



Green Paths Environmental Education CIC

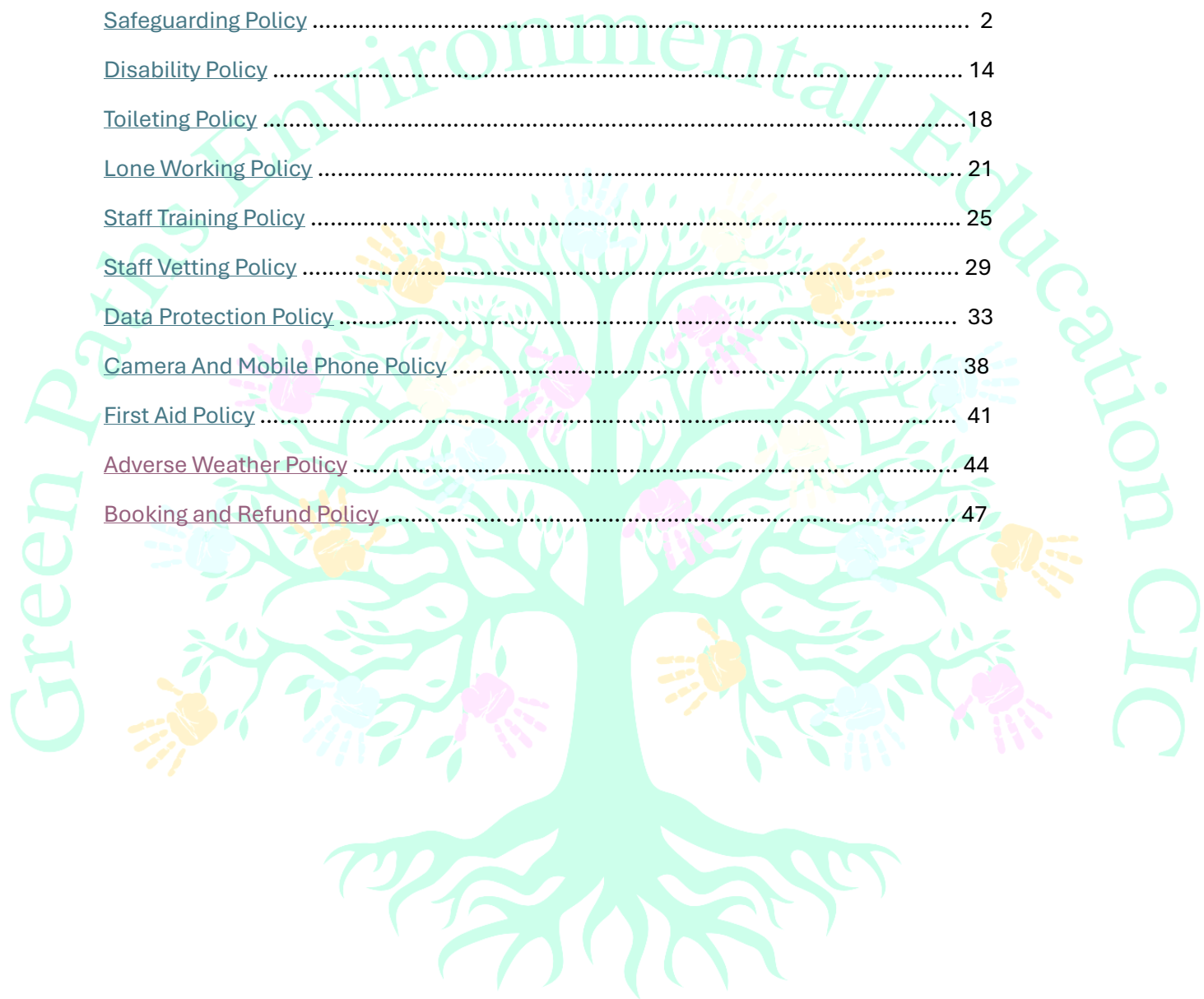
Company Policies

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Green Paths Environmental Education CIC Policies

Contents:

Safeguarding Policy	2
Disability Policy	14
Toileting Policy	18
Lone Working Policy	21
Staff Training Policy	25
Staff Vetting Policy	29
Data Protection Policy	33
Camera And Mobile Phone Policy	38
First Aid Policy	41
Adverse Weather Policy	44
Booking and Refund Policy	47



Safeguarding Policy

Background

Our safeguarding practices are guided by several key documents, including:

- **Keeping Children Safe in Education:** Statutory guidance for schools and colleges on safeguarding children and safer recruitment. (Department for Education, updated September 2021) [Keeping children safe in education - GOV.UK](#)
- **Working Together to Safeguard Children:** A Framework for inter-agency Collaboration in Protecting Children (DCSF, updated February 2019) [Working Together - Contents](#)
- **Safeguarding Children and Young People Affected by Gang Activity** (DCSF, March 2010) [DCSF-00064-2010.pdf.pdf \(publishing.service.gov.uk\)](#)
- **NSPCC Guidance on Writing Safeguarding Policies:** Writing safeguarding policies and procedures NSPCC Learning
- **London Child Protection Procedures** (updated March 2020) [London Safeguarding Children Board](#)

Safeguarding Policy

Safeguarding goes beyond child protection in individual cases, encompassing wider issues such as health and safety, bullying, and other areas that may impact the welfare of children and young people. This includes ensuring medical needs are met, providing first aid, addressing substance misuse, fostering positive behaviour, and more. Local area-specific safeguarding issues may also need to be considered.

Green Paths Environmental Education CIC is dedicated to safeguarding the welfare of all children, young people, and vulnerable adults. We take every reasonable measure to protect them from neglect, and physical, sexual, or emotional harm. Our permanent staff and volunteers are committed to respecting the rights, safety, and well-being of everyone they engage with.

All management, staff, and volunteers have a responsibility to safeguard and promote the welfare of children and young people. This responsibility includes being familiar with safeguarding procedures and reporting any child protection or welfare concerns to the directors.

All employees of Green Paths Environmental Education CIC acknowledge that children have an inherent right to protection from harm. To support this, we recognize the four categories of child abuse—physical abuse, emotional abuse, sexual abuse, and neglect—as outlined in Chapter 4 of the London Child Protection Procedures. This policy provides an overview of these definitions, with further details available in the referenced documents for guidance on recognition and response.

Green Paths Environmental Education CIC Safeguarding and Recruitment Policy

Green Paths Environmental Education CIC commits to the following actions:

- Ensure that all staff and volunteers are equipped to identify signs of abuse or neglect.
- Ensure that staff and volunteers are familiar with procedures to follow in cases of suspected risk or significant harm.
- Provide clear guidelines for staff and volunteers working with children or vulnerable adults.
- Ensure staff and volunteers are prepared to listen and respond appropriately to concerns raised by children, vulnerable adults, their families, carers, and advocates.
- Regularly audit recruitment and background check procedures to verify references, maintain accurate employment histories, address employment gaps, and confirm relevant qualifications.
- Conduct Enhanced/Plus Barred List DBS checks for all staff and volunteers working with children and vulnerable adults, including temporary and contract staff, and renew these checks every three years.
- Treat all convictions, cautions, and bind overs flagged by the DBS as potential risks.
- Assess whether to proceed with employment or volunteering offers when risks are identified through statutory checks. A Risk Assessment will be conducted using the provided form for cases where employment or volunteering proceeds despite identified risks.
- Review and update safeguarding policies to meet the needs of children and vulnerable adults, and assess staff development needs to enhance their ability to communicate effectively, identify concerns, monitor behaviour patterns, and follow appropriate child protection procedures.
- Maintain a Single Central Record to compile all DBS information.

Arrangements and Procedures The Directors are responsible for overseeing the implementation of these arrangements and procedures.

Safer Recruitment of Staff and Volunteers

- Green Paths Environmental Education CIC adheres to strict vetting and barring procedures, prohibiting employment for any individual with offences outlined in the "Convictions and Circumstances relating to employment" document.
- Two references are required for all candidates before confirming appointments, with at least one reference ideally from someone who has observed the candidate working with children. This referee must be asked specifically about the candidate's suitability for the role and for working with young people.
- References should be obtained in writing, though notes from telephone or face-to-face conversations with referees are acceptable. At least one reference must be verified through a personal conversation, with copies of all references kept on file.
- All staff and volunteers must undergo a DBS check.

- Personal interviews will be conducted to assess candidates' attitudes, motivations, temperament, personal qualities, skills, and experience.
- Candidates must provide proof of identity before an appointment is confirmed, and a copy should be kept on file. Identity documents, where possible, should include a photograph in accordance with the Bichard Inquiry Report (2004).
- Qualification claims made by candidates will be verified, and employment offers are contingent on satisfactory references, checks, and DBS Disclosure.
- In cases where immediate employment is required, a risk assessment will be conducted, and the individual must be supervised by a DBS-checked staff member while working with children or vulnerable adults until the checks are completed.
- All staff will be briefed on safeguarding policies and procedures, including their child protection responsibilities, during their induction. Staff with significant access to children will receive ongoing training.
- Green Paths Environmental Education CIC will maintain confidential records of all child protection incidents and any decisions regarding staff DBS disclosures.

DBS Checks Policy

Green Paths Environmental Education CIC is committed to safe recruitment practices. This includes obtaining at least two references for all employees and associates. All staff who work directly with, or have access to, children and young people must undergo enhanced DBS checks.

Key Points:

- Candidates who provide a DBS check from previous employment must still undergo a new DBS check.
- DBS checks must be renewed every three years. We recognize that the renewal process may take up to six months, so a DBS certificate is valid for up to three and a half years. After this period, it will be considered invalid.
- Green Paths Environmental Education CIC has a separate policy regarding the recruitment of ex-offenders. The disclosure of an offence does not necessarily disqualify an applicant from employment. However, failure to disclose a conviction, caution, or bind-over is considered a serious issue and may lead to disqualification from employment or immediate dismissal.
- Employees and volunteers must promptly report any convictions, cautions, or warnings to the CEO.
- Green Paths maintains a database to track the status of DBS checks for all staff and volunteers.
- Staff and volunteers are fully aware of their responsibilities in safeguarding and promoting the welfare of young people.
- We ensure there are no known reasons or information that would prevent staff, associates, or volunteers from working with children and young people.

- Procedures are in place for handling allegations of abuse against staff and volunteers.
- All staff and volunteers receive appropriate training to perform their roles effectively.
- We ensure that, when working with other organizations or statutory bodies, there are up-to-date agreements regarding safeguarding.

Induction and Training for Board Members, Staff, and Volunteers

Green Paths Environmental Education CIC ensures that:

1. All directors, staff, and volunteers receive this policy during their induction.
2. Governing board members understand and fulfil their responsibilities.
3. We have a designated member of staff—the Directors of Green Paths—responsible for coordinating safeguarding arrangements.
4. A designated alternate staff member is assigned in case of the designated member's absence.
5. All staff and volunteers receive safeguarding training within six months of joining Green Paths and every three years thereafter.
6. New staff and volunteers are adequately supervised, with their progress reviewed regularly.

Staff and Volunteers are Informed About:

- Signs and symptoms of safeguarding concerns.
- How to respond when a young person discloses abuse.
- What to do if they are concerned about an individual's welfare.
- Parents/carers are made aware of the safeguarding responsibilities of Green Paths staff.

Staff and Volunteer Training

Green Paths expects all staff to adhere to its safeguarding policies and procedures. The Designated Safeguarding Lead (DSL) will be trained to Level 3 standards, with training refreshed every three years. The DSL will also participate in annual Continuous Professional Development (CPD) in safeguarding, which is recorded on the central staff training record. Deputy DSLs are also trained to Level 3 or equivalent, with training refreshed every three years.

