.g. base layers, sun cream, hats, gloves, waterproofs.
- If extreme weather happens during a session , cancel and send the participants home

During the session

If caught out on site during extreme weather complete the following

- Erect or seek shelter in a safe location
- Participants encouraged to bring own food and drink to sessions and these should be consumed
- We have drinking water and snacks for extended periods outside, for example longer than 2 hours.
- Leader will have an up to date and suitable first aid kit, emergency blanket, registers, medical forms and contact details, charged mobile phone, sun cream, and spare items of clothing such as hats and gloves.
- In the case of extreme weather causing accident or incident follow the emergency procedures as outline above.

Fire and Emergency Evacuation (Woodland Sites)

Teach Outdoors recognises that outdoor and woodland environments require a different approach to emergency evacuation than traditional building-based settings. Due to the individual needs of many children and young people accessing Teach Outdoors, emergency procedures are designed to be supportive, trauma-informed and relationship-based.

Emergency Evacuation Procedure

In the event of a fire or any emergency requiring evacuation:

- The session leader will instruct all participants to stop activities immediately.

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- The agreed emergency instruction is:
"Stop and come to your facilitator."
- Named facilitators are responsible for supporting and accompanying their allocated child or young person.
- Facilitators will provide reassurance and co-regulation and avoid causing additional distress wherever possible.
- The group will leave the woodland promptly using the safest available route.
- At Holdenby Woodland, all participants and staff will evacuate to the designated assembly point at the **main entrance gate**.
- Named facilitators will undertake an immediate headcount, welfare check and confirm the safety of their allocated child or young person.
- The session leader will complete the overall register check and confirm that all children, young people, staff and visitors are accounted for.
- If any person cannot be accounted for, the Missing Participant Procedure will be implemented immediately.
- Emergency services will be contacted where required.
- No person should re-enter the woodland until it has been declared safe by the emergency services or the session leader.

Communication with Children and Young People

Children and young people are introduced to:

- Site boundaries.
- Their named facilitator.
- The emergency assembly point.
- What adults will do to help them during an emergency.
- The instruction to "Stop and come to your facilitator."

Information is shared in an age-appropriate, supportive and trauma-informed manner to minimise anxiety and promote feelings of safety.

Familiarisation and Practice

Due to the individual needs of many children and young people accessing Teach Outdoors, formal fire drills are not routinely undertaken where these may cause unnecessary anxiety or distress.

Lost / Missing Participants

To minimise the risk of missing persons the following is applied

- Parents/ carers have primary responsibility for own children during family sessions
- Register is taken at every session and this remains with the leader throughout
- At each session the participants are briefed about site boundaries and not leaving the site without informing the leader.

If a person is missing after a recall the following will be applied

- Nominate adult to stay with the group
- Search the area with the remaining adults for 5 minutes
- Undertake another 5 minutes search including shouting and calling the person's name.
- If not found call emergency services, be ready to meet and brief them when they arrive and ensure access to the site.
- Follow emergency procedures outlined above.
- If at any point the person is found all contacts must be informed right away.
- If the person runs from the leader stay calm. Do not initially run after them. Watch where they go and follow if they don't stop. Use restraint taught techniques by a trained person. Restraint can be used by anyone when the person is in immediate danger of life e.g running towards a busy road.

Safeguarding issues

There is a separate safeguarding policy that outlines what action should be taken in the event of a safeguarding incident. The same guidelines around communication outlined below should be applied.

Communication

It is imperative that anyone involved in, or witness to any form of serious incident does not discuss it either with colleagues, young people or people in their own community as this may impede the investigation and could harm our reputation.

Dealing with the media

Any contact with the media following an incident should only be carried out by the Director. The Director will prepare a holding message for the media until a full statement can be given.

After The Incident

- Inform the Landowner/ manager
- Record the details of incidents
- Keep a full record of any subsequent events

If there was a serious incident

- The Director should notify the insurers.

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- Ensure that leaders and volunteers are not left in a vulnerable position in terms of continuing to work with the group if there is a risk.

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