

## **Volunteer roles and responsibilities**

Forest school volunteers often have diverse responsibilities, which may include planning sessions, conducting risk assessments, and supporting the overall operation of the program. Here are some specific roles and responsibilities of a forest school volunteer, including planning sessions and risk assessments. Please read your roles and responsibilities and sign and date this document, returning it to Warlingham forest schoolers.

### **Session Planning:**

- Collaborate with the Forest School Leader or team to plan and organize outdoor sessions and activities for participants.
- Develop lesson plans and learning objectives that align with the forest school's goals and curriculum.
- Consider age-appropriate activities and adapt them to meet the needs and interests of the participants.

### **Risk Assessment:**

- Conduct thorough risk assessments for each forest school session or activity. This involves identifying potential hazards and evaluating their severity and likelihood.
- Implement risk mitigation strategies and safety measures to ensure the well-being of participants.
- Communicate with the Forest School Leader to review and update risk assessments regularly.

### **Safety and Supervision:**

- Maintain a safe and secure environment during forest school activities. This includes monitoring participants, equipment, and the site for safety hazards.
- Enforce safety rules and ensure that participants follow appropriate safety guidelines.
- Be prepared to respond to emergencies and provide first aid when necessary.

#### Equipment and Resource Management:

- Assist in the preparation and maintenance of equipment, tools, and resources needed for forest school sessions.
- Ensure that all equipment is in good working condition, clean, and stored properly after use.
- Help participants use tools and resources safely and responsibly.

#### Participant Engagement:

- Foster a positive and inclusive learning atmosphere that encourages participants to explore, discover, and connect with the natural world.
- Facilitate activities and discussions that align with the session plan and promote personal growth, environmental awareness, and outdoor skills.
- Offer guidance and support to participants as they engage in activities and overcome challenges.

#### Evaluation and Feedback:

- Participate in the assessment and evaluation of sessions, activities, and participants' progress.
- Provide feedback to the Forest School Leader to improve the quality and effectiveness of the forest school program.
- Document participants' achievements and development.

#### Communication and Collaboration:

- Maintain clear and open communication with the Forest School Leader, other volunteers, and parents or caregivers.
- Collaborate with the team to share ideas, resources, and best practices.
- Coordinate and plan special events, outings, and family involvement activities.

#### Continuous Learning:

- Stay informed about forest school principles and best practices through training and professional development opportunities.
- Continuously improve your skills and knowledge related to outdoor education, environmental education, and child development.
- Forest School Leader training: Where training has been paid for by Warlingham Forest Schoolers the volunteer agrees to be available to cover sessions as a Leader, when reasonably required.

- Continuously improve your skills and knowledge related to the Forest School Leadership role.

Record-Keeping:

- Maintain accurate records of sessions, attendance, incidents, and relevant information.
- Assist with administrative tasks, such as keeping participant records and session schedules up-to-date.

Inclusivity:

Forest school volunteers play a pivotal role in creating a safe, educational, and enjoyable outdoor learning experience for participants. Collaboration with the Forest School Leader and other team members is essential to ensure the success of the program

I have read and adhere to the Warlingham Forest School's Volunteers will be required to sign this form confirming they have read and will adhere to the Code of Conduct. Volunteers will need to repeat this annually.

Volunteer Name: ...KATE TROTMAN.....

Volunteer signature: .....*K Trotman*.....

Date: .....30/6/26.....

- DBS check completed

Date DBS completed: .....29/6/26.....

Date DBS needs renewing: .....

Volunteer Qualifications: .....

Volunteer skills and interests: ...Admin, Creative Writing, Baking, Live Comedy.....

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