Training Process:

- All new staff must undergo safeguarding induction as soon as they start (ideally on their first day, but within the first week).
- Mandatory safeguarding training must be completed within the first three months, meeting Level 2 safeguarding standards for staff working with learners.
- The safeguarding training may be delivered by a recognized safeguarding expert or the DSL, using resources such as Green Paths' 'Safeguarding Induction' PowerPoint.
- All new staff must also complete 'Workshop to Raise Awareness of Prevent' (WRAP) training, available online.

- Annual CPD is delivered by the DSL and recorded in the central training record.
- Formal safeguarding refresher training is required every three years, with additional updates provided via email, meetings, or team briefings.

The DSL and Deputy DSL are available to offer guidance and support on day-to-day safeguarding matters, either by phone or email.

Good Practice Guidelines

1. Professional Conduct

Green Paths Environmental Education CIC fosters a friendly and relaxed atmosphere. However, staff should always maintain professional behaviour to avoid compromising situations and protect themselves from false allegations of misconduct.

2. Uniform Policy

Staff must wear the designated uniform when interacting with participants.

3. Physical Contact

In instances where staff need to touch a young person (e.g., guiding them through a technical task), contact should be minimal, transparent, and appropriate to the situation.

4. Respect and Equality

Children and young people should always be treated with respect, dignity, and fairness.

5. Avoiding Isolation

Whenever possible, staff should avoid being alone or in closed spaces with a young person. A colleague should be present in sensitive situations or, if not, a door should be left open with another staff member nearby. This protects both the staff and the young person.

6. Group Supervision

A minimum of two staff members should supervise groups (excluding accompanying staff from the group or individual). For offsite activities, the offsite checklist must be completed beforehand.

7. Offsite Permissions

Young people should not be taken off the premises without written consent from their school, organization, or parent/guardian.

8. Competency of Staff

Staff responsible for young people must be fully competent in their roles.

Definitions of Child Abuse

All staff at YES Outdoors are responsible for recognizing and protecting children from harm. There are four main categories of child abuse, as outlined by the London Child Protection Procedures. These are:

1. Neglect

Persistent neglect or failure to protect a child from danger (e.g., cold, hunger, lack of care) that significantly impairs their health or development.

2. **Physical Abuse**

Actual or potential physical harm to a child, including intentional injury, poisoning, suffocation, or conditions such as Munchhausen Syndrome by proxy.

3. **Emotional Abuse**

Severe emotional maltreatment or bullying that adversely affects a child's emotional or behavioural development.

4. **Sexual Abuse**

Any form of sexual exploitation or inappropriate sexual behaviour involving a child, including exposure to explicit material.

5. **Criminal Exploitation (County Lines)**

Gangs and organized crime networks exploit vulnerable individuals, including children, to sell drugs. This often involves crossing counties and using dedicated phone lines. Staff should remain vigilant for signs of criminal exploitation in learners.

(For more information, refer to useful videos on County Lines, such as *What is County Lines?* on YouTube.)

Additional Information on Child Abuse

Recognising child abuse can be challenging, especially without a direct disclosure from the child. However, certain signs may raise concern.

- A lack of concern from parents/caregivers about a child's condition, or blaming the child coldly, can be alarming. Most caregivers show guilt over accidents, even when unwarranted.
- Suspicion may arise when:
 1. Treatment is delayed.
 2. Explanations for injuries are inadequate, or the child has multiple injuries of different ages.
 3. There is evidence of failure to thrive.

Note: Different forms of abuse, such as emotional abuse, often coexist with other forms of maltreatment.

Recognising Child Abuse

Here are some signs that may indicate potential abuse, though they are not exhaustive:

- Unexplained injuries, burns, or illnesses
- Withdrawal or significant changes in behaviour
- Sexually explicit language, behaviour, or dress
- Being left alone for extended periods without food or water
- Uncharacteristic aggressive behaviour
- Fear of a specific adult

- Refusal to attend school or related issues
- Low self-esteem
- Depression, self-harm, or suicidal tendencies
- Developmental delays (physical, emotional, or mental)
- Reluctance to return home
- Refusal to share personal contact details
- Possession of unexplained wealth or new items

It's essential to recognize that changes in behaviour or other signs do not always mean abuse is occurring. Other factors, such as bullying or family issues, may be involved. While it is not your responsibility to determine if abuse has taken place, you must act on any concerns.

Responding to a Disclosure

Receive

- Take the child's disclosure seriously. Listen attentively and provide support.
- Avoid asking detailed or leading questions. Instead, gently prompt with, "Do you want to tell me more?"
- Immediately report to the Designated Safeguarding Lead (DSL) or their deputy. Ensure that you have not unintentionally led the child, as this may have legal consequences.

Reassure

- Reassure the child that the situation is not their fault.
- Refrain from making judgments or comments about the alleged abuser.
- Do not promise confidentiality. Be transparent about your role and mention who you will need to inform.
- Avoid asking the child to repeat their disclosure to others.
- Maintain a calm demeanour—do not express shock or disapproval.
- The child may not recognize the experience as harmful or may not feel emotions like anger or guilt.
- Keep the child informed about any steps you plan to take.

Respond

- Notify the Directors as soon as possible.
- Write a detailed and accurate record of the child's disclosure as soon as possible. Use the child's exact words and avoid interpreting or adding to what they have said. Sign and date the record, and submit it to the designated person, who will store it securely.
- Preserve any evidence, even if the child retracts their statement.

- Take care of your emotional well-being by discussing the situation confidentially with a colleague.

Failure to follow these guidelines may jeopardize legal proceedings.

Suspicion of Abuse or Inappropriate Behaviour

- If any staff member suspects abuse or inappropriate behaviour, they must inform the Directors. The Directors will investigate, document the incident, and decide on the appropriate course of action (see Appendix 1 for the Incident Reporting Form).
- If abuse is alleged while the child is under the care of Green Paths Environmental Education CIC, specific details (e.g., child's name, address, incident description) must be recorded.
- Directors will notify the relevant Local Authorities of Children's Social Care Services.
- Staff members involved in an allegation may be suspended without prejudice.
- If a child discloses information regarding their safety, staff must report it to the Directors.
- Staff should clarify to young people that confidentiality cannot be guaranteed when they are at risk, such as in cases of abuse.

Whistleblowing Procedures

- Staff have a duty to raise concerns regarding child protection, including colleagues' behaviour or attitudes.
- Any concerns about staff or volunteers should be immediately reported to the Directors.

Youth Participation

Green Paths Environmental Education CIC supports youth participation, empowering young people to take part in decisions that affect them. This approach ensures the safety and well-being of young people and requires their involvement in shaping safeguarding mechanisms.

Referral Process

- If abuse is discovered or suspected, or if a disclosure is made, complete the Incident Reporting Form (Appendix 1) and inform the Designated Safeguarding Lead (DSL) immediately in person or via phone.
- In non-emergency situations, the DSL can also be contacted via email.
- If the person is in immediate danger or requires medical assistance, provide appropriate help or call emergency services.

The DSL should:

- Gather additional information.
- Seek advice.
- Determine whether further action is necessary.

If a crime is suspected:

- The DSL must report the matter to the police.
- Contact the relevant Child Protection Designated Lead, providing the individual's details. If a referral is made, it must be confirmed in writing within 24 hours.

If no further action is required:

- The DSL will handle the matter internally, record the details, and monitor the situation, briefing the reporting individual as appropriate.

Health & Safety: E-Safety

Staff must:

- Stay updated on e-safety matters and adhere to Green Paths' online safety policies.
- Report any suspected misuse to senior staff or the Directors.
- Ensure that all digital communication is professional.
- Help young people understand and follow e-safety guidelines.
- Monitor the use of digital technology in sessions and guide students to safe websites.
- Be vigilant about online safety risks such as sharing personal data, accessing inappropriate material, or grooming.

E-Learning and Online Delivery

E-safety is embedded in all learning activities. Each learner receives safeguarding guidance at the start of their course, outlining how to stay safe online. Personal contact details of children or vulnerable adults should not be shared or used except for professional purposes. Any personal information submitted by children should be treated carefully, with permission obtained for any identifiable content.

Epidemic or Pandemic Protocol

In the event of an epidemic or pandemic, such as Coronavirus (COVID-19), Green Paths Environmental Education CIC will adhere to government guidelines, recognizing that these may change over time. Unless classified as an essential service, Green Paths Environmental Education CIC will remain closed until further notice to ensure the safety of staff, volunteers, and young people.

If staff or volunteers are required to work remotely during an outbreak, as was the case with COVID-19, they will:

- a) Continue to process and store personal data in accordance with our Data Protection policies.
- b) Refrain from using personal devices to communicate with young people, store personal information, or download apps onto work or personal devices (phones/laptops/tablets) without explicit authorization from senior staff.
- c) In cases of blended service delivery, Green Paths Environmental Education CIC will ensure adherence to government COVID-19 safety guidance, including signage, hygiene, cleaning, and social distancing protocols.

Prevent Strategy

The Prevent Strategy, introduced by the government in 2010, aims to safeguard young people from extremism and radicalization. Extremism, as defined by the Prevent Strategy, includes vocal or active opposition to fundamental British values such as democracy, the rule of law, individual liberty, mutual respect, and tolerance for different faiths and beliefs. It also encompasses any calls for violence against members of the armed forces, whether in the UK or abroad.

At Green Paths Environmental Education CIC, our Prevent policy is designed to keep young people safe and within the law. Staff are required to report any concerns by making a referral to the appropriate borough's Prevent Duty.

Our Health & Safety policy, detailed in a separate document, outlines the measures taken to protect young people both physically within Green Paths Environmental Education CIC and in the context of internet use and Prevention. These safeguards also apply to offsite activities.

Evacuation Procedures

The evacuation procedures for Green Paths Environmental Education CIC are thoroughly detailed in our Health and Safety and Fire Safety policy documents, which are available upon request.

Staff Protection

Green Paths Environmental Education CIC is committed to ensuring the safety and protection of its staff at all times. The Staff Code of Conduct provides clear guidelines to help staff remain protected in the course of their work.

Reporting – Key Contacts

- **Designated Safeguarding Lead:** Jon Ellis
Phone: 07772572379
Email: admin@greenpathseducationcic.org.uk
- **Deputy Designated Safeguarding Lead:** Shelley Ellis
Phone: 07814428000
Email: info@greenpathseducationcic.org.uk
- **Additional Contacts:**
 - Childline: 0800 1111
 - Police (non-emergency): 101
 - Police (emergency): 999

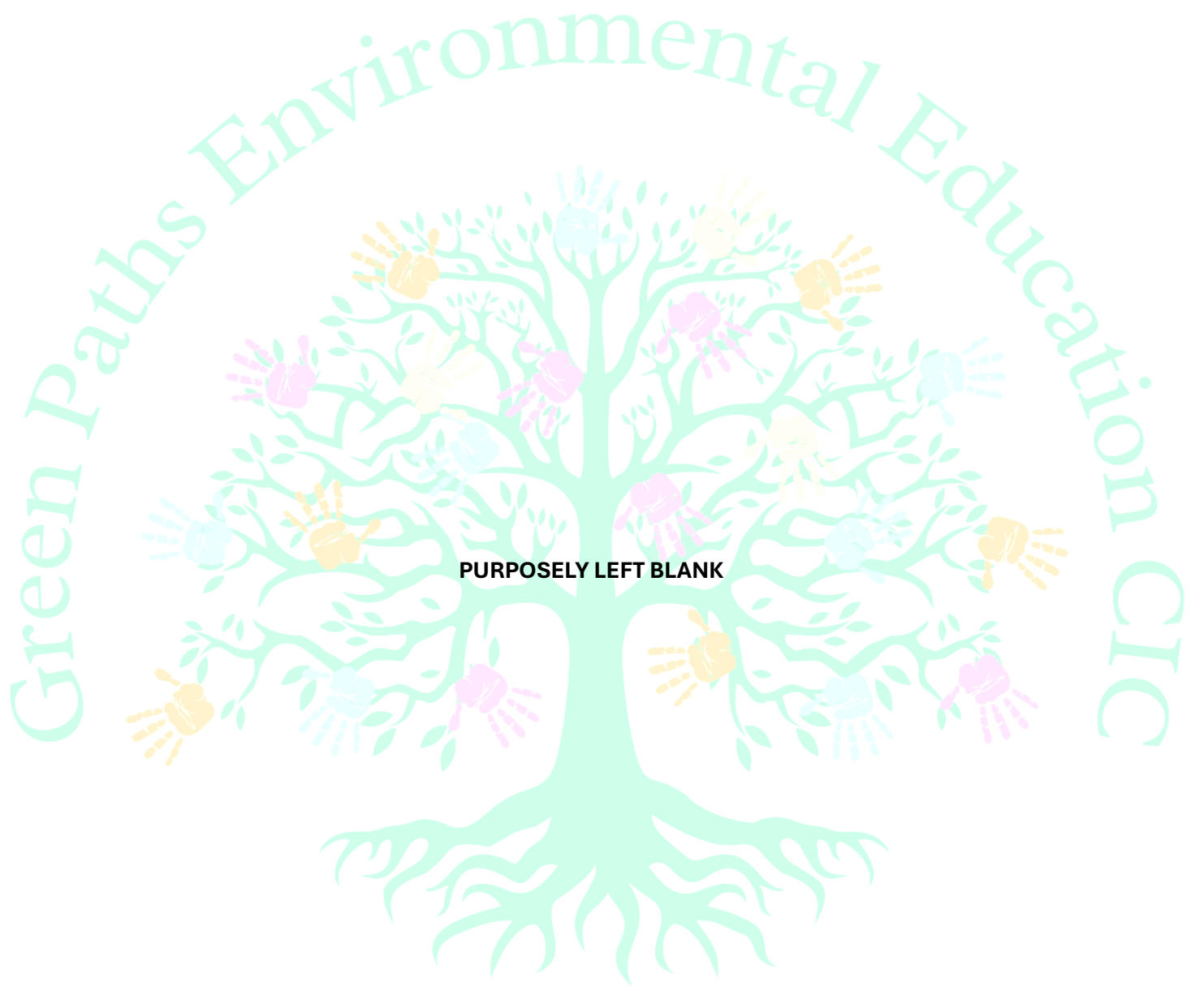
Policy Review

The Green Paths Environmental Education CIC board of directors will review this policy annually to ensure it reflects the latest developments in the safeguarding of children and young people. The policy will be updated as needed, especially following any serious incidents, and will be reviewed at least once a year. The most up-to-date version of the policy will always be available on our website. We welcome feedback from service users, the public, and partner organisations, and carefully consider all input to implement necessary changes.

For inquiries: Phone: 07814428000
Email: admin@greenpathseducationcic.org.uk

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Disability Policy

This policy ensures that children with disabilities can fully participate in and benefit from the forest school experience, contributing to their physical, social, and emotional development. By making our activities inclusive, we help all children appreciate diversity and develop a sense of belonging in nature.

1. Introduction

At Green Paths Environmental Education CIC, we believe that every child, regardless of ability, deserves the opportunity to participate fully in our outdoor learning experiences. We are committed to providing an inclusive environment where children with disabilities feel supported, respected, and empowered. This policy outlines our approach to ensuring equal access to our activities for all participants, including those with disabilities.

2. Legal Framework

This policy is guided by the following legislation and frameworks:

- **Equality Act 2010 (UK):** Protects individuals from discrimination based on disabilities and ensures reasonable adjustments are made.
- **Special Educational Needs and Disability Code of Practice (SEND) 2015:** Provides guidance on the rights of children with disabilities in educational settings.
- **UN Convention on the Rights of Persons with Disabilities (CRPD):** Acknowledges the right of children with disabilities to participate fully in all aspects of life, including education.

3. Aims

Our forest school aims to:

- Promote an inclusive and welcoming environment.
- Ensure all participants, including those with disabilities, have equal opportunities to participate.
- Make reasonable adjustments to support the needs of children with disabilities.
- Promote understanding and respect among all participants regarding diversity and inclusion.

4. Identifying and Addressing Individual Needs

Before any child participates in forest school activities, we will:

- Conduct an **Individual Needs Assessment** in consultation with the child, parents/guardians, and relevant professionals.
- Identify any specific needs related to the child's disability, including physical, sensory, emotional, or cognitive requirements.
- Develop a **Personal Learning Plan (PLP)** to ensure activities are adapted to the child's abilities and interests.

5. Making Reasonable Adjustments

To ensure full participation, we will:

- **Adapt activities** where necessary, considering physical accessibility, sensory needs, and cognitive levels.
- Ensure that **equipment** is appropriate for the child's needs (e.g., wheelchair-accessible pathways, adaptive tools).
- Provide **one-on-one support** or an assistant where necessary.
- Offer **alternative methods of communication**, such as visual aids, sign language, or technology, if required.
- Ensure all staff are **trained in disability awareness** and specific support needs.

6. Health and Safety

We take the health and safety of all participants seriously and will:

- Assess any potential **risks** specific to children with disabilities and ensure adequate measures are in place to mitigate these risks.
- Ensure that all forest school staff are trained in **emergency procedures**, including evacuation plans that account for children with mobility challenges.
- Keep **emergency contact information** and **medical requirements** on hand for every child, including details of allergies, medication, or medical devices.

7. Staff Training and Awareness

Our staff will:

- Receive **disability awareness training** to understand the needs of children with different disabilities.
- Be trained in **inclusive teaching methods** to adapt forest school activities for children with disabilities.
- Be aware of how to provide appropriate **emotional and social support** to children with disabilities to foster a positive experience.

8. Partnership with Parents and Carers

We value the input of parents and carers in supporting their child's experience in forest school. We will:

- Engage in regular **communication** with parents/carers to monitor and review the child's progress.
- Ensure parents are aware of how their child's needs are being addressed.
- Encourage parents to share relevant information about their child's disability and any necessary support.

9. Monitoring and Review

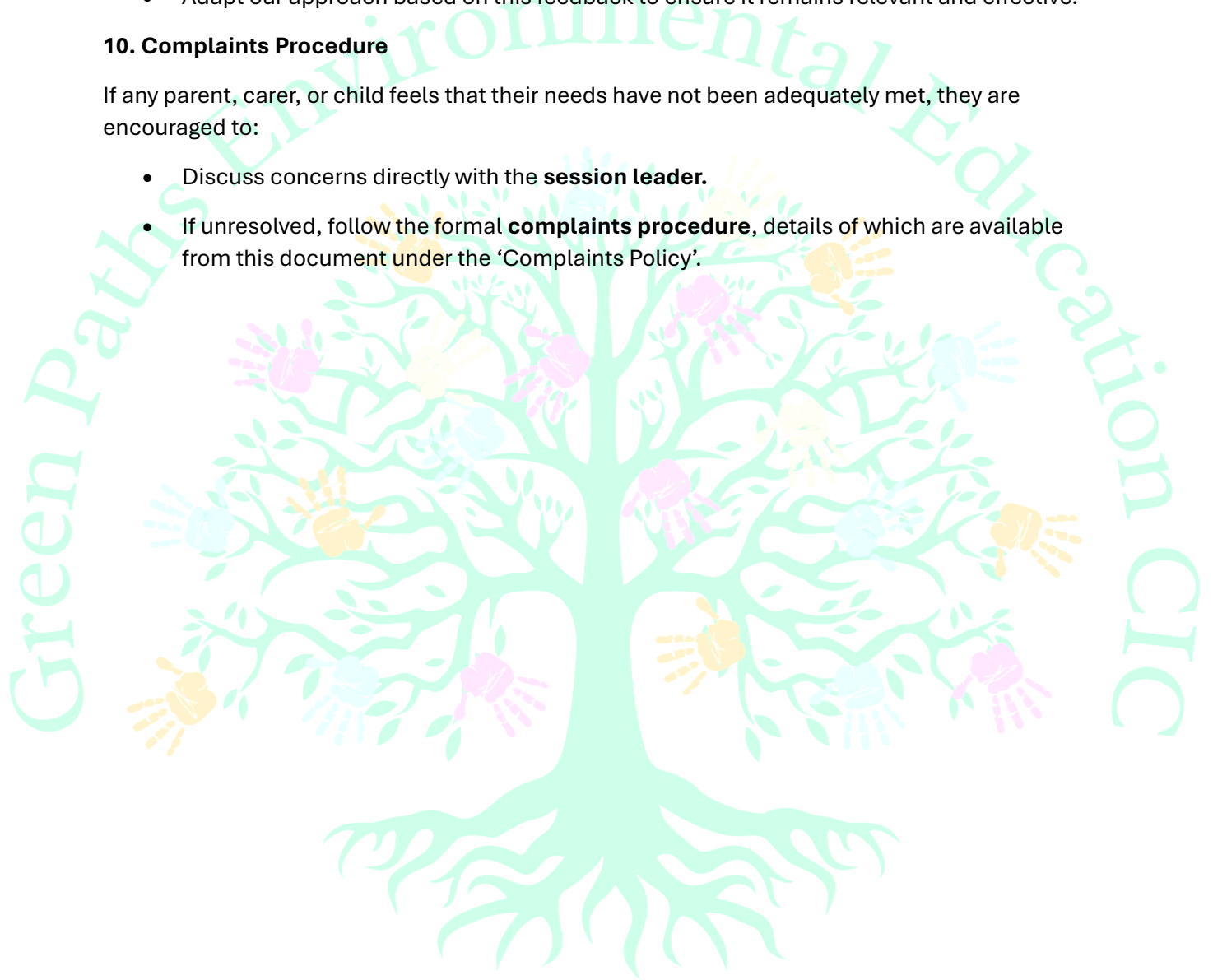
We are committed to continuously improving our disability policy. To do this, we will:

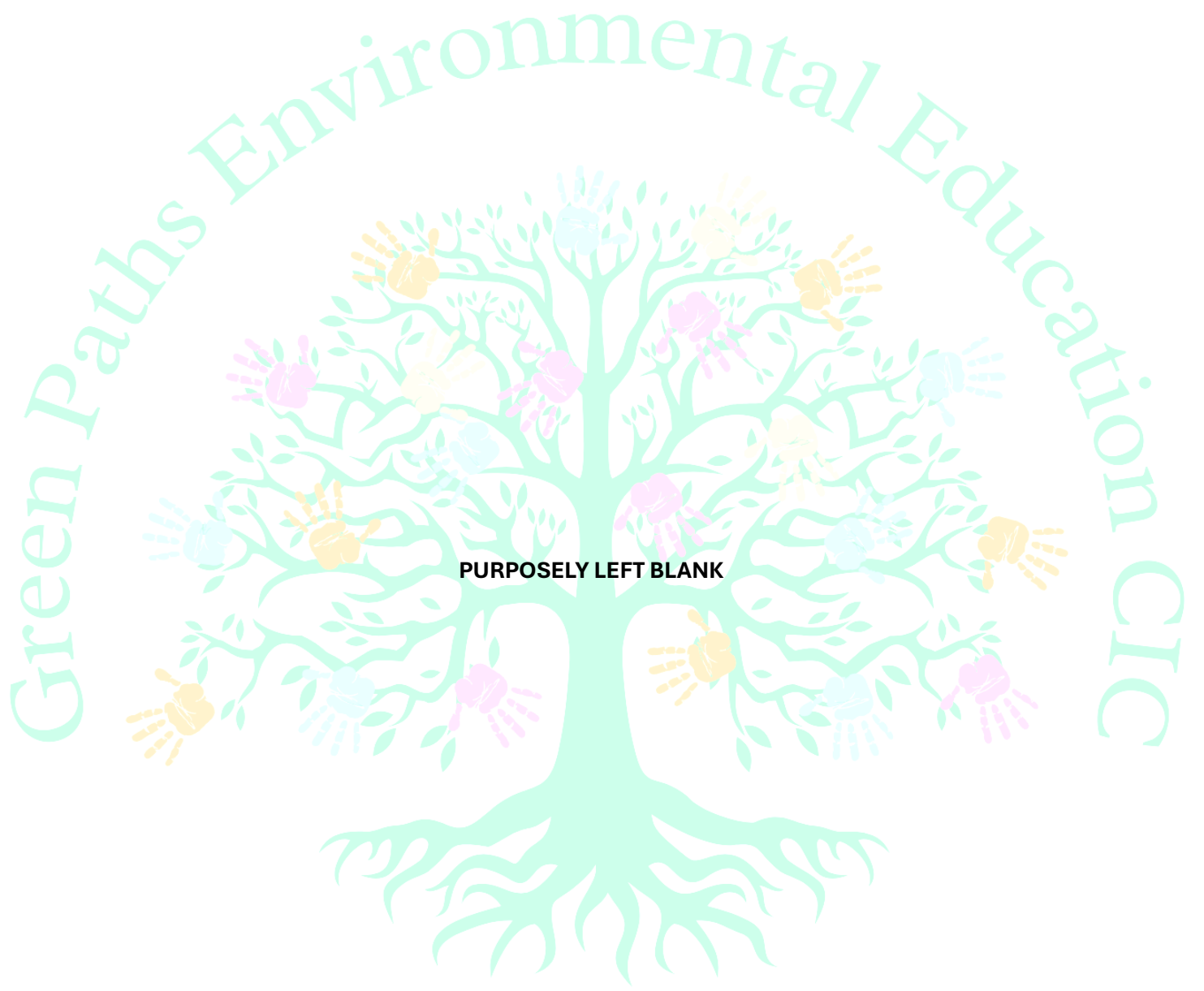
- **Review the policy annually** or in response to legislative changes.
- Seek **feedback from children, parents, and staff** on how well the policy is working in practice.
- Adapt our approach based on this feedback to ensure it remains relevant and effective.

10. Complaints Procedure

If any parent, carer, or child feels that their needs have not been adequately met, they are encouraged to:

- Discuss concerns directly with the **session leader**.
- If unresolved, follow the formal **complaints procedure**, details of which are available from this document under the 'Complaints Policy'.





Toileting Policy

This policy ensures that children are supported with their toileting needs in a respectful, hygienic, and environmentally responsible manner during every session.

1. Introduction

Green Paths Environmental Education CIC aims to provide a safe, enjoyable, and natural environment for children to explore and learn. Given the outdoor nature of the program, it is essential to have clear and appropriate guidelines around toileting to maintain hygiene, respect children's dignity, and support independence.

2. Purpose

The purpose of this toileting policy is to:

- Ensure children have access to hygienic and private toileting facilities while attending activities.
- Promote independence and respect for each child's needs.
- Maintain health, safety, and environmental responsibility.

3. Toileting Guidelines

3.1 Supervision

- Children should be encouraged to use the toilet before leaving the school or indoor facility for the Green Paths site.
- During sessions, staff will regularly check in with children and remind them to use the toilet facilities, especially during break times.
- Children will be accompanied by an adult to the toilet area if needed, but privacy will be maintained. Staff should only assist with toileting if absolutely necessary, and this should be done in line with safeguarding policies.

3.2 Facilities

- Where possible, nearby indoor toilets will be used (e.g., school toilets or public facilities).
- If the site does not have access to indoor toilets, temporary or portable toilets (such as composting toilets or portable toilet tents) will be provided to maintain hygiene.
- Adequate handwashing or sanitising facilities will be available on-site, with appropriate supervision to ensure proper use.

3.3 Hygiene

- Children will be taught the importance of proper handwashing after using the toilet, with staff supervising younger children as necessary.
- Hand sanitiser will be available for situations where running water is not immediately accessible.

- Toilets will be cleaned regularly to ensure a high standard of hygiene, particularly when using portable or composting toilets.

4. Special Needs and Considerations

- Staff will be made aware of any individual needs or medical requirements related to toileting that a child may have, as detailed in the child's health or care plan.
- Where necessary, specific arrangements will be made to support these needs discreetly and respectfully.
- For younger children or those with specific needs, nappies or pull-ups may be used, and staff will be trained in how to support children with these needs while maintaining dignity.

5. Environmental Responsibility

- Waste from composting toilets will be disposed of in line with health and safety regulations.
- Toilet areas will be maintained in a way that respects the natural environment, minimising any negative impact.

6. Safeguarding and Privacy

- All toileting assistance will be carried out with the child's dignity and privacy in mind.
- Forest School staff are trained in safeguarding and will follow the relevant safeguarding policy when supporting children with toileting.
- No child will ever be left alone in an unsafe or vulnerable position while using toilet facilities.

7. Accidents

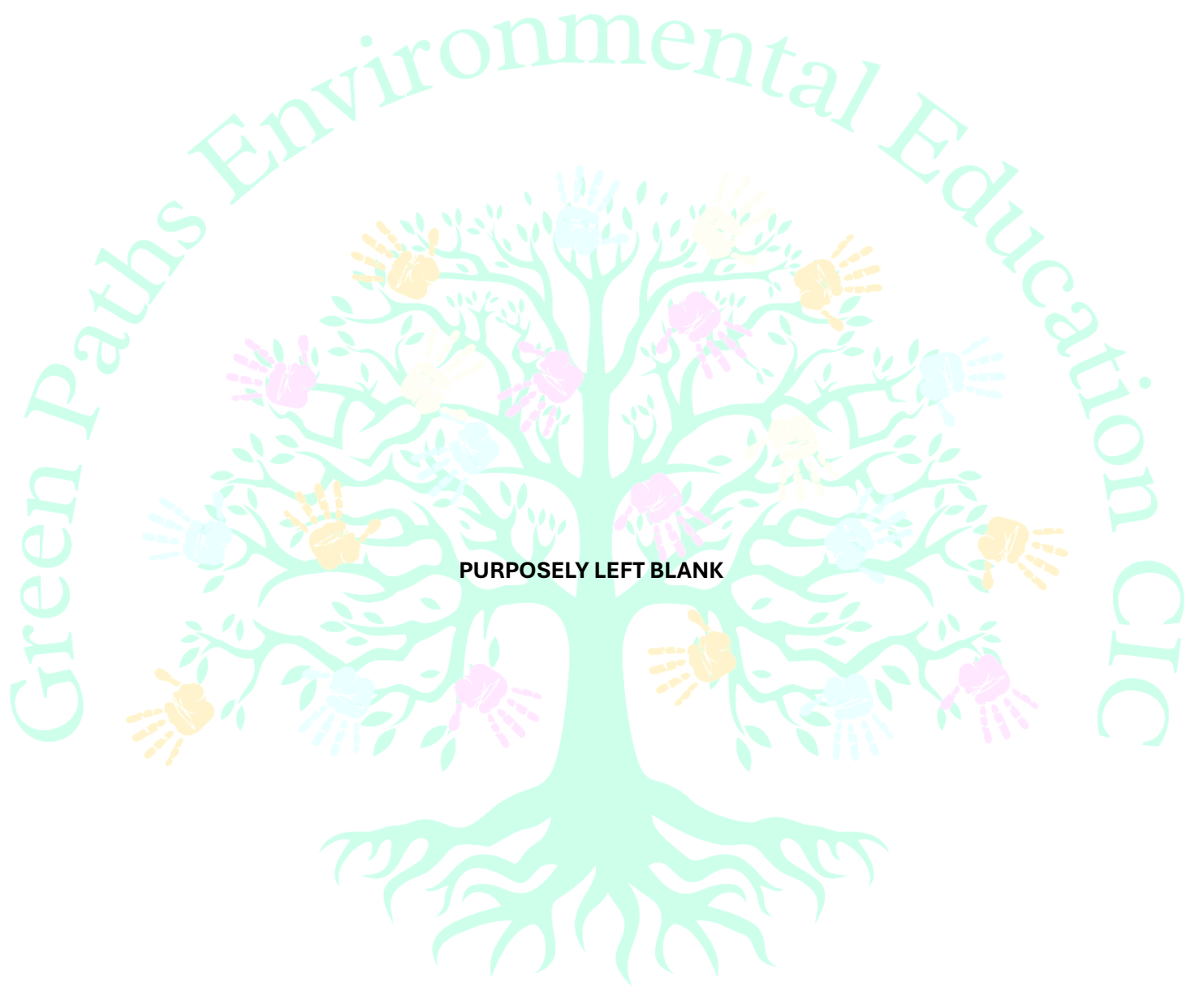
- Accidents will be handled sensitively to avoid embarrassment for the child.
- A change of clothes will be available for any child who has an accident, and parents will be informed discreetly at the end of the session.

8. Parental Communication

- Parents will be informed about the toileting procedures during sessions, especially regarding the use of outdoor toilet facilities.
- Parents are encouraged to inform the staff of any toileting concerns or specific needs their child may have. This information will be captured in the pre-session booking form.

9. Review

This policy will be reviewed annually or when necessary to ensure it remains in line with best practices and the needs of the children and staff.



Lone Working Policy

This policy helps ensure the safety of anyone working alone in a Forest School environment, by outlining clear procedures, communication, and risk management techniques.

1. Purpose

The purpose of this Lone Working Policy is to ensure the safety and well-being of any Forest School Leader, assistant, or volunteer who may need to work alone, ensuring risks are identified and minimized. This policy is designed to comply with health and safety regulations and support a culture of safety in the Forest School environment.

2. Scope

This policy applies to all Forest School staff, volunteers, and participants engaged in lone working, including but not limited to setting up, dismantling, preparing materials, and conducting individual activities in the forest or outdoor areas.

3. Definitions

- **Lone Working:** Any situation where a staff member or volunteer is working by themselves without close or direct supervision or support from another adult.
- **Forest School Leader:** The trained and certified leader responsible for planning and leading Forest School sessions.
- **Volunteers/Assistants:** Individuals supporting the Forest School Leader during sessions or in preparatory activities.

4. Key Principles

- The safety and well-being of staff and volunteers working alone are paramount.
- Risk assessments must be completed and reviewed regularly.
- Lone working should be avoided where possible; however, if required, sufficient measures must be in place to reduce associated risks.

5. Risk Assessment

Before engaging in any lone working activity, the Forest School Leader should complete a risk assessment, including:

- Identifying any specific hazards (e.g., tools, wildlife, terrain).
- Evaluating the potential risks to personal safety.
- Determining the necessity of first aid training.
- Ensuring communication methods are in place (e.g., mobile phone, radio).

6. Procedures

6.1 Pre-Work Preparations

- **Notify a Contact:** Prior to lone working, the Forest School Leader must notify a designated contact of their location, expected start and finish times, and the nature of their activities.
- **Check-In/Check-Out:** Ensure there are established check-in and check-out times with the designated contact. If the worker fails to check in within a reasonable time frame, the contact should initiate emergency procedures.
- **Ensure Communication:** The lone worker must carry a fully charged mobile phone or two-way radio and know the location of the nearest emergency services.

6.2 During Lone Working

- **Stay Aware of Surroundings:** Pay attention to changes in weather conditions, daylight hours, and any unfamiliar presence (people or wildlife) in the area.
- **Limit High-Risk Activities:** Lone workers must avoid high-risk activities such as climbing trees, using dangerous tools, or engaging in tasks requiring two-person handling unless absolutely necessary.
- **Access to First Aid:** Ensure a personal first aid kit is available and know the location of the nearest first aid or medical assistance.

6.3 Post-Work

- **Completion Notification:** Inform the designated contact when the lone working activity is complete and provide any necessary updates on conditions, incidents, or follow-up actions.
- **Report Incidents:** Any incidents or near-misses should be reported to the Forest School Leader or management as soon as possible.

7. Emergency Procedures

- In case of injury, accident, or other emergencies, the lone worker should:
 - Use the communication tools available to contact emergency services.
 - If communication fails, use personal first aid until help can be reached.
 - Emergency contact numbers should be clearly documented and accessible during the activity.

8. Responsibilities

- **Forest School Leader:** Ensure proper risk assessments are conducted and that lone workers are aware of the policy and associated risks. Ensure training is provided for all staff regarding safe lone working.
- **Lone Worker:** Follow the lone working procedures, adhere to the risk assessment guidelines, and report any concerns or incidents.
- **Designated Contact:** Keep track of the lone worker's schedule and initiate emergency procedures if the worker does not check in within the agreed-upon time frame.

9. Review

This Lone Working Policy will be reviewed annually or when significant changes to the working environment or legal requirements occur. Feedback from staff and volunteers is encouraged to improve and update the policy as necessary.





Staff Training Policy

This policy ensures a safe, enriching, and developmentally appropriate Forest School experience for all participants, supported by well-trained, knowledgeable staff.

Purpose: The Forest School Staff Training Policy ensures that all staff involved in the planning and delivery of Forest School activities are well-equipped with the knowledge, skills, and resources to provide high-quality outdoor learning experiences in a safe, inclusive, and sustainable manner. This policy outlines the essential training, qualifications, and ongoing professional development for all staff involved in Forest School.

1. Training Requirements for Forest School Leaders

a. Qualifications:

Forest School Leaders are required to hold the following qualifications:

- **Forest School Leader Level 3 Certification:** This is the standard qualification for those leading Forest School sessions.
- **First Aid Certification:** All Forest School Leaders must hold an outdoor-specific first aid qualification, such as a Paediatric Outdoor First Aid or an Emergency Outdoor First Aid certificate, updated every three years.
- **Safeguarding Training:** All Forest School Leaders must have up-to-date safeguarding and child protection training, with refresher training completed as required by local regulations.
- **DBS/Background Check:** All leaders must pass a DBS (Disclosure and Barring Service) or relevant background check to ensure the safety of participants.

b. Experience:

- Forest School Leaders must have at least 6 months of experience working in outdoor education or with children/youth in a similar environment.
- Leaders should have conducted a minimum of 3-5 supervised Forest School sessions before leading a group independently.

2. Training Requirements for Forest School Assistants

a. Qualifications:

Forest School Assistants are required to hold or be working towards the following qualifications:

- **Forest School Assistant Level 2 Certification** (if applicable): Assistants working in a supporting role should aim to achieve at least Level 2 in Forest School training.
- **First Aid Certification:** Assistants must hold a basic first aid certificate, with emphasis on outdoor and child-related scenarios.
- **Safeguarding Training:** Assistants must have completed relevant safeguarding and child protection training.
- **DBS/Background Check:** All assistants must also pass the necessary background checks before working with children or vulnerable individuals.

b. Ongoing Professional Development:

- Regular participation in internal or external workshops, skills development courses, and Forest School networking events is required for assistants to keep up to date with best practices.

3. Ongoing Training and Development for All Staff

a. Annual Training Days:

- All Forest School staff are required to attend annual in-house training days that focus on key areas such as child development, risk assessment, environmental stewardship, and hands-on Forest School techniques.

b. Continuing Professional Development (CPD):

- Staff are encouraged to participate in CPD activities, including attending conferences, courses, or workshops that deepen their understanding of outdoor learning, forest management, child psychology, and environmental education.
- Training logs should be maintained for each staff member to track progress and ensure they remain up to date with evolving standards.

4. Health and Safety Training

a. Risk Assessment and Management:

- All staff are required to be trained in risk assessment procedures specific to the Forest School environment. This includes assessing weather conditions, wildlife hazards, and emergency response planning.
- Staff will receive refreshers on risk management protocols at the start of each academic year or when new risks are identified.

b. Fire and Tool Safety:

- Specific training in the use of tools (such as knives, saws, and fire-making equipment) must be provided. Leaders should ensure that assistants and participants understand the safe use and maintenance of all tools and equipment.
- Fire safety protocols must be reviewed and practised regularly, with refresher courses available.

5. Environmental and Sustainability Training

- Staff will be trained in sustainable practices, including responsible use of natural resources, wildlife conservation, and Leave No Trace principles.
- Ongoing learning opportunities about local ecosystems, native plants, and wildlife will be provided to ensure staff can educate participants effectively.

6. Evaluation of Training

- **Annual Review:** A formal review of staff training and qualifications will be conducted annually to ensure compliance with Forest School standards and legal requirements.

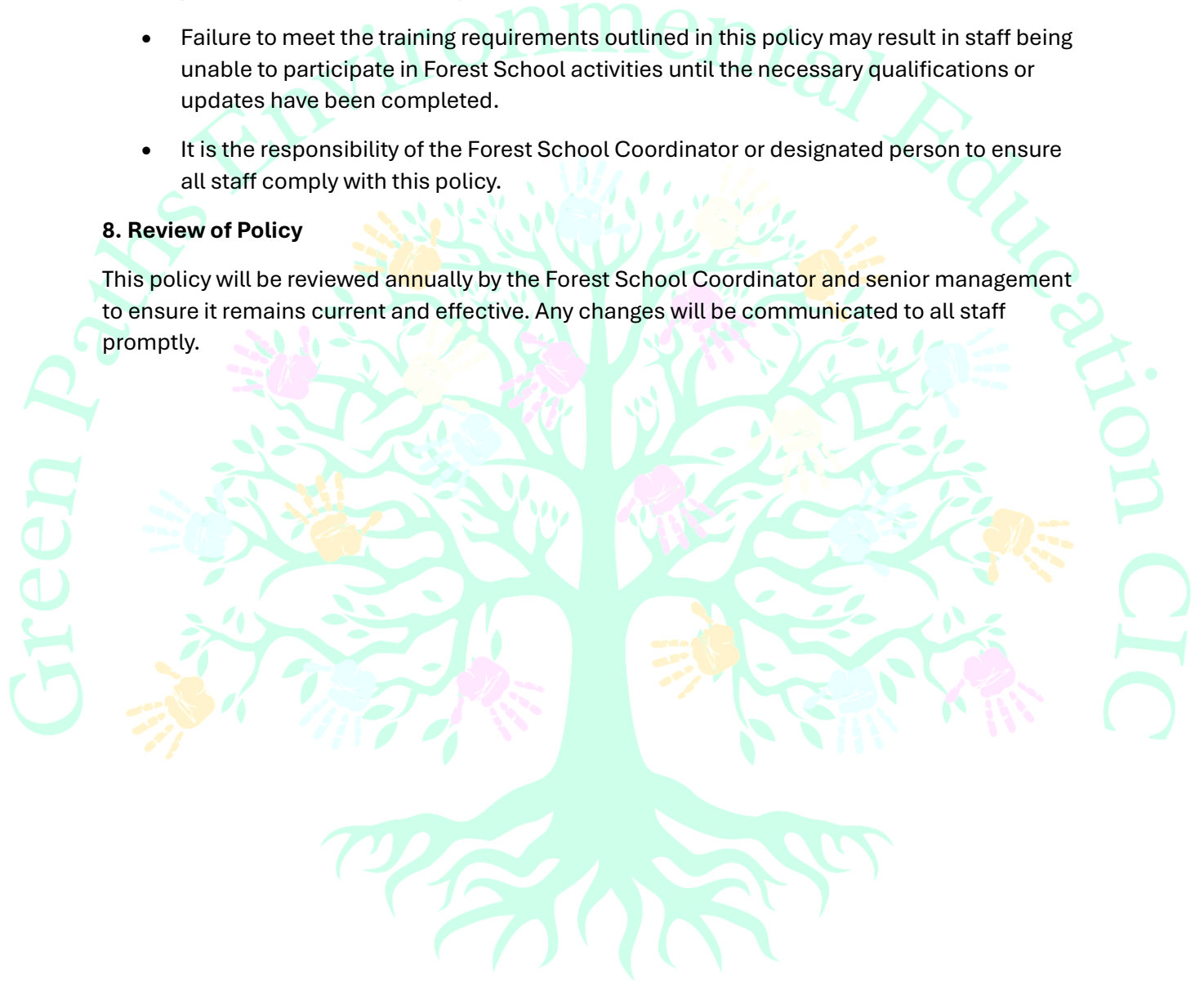
- **Feedback Mechanism:** Staff are encouraged to provide feedback on the training received and suggest areas for further development or support.
- **Training Effectiveness:** The effectiveness of training will be evaluated based on participant outcomes, staff performance, and risk assessment reviews.

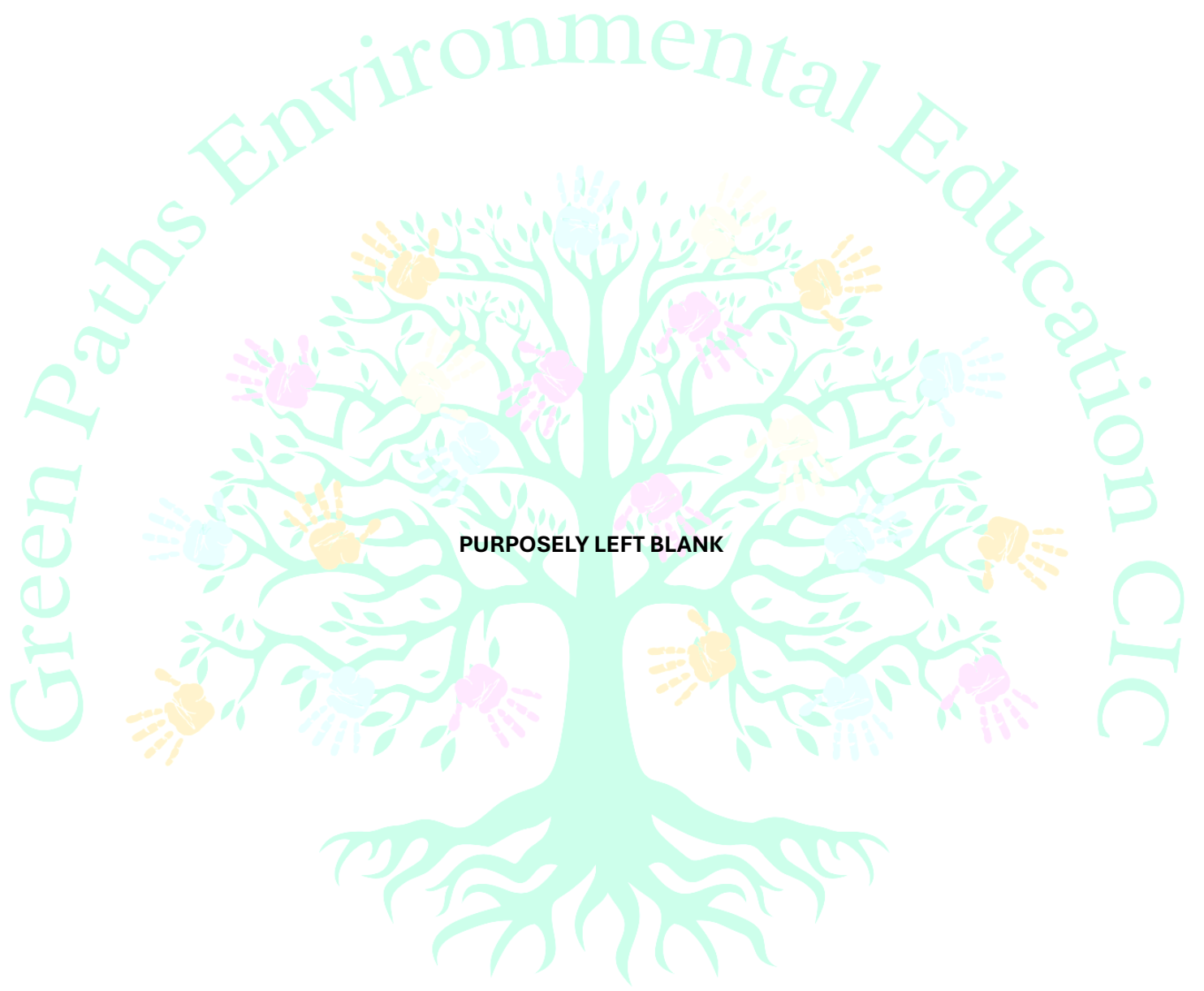
7. Compliance and Accountability

- Failure to meet the training requirements outlined in this policy may result in staff being unable to participate in Forest School activities until the necessary qualifications or updates have been completed.
- It is the responsibility of the Forest School Coordinator or designated person to ensure all staff comply with this policy.

8. Review of Policy

This policy will be reviewed annually by the Forest School Coordinator and senior management to ensure it remains current and effective. Any changes will be communicated to all staff promptly.





Staff Vetting Policy

1. Purpose

The purpose of this policy is to ensure the safety and well-being of all children and participants attending forest school sessions. This policy outlines the procedure for the recruitment, vetting, and appointment of staff, ensuring that all staff are suitably qualified, experienced, and safe to work with children in line with best practices and safeguarding regulations.

2. Scope

This policy applies to all staff, volunteers, and contractors involved in the delivery of forest school programs, including permanent, temporary, and seasonal workers.

3. Legal and Regulatory Framework

The staff vetting process adheres to the following legal and regulatory frameworks:

- **The Children Act 1989 & 2004:** Safeguarding and promoting the welfare of children.
- **The Safeguarding Vulnerable Groups Act 2006:** Ensuring individuals who pose a risk to children are not allowed to work in positions involving regular contact with them.
- **The Disclosure and Barring Service (DBS):** All employees must undergo a DBS check (or equivalent in their region).
- **The Education (Health Standards) (England) Regulations 2003:** Staff must meet specific health and fitness requirements.
- **Forest School Association (FSA) Code of Conduct:** Compliance with the FSA standards for forest school practitioners.

4. Vetting Process

All prospective staff and volunteers must undergo a thorough vetting process to ensure their suitability to work with children. The vetting process involves the following steps:

4.1 Application and Interviews

- **Application Form:** All candidates must submit a detailed application form including work history, relevant qualifications, and references.
- **Face-to-Face Interview:** Shortlisted candidates will attend a structured interview to assess their experience, attitude towards child welfare, and understanding of forest school principles.
- **Reference Checks:** At least two references, including the most recent employer and one personal reference, will be checked before appointment.

4.2 Qualifications and Experience

- All staff must hold appropriate forest school qualifications, preferably a Level 3 Forest School Practitioner Certification (or its equivalent).
- Proof of qualifications must be provided at the application stage.

- Staff must have relevant experience working with children in outdoor learning environments.

4.3 Disclosure and Barring Service (DBS) Checks

- All staff working directly with children are required to undergo an enhanced DBS check (or equivalent in other regions) prior to employment.
- DBS checks are renewed every three years, or sooner if required.
- Any applicant with a prior conviction related to child welfare or safeguarding issues will be disqualified from employment.

4.4 Medical Clearance

- All candidates must complete a health declaration form confirming they are physically fit to work in an outdoor environment and capable of performing the required duties.
- Where necessary, a medical examination may be requested to ensure fitness to work.

4.5 Safeguarding and Child Protection Training

- All staff must complete child protection and safeguarding training before commencing work. This training should be updated annually.
- Ongoing professional development and training in safeguarding, first aid, and outdoor learning will be provided.

5. Volunteer and Contractor Vetting

Volunteers and contractors who work in close proximity to children must undergo the same vetting procedures as paid staff. Volunteers working less frequently with children may require a basic DBS check but will always be supervised by vetted staff members.

6. Ongoing Monitoring and Supervision

- **Regular Reviews:** Staff performance and conduct are reviewed regularly to ensure ongoing compliance with safeguarding standards.
- **Supervision:** All staff, including volunteers and temporary staff, are regularly supervised by a senior staff member, especially during their probationary period.

7. Record Keeping

- All recruitment and vetting records, including DBS checks, references, and training certificates, will be securely stored in line with data protection regulations.
- Staff records will be updated regularly to ensure compliance.

8. Reporting Concerns

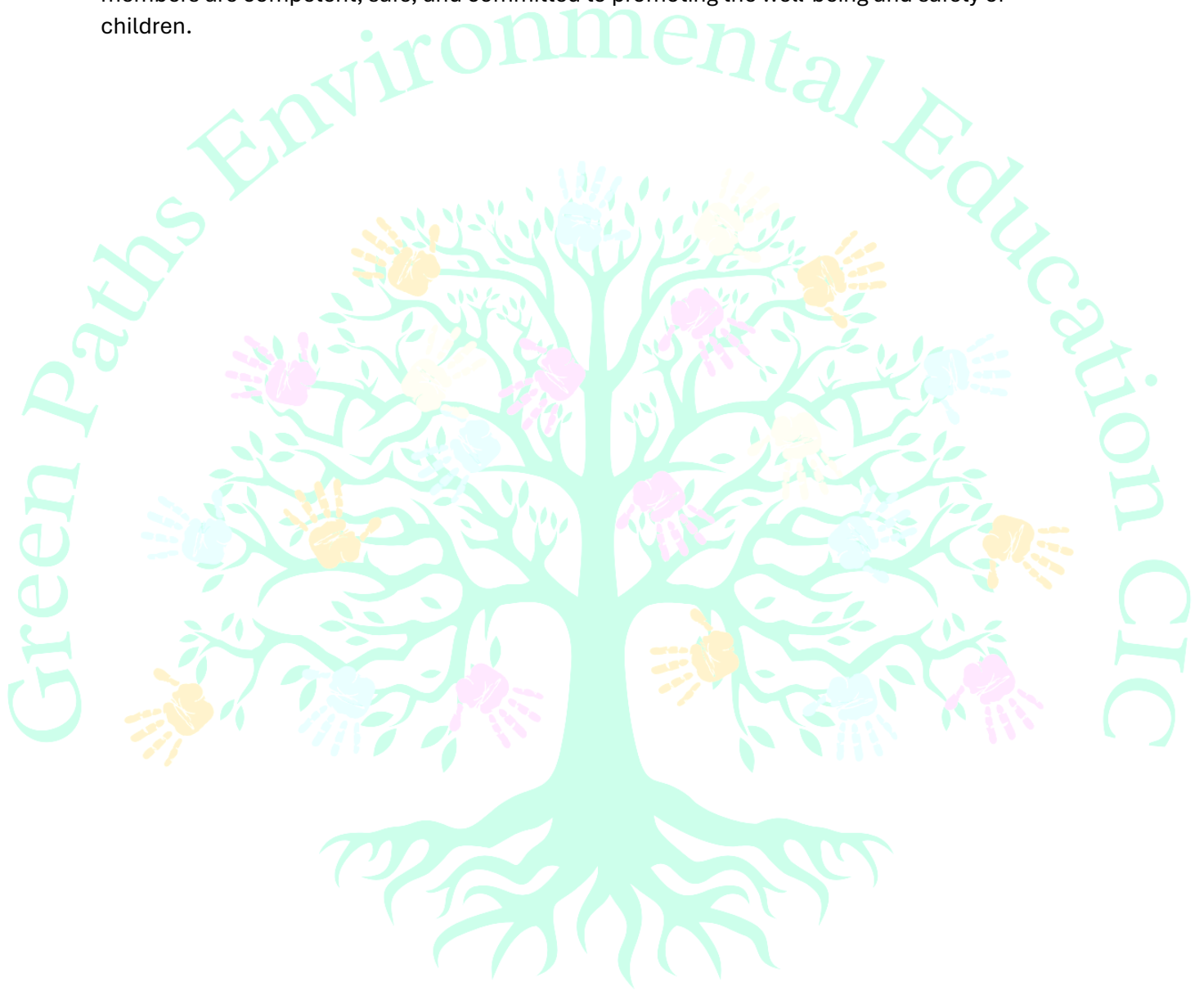
Any concerns about the conduct of staff members or volunteers should be reported immediately to the designated safeguarding lead (DSL). A thorough investigation will be carried out in line with the organization's safeguarding policy.

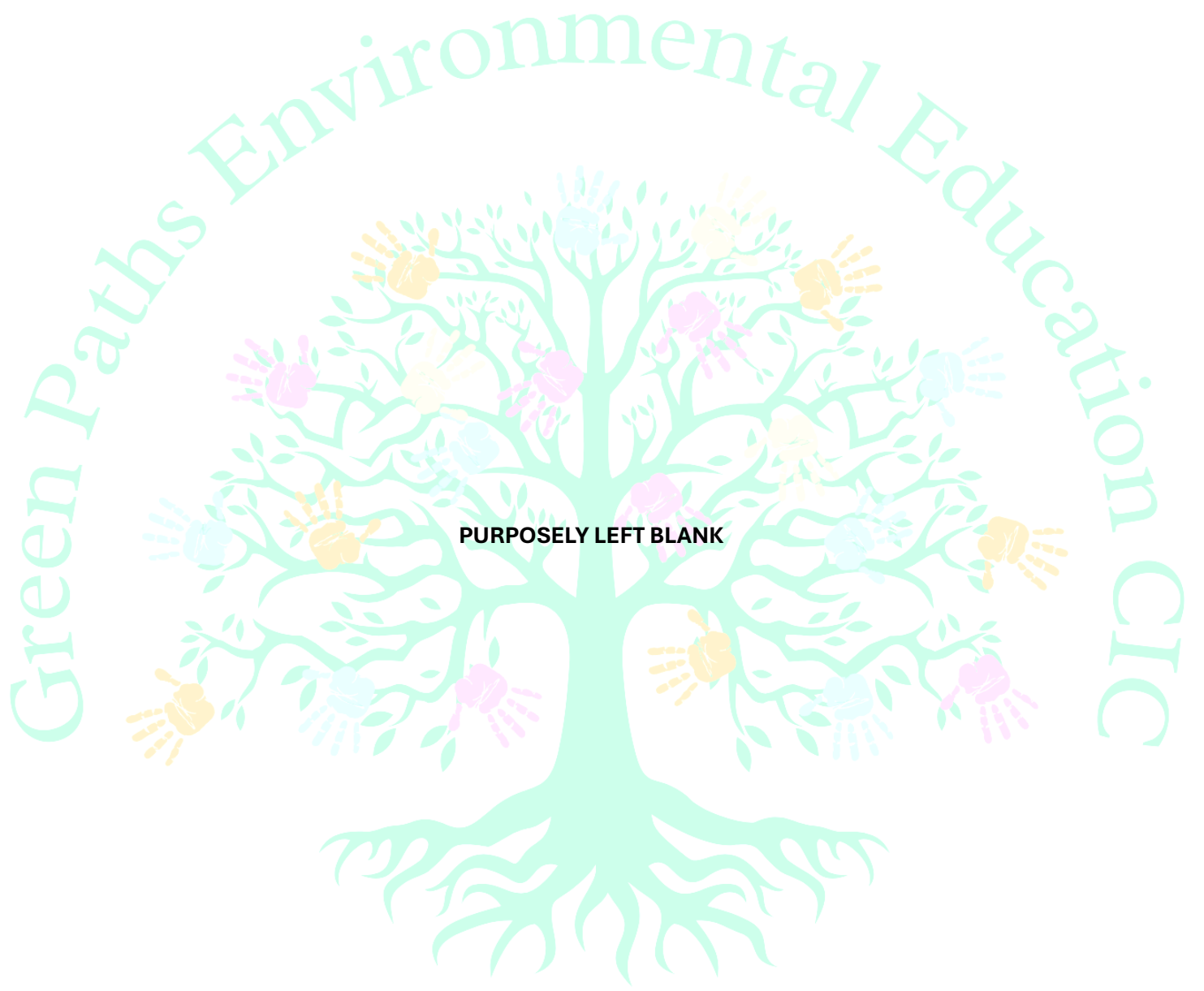
9. Policy Review

This vetting policy will be reviewed annually to ensure it remains in line with best practices and legal requirements.

10. Conclusion

Through the implementation of a thorough vetting process, Forest School ensures that all staff members are competent, safe, and committed to promoting the well-being and safety of children.





Data Protection Policy

This policy ensures that Green Paths Environmental Education CIC, complies with all legal obligations and best practices regarding the protection of personal data.

Introduction

At Green Paths Environmental Education CIC, the protection of personal data is of utmost importance. We are committed to handling all personal data in a way that respects individual privacy and complies with the relevant data protection laws, particularly the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This policy outlines how we collect, use, store, and dispose of personal data in a manner that ensures its security and confidentiality.

1. Scope

This policy applies to all staff, volunteers, contractors, and other third parties who have access to or process personal data on behalf of [Forest School Name]. It covers all personal data, including data relating to staff, students, parents/guardians, volunteers, and suppliers.

2. Definitions

- **Personal Data:** Any information that relates to an identified or identifiable living individual.
- **Processing:** Any operation performed on personal data (e.g., collecting, storing, using, disclosing).
- **Data Subject:** The individual whose personal data is being processed.
- **Data Controller:** The organisation that determines how personal data is processed.
- **Data Processor:** Any person or organisation that processes data on behalf of the Data Controller.

3. Legal Basis for Processing Personal Data

We will only process personal data when there is a lawful basis to do so under GDPR. These bases include:

- **Consent:** When the individual has given clear consent.
- **Contract:** Processing necessary for the performance of a contract.
- **Legal Obligation:** To comply with legal obligations.
- **Vital Interests:** To protect someone's life.
- **Public Task:** Necessary to perform a task in the public interest.
- **Legitimate Interests:** Processing is necessary for the legitimate interests of the school or a third party, except where those interests are overridden by the interests of the data subject.

4. Data Collection

We collect and process various types of personal data, including:

- **Student Data:** Name, date of birth, contact details, medical information, photographs, academic records, and behavioural reports.
- **Staff Data:** Employment records, qualifications, payroll information, contact details, and performance appraisals.
- **Parent/Guardian Data:** Contact details, financial information (for fee payment), and emergency contact information.
- **Volunteer Data:** Contact details, qualifications, and safeguarding checks.

How we collect data:

- directly from data subjects (e.g., enrolment forms, medical records).
- Automatically through the use of IT systems (e.g., attendance records).
- From third parties (e.g., previous schools, local authorities).

5. Data Storage and Security

We are committed to ensuring that personal data is kept secure by taking appropriate technical and organisational measures. These include:

- **Digital Data:** Password-protected systems, encryption, regular data backups, and access controls.
- **Physical Data:** Locked filing cabinets, secure access to offices, and restricted access to sensitive documents.

All data will be stored for only as long as necessary, and in line with our data retention policy, after which it will be securely deleted or destroyed.

6. Data Sharing

We will only share personal data when necessary and in compliance with legal obligations or with the consent of the data subject. Recipients of shared data may include:

- **Educational Authorities:** Local councils, examination boards.
- **Healthcare Providers:** Where necessary for the wellbeing of students.
- **Law Enforcement:** Where required by law.
- **Service Providers:** IT support, third-party software providers, and payroll companies.

Where data is shared with third parties, they must demonstrate compliance with data protection laws and implement appropriate security measures.

7. Data Subject Rights

Data subjects have the following rights regarding their personal data:

- **Right to Access:** Request a copy of their personal data.

- **Right to Rectification:** Request correction of inaccurate or incomplete data.
- **Right to Erasure (Right to be Forgotten):** Request deletion of personal data where there is no compelling reason for its continued processing.
- **Right to Restrict Processing:** Request a restriction on the processing of personal data in certain circumstances.
- **Right to Data Portability:** Request the transfer of their data to another organisation.
- **Right to Object:** Object to data processing based on legitimate interests or direct marketing.
- **Rights in Relation to Automated Decision Making:** Challenge decisions made without human intervention.

All requests will be responded to within one month, and there is no charge unless the request is excessive or unfounded.

8. Data Breach Reporting

In the event of a data breach, where personal data is accessed, lost, altered, or disclosed without authorisation, Green Paths Environmental Education CIC will:

- Report the breach to the Information Commissioner's Office (ICO) within 72 hours if it poses a risk to individuals' rights and freedoms.
- Inform the affected individuals without delay where the breach is likely to result in a high risk to their rights and freedoms.
- Maintain a record of all data breaches, whether reportable or not.

9. Staff Responsibilities

All staff, volunteers, and contractors who process personal data must adhere to this policy and the following principles:

- Ensure that all personal data is accurate and up to date.
- Only collect and process the minimum amount of data necessary.
- Report any suspected data breaches immediately.
- Use secure methods of communication when transmitting personal data.
- Complete regular training on data protection responsibilities.

10. Policy Review

This policy will be reviewed annually or whenever there is a significant change in data protection law or school procedures. The policy will be updated as necessary to reflect best practices and any changes in the law.

Contact Information

For any questions or concerns regarding this policy or data protection at Green Paths Environmental Education CIC, please contact:

Data Protection Officer (DPO)

Name: Jonathan Ellis

Email: info@greenpathseducationcic.org.uk





Camera and Mobile Phone Policy

1. Purpose of the Policy

This policy aims to provide clear guidelines for the use of cameras, mobile phones, and other recording devices during sessions. It seeks to promote a safe, respectful, and distraction-free learning environment that aligns with the core values of Forest School—fostering connection with nature, enhancing social interactions, and encouraging hands-on learning.

2. Scope

This policy applies to all individuals participating in all sessions, including:

- Staff and volunteers
- Parents and guardians
- Children and young people
- Visitors or external providers

3. General Principles

- **Respect for Nature and Learning:** Outdoor sessions focus on hands-on, outdoor learning. Mobile phones and cameras can be distracting and may detract from the immersive experience of being in nature.
- **Privacy and Consent:** Participants' privacy is a priority. Any use of cameras or mobile phones must respect the privacy of all individuals.

4. Use of Mobile Phones

- **Staff:** Staff members are permitted to bring mobile phones for emergency purposes only. Phones should be kept on silent mode and used only when absolutely necessary to ensure the safety of the group.
 - In case of emergencies, designated staff members will have phones accessible to contact emergency services.
 - Personal use of phones during sessions (e.g., for texting or calls) is prohibited.
- **Children:** Children are not permitted to bring mobile phones to Forest School sessions. This ensures they remain focused on the outdoor experience and are not distracted by technology.
- **Parents/Visitors:** Parents or visitors are encouraged to leave mobile phones in a safe place or turned off during sessions to maintain focus on the learning environment.

5. Use of Cameras (including mobile phone cameras)

- **Consent for Photos:** Photos may only be taken of children or participants if prior consent has been given by the parents/guardians or the individual (if over 18).
 - A signed consent form must be obtained before any photos are taken for use in promotional material, social media, or educational purposes.

- **Staff:** Staff may take photographs for educational purposes, such as documenting learning or for use in reports, provided consent is obtained.
 - Any photos taken for documentation or promotion must be stored securely and comply with data protection laws (e.g., GDPR in the UK).
- **Parents/Visitors:** Parents or visitors are not permitted to take photos of children or activities during sessions without prior permission from the Forest School leader.

6. Social Media and Sharing Photos

- **Staff:** Any photographs taken during any session for promotional purposes must adhere to data protection and privacy laws. No child's personal details (such as full name or location) should be included with images posted on social media or public platforms.
- **Parents/Visitors:** Photographs of children (other than their own) or of the session are not to be shared on social media platforms without express permission from the Forest School leader and the child's guardian.

7. Data Protection and Security

- All images and recordings must be stored securely by staff and only used for purposes for which consent has been given.
- Staff must ensure that devices used to take photographs (cameras, phones) are secure and, if necessary, password protected.

8. Breach of Policy

- **Staff:** Any breach of this policy by staff members may result in disciplinary action.
- **Parents/Visitors:** If a parent or visitor breaches this policy (e.g., taking photos without consent), they will be asked to delete any images and may be restricted from attending future sessions.

9. Emergency Contact Protocol

- In case parents need to contact staff or their children during a session, they should do so through the designated emergency contact number provided by Forest School staff.

10. Review of the Policy

This policy will be reviewed annually or as necessary to ensure it remains relevant and in line with best practices and legal requirements.



First Aid Policy

1. Purpose The purpose of this First Aid Policy is to ensure the health and safety of all participants in forest school activities by providing a clear, comprehensive approach to first aid. This policy outlines procedures to address any accidents or injuries that may occur during sessions.

2. Scope This policy applies to all staff, volunteers, and participants of the sessions, including children, parents, and other visitors. It is intended to cover the provision of first aid in the outdoor environment where forest school activities are conducted.

3. Objectives

- To provide adequate first aid equipment and facilities at the forest school site.
- To ensure a trained first aider is present during every forest school session.
- To establish clear procedures for managing minor and major injuries.
- To ensure incidents are recorded and reviewed for continuous safety improvement.

4. Responsibilities

- **Forest School Leader:** Holds overall responsibility for first aid provisions, including ensuring that first aid kits are stocked and accessible, first aid training is up-to-date, and emergency procedures are understood.
- **Forest School Staff and Volunteers:** All forest school team members must know the location of first aid kits, understand emergency procedures, and be aware of individual participants' medical needs.
- **Participants:** All participants must report injuries immediately to the forest school staff.

5. First Aid Kit Each session will have a well-stocked, waterproof first aid kit, accessible at all times. The contents, as a min, should include:

- Adhesive bandages (plasters) in various sizes
- Sterile gauze pads
- Adhesive tape
- Antiseptic wipes
- Scissors and tweezers
- Disposable gloves
- Instant cold packs
- Emergency blanket
- Eye wash
- CPR face shield
- Any participant-specific medication (e.g., epinephrine auto-injectors, inhalers)

6. First Aid Qualifications

- At least one staff member with a valid Outdoor First Aid qualification must be present during each forest school session. This training should be updated regularly as required.
- Staff will receive additional training on child-specific first aid requirements and managing outdoor-related incidents (e.g., tick bites, bee stings, burns, and hypothermia).

7. Emergency Procedures

In case of an injury or illness, the following steps must be taken:

- Assess the situation and ensure that it is safe to approach.
- Administer first aid as required.
- If the injury is serious or requires additional help, contact emergency services (call 999).
- Arrange for the evacuation of the injured person from the forest school site if necessary.
- Contact the parent/guardian as soon as possible in cases involving children.

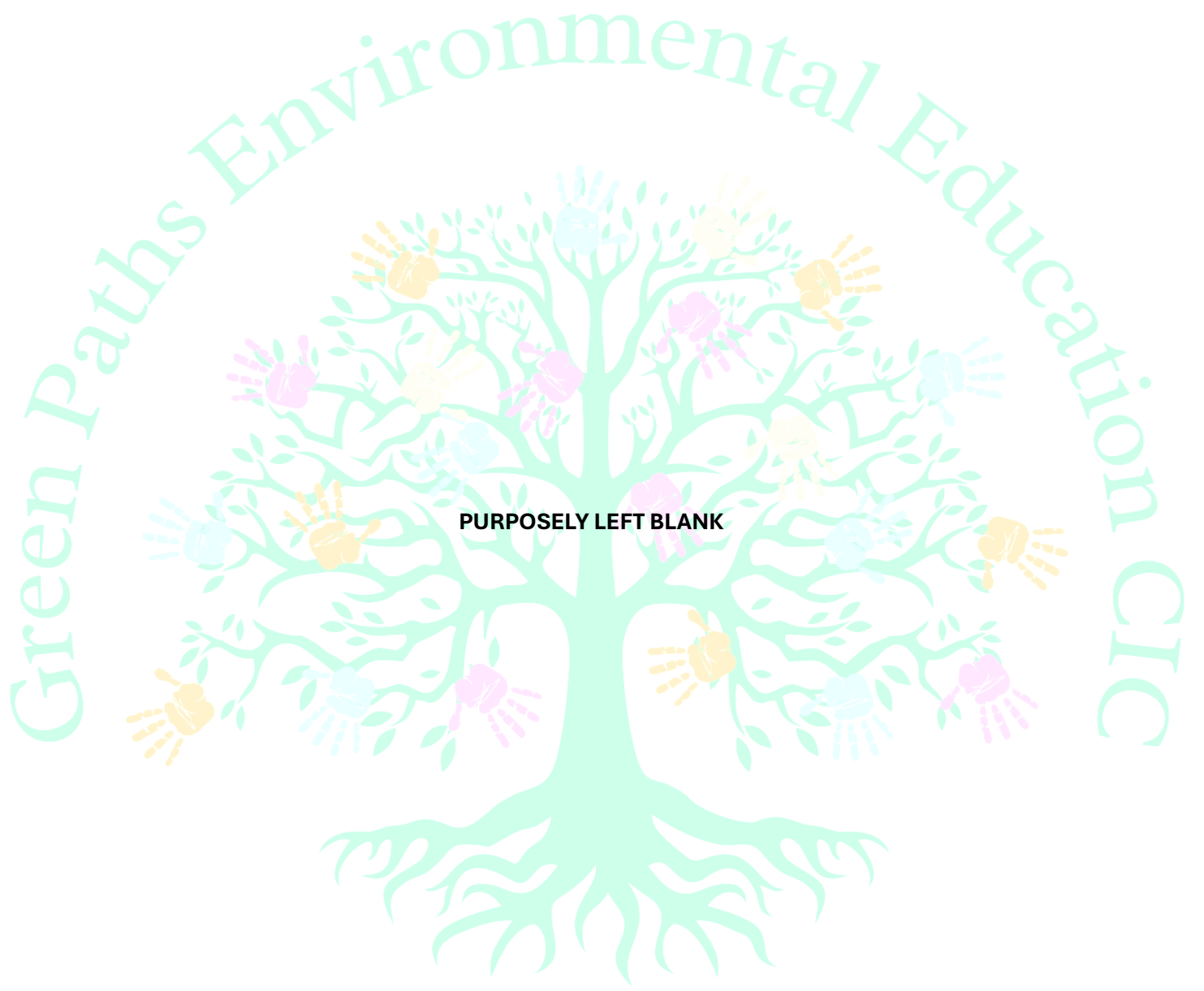
8. Record Keeping and Reporting

- All injuries, no matter how minor, should be recorded in the forest school accident log. The following details should be noted: date, time, nature of the injury, treatment given, and name of the first aider.
- Parents/guardians will be informed of any injury sustained by a child, and they will be asked to sign the accident log to acknowledge notification.
- Serious incidents will be reported to the relevant authorities as required.

9. Hygiene and Infection Control

- Disposable gloves must be worn when administering first aid that involves contact with blood or bodily fluids.
- Hands should be thoroughly washed before and after administering first aid.
- Any used first aid materials must be disposed of in a designated container or bag for safe disposal.

10. Review and Evaluation This First Aid Policy will be reviewed annually or following any significant incident to ensure it remains current and effective. Feedback from staff, volunteers, and participants will be used to make necessary improvements.



Adverse Weather Policy

At Green Paths Environmental Education CIC, we prioritise the safety and well-being of all participants, staff, and volunteers. Our outdoor sessions are designed to encourage resilience and a connection to nature in various weather conditions. However, we recognise the need to mitigate risks associated with severe or unsafe weather.

1. General Guidelines

- **Dress Appropriately**

All participants must dress suitably for the weather conditions. This includes:

- Waterproof jackets and trousers during wet weather.
- Warm layers, hats, and gloves in cold conditions.
- Sun hats, sunscreen, and breathable clothing in hot weather.
- Sturdy footwear appropriate for outdoor terrain.

- **Continuous Monitoring**

Weather conditions will be monitored before and during sessions to ensure participant safety. Staff are trained to assess risks and adapt activities accordingly.

2. Session Cancellation

Outdoor sessions will be cancelled under the following conditions:

- **Red Weather Warning:** Issued by the Met Office for extreme weather posing a danger to life.
- **Amber Weather Warning:** Issued for potentially severe weather that may cause disruption or pose safety risks.

In these cases, participants and their guardians (if applicable) will be notified as early as possible via the contact information provided.

3. On-Site Safety Adjustments

In the case of less severe weather, sessions may proceed with appropriate safety adjustments, such as:

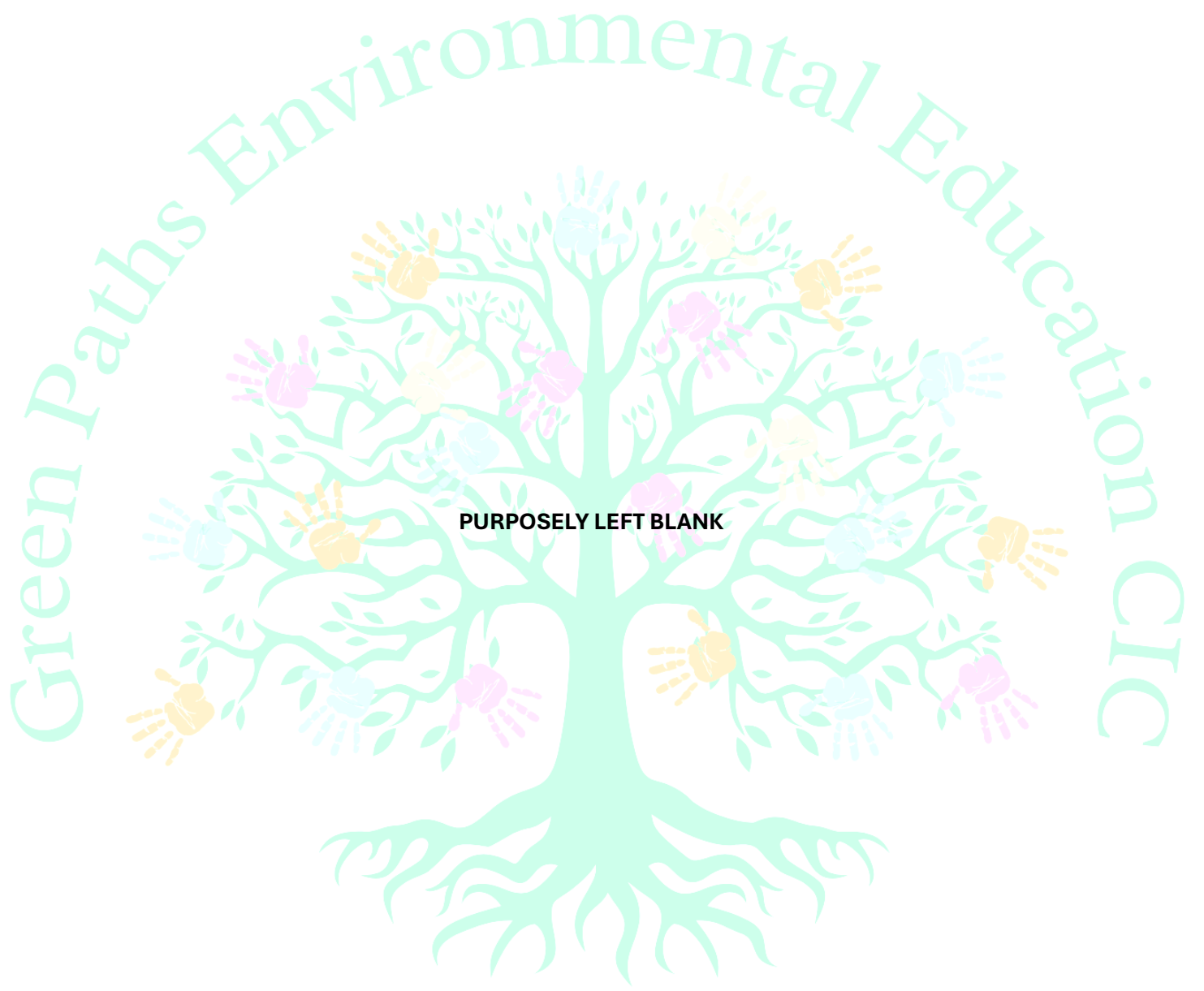
- Relocating activities to sheltered areas.
- Shortening the duration of outdoor exposure.
- Adapting activities to avoid high-risk conditions (e.g., avoiding areas with potential falling branches during high winds).

4. Responsibility

It is the responsibility of participants and their guardians to ensure appropriate clothing and footwear are worn. Green Paths Environmental Education CIC reserves the right to exclude participants from activities if they are inadequately dressed, as this may compromise their safety.

This policy will be reviewed annually to ensure it remains up-to-date and aligned with best practices in outdoor education.





Booking and Refund Policy

At Green Paths Environmental Education CIC, we strive to provide engaging, safe, and meaningful experiences for all participants. Please take a moment to review our booking and refund policy to ensure a smooth process and mutual understanding.

1. Booking and Payment

- All sessions must be booked through our official website to streamline registration and attendance.
- Payments are accepted via **PayPal** or **BACS** transfer for your convenience.
- **Full payment** is required no later than **24 hours before the session**. This ensures we can prepare adequately, especially since on-site signal limitations may affect last-minute communications.

2. Health and Safety Requirements

- **A completed booking form** is required for each participant before attending any session. This is a critical step to ensure the safety, health, and overall well-being of everyone involved in our activities.
- By submitting the form, you help us tailor our sessions to accommodate individual needs and maintain a safe environment.

3. Cancellations Due to Weather

- We embrace the outdoors, but participant safety always comes first. If we must cancel a session due to severe or unsafe weather conditions, your booking will be **transferred automatically to the next available session**.
- Please note that weather cancellations are at the discretion of our experienced team and are made with safety as the priority.

4. Refund Policy

- Refunds are issued **only** in cases where Green Paths Environmental Education CIC cancels a session.
- Unfortunately, we are unable to offer refunds for cancellations by participants or other circumstances beyond our control.

Need Assistance?

If you have any questions or require assistance, don't hesitate to contact us via our website. We value your support and look forward to welcoming you to Green Paths Environmental Education CIC!

Thank you for choosing us to be a part of your outdoor learning journey.

