

Elemental Outdoor Play & Learning

Statement of Purpose

Woodland Address: Coed Blaenigau Woods, Rhyd Lewis, SA44 5PS

Office Address: Bryngwyn, Ferwig, SA43 1PL

Responsible Individual: Graeme Dow, 07812 067 949, 01239 623 672

Person in Charge: Suzanne Riley, 07812 067 947, 01239 652 825



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Description of the location of the service

Elemental Adventures is a Community Interest Company set up in 2018 to provide outdoor play and learning services for people of all ages and abilities, including forest school, bushcraft, heritage skills, mindfulness, music, storytelling and natural arts & crafts. We are registered with the Forest School Association.

Elemental Outdoor Play & Learning (registered with the Care Inspectorate Wales) is our drop-off service for children aged 5-12 years old, which offers 2 different sessions:

1. Bright Fires Forest School (which run during term time)
2. Tree Pirates Holiday Club

Our venue is Coed Blaenigau Woods, a 7 acre woodland near Llangrannog, Ceredigion. We have a contract with the owners, granting us access in exchange for carrying out woodland management. It is a diverse site with pockets of trees and meadows and offers a wide variety of natural resources. It has been developed to support different ways of engaging children, from climbing and balancing to shelter and envelopment. There are tree houses, balance bars, climbing areas, a mud kitchen, craft area, swings, hammocks, a pirate boat, a fire circle for cooking, a green woodwork area and a clay oven.

There is also a large, accessible compost toilet, warm and cold water handwashing and hand drying facilities, and access to a well stocked first aid kit if needed. When it is wet weather we use a variety of tarpaulins and a canvas yurt for shelter. Paths are wide and well kept and covered in woodchip, which have been successfully accessed with wheelchairs.

Ethos

Our ethos and pedagogy are a really important part of our provision. We are passionate about child-led learning and see our role as long-term nature mentors and playworkers. We work with each child closely through observation and relationship, facilitating them to follow their own interests and fulfil their unique developmental needs.

We include circle times at the beginning and ends of our sessions, to encourage children to review their own learning and share their feelings and needs. This enables us, as practitioners, to understand and respond to the unique learning path of each child.



Aims and objectives

- Elemental Adventures (EA) aims to provide a nurturing environment that supports children's health and wellbeing. We do this by providing and implementing positive outdoor, child-led experiences in a natural setting, including using loose parts and natural materials. This helps foster traits such as resilience, confidence and independence whilst developing motivation, co-operation, conflict resolution, decision-making and social skills.
- We provide opportunities for children to develop their physical confidence and coordination. By facilitating risky play, the children learn to assess risk themselves and are therefore less likely to hurt themselves and more likely to engage in a wider range of play activities.
- Carry out regular consultation with children and families about the development of the sessions.
- Create an environment in which equal opportunities can flourish through treating everyone with respect and kindness.
- Work within the legislative framework of The Child Minding and Day Care (Wales) Regulations 2010.

Activities

We believe in meeting children where they are at. There are no set activities and instead we have a variety of skills and ideas to share such as:

- Campfire cooking
- Outdoor arts and crafts
- Tree ID and foraging
- Practical tool use
- Storytelling
- Music making
- Den building
- Firelighting
- Muddy mess making
- Meditation
- Singing
- Woodcraft

...and much more! No session is the same and there is plenty of time for free play and exploration.



Personal equipment

Each child must bring with them clothes for all weathers, including wellies and waterproofs. We also ask that children bring their own drinks, snacks and lunch.

Range of needs we can support

These sessions are inclusive services, open to all children between the ages of 5-12 years old. We offer a child-centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends, regardless of ability.

We endeavour to meet these needs in a range of ways, for example: offering hand tools that are easier to use for children with less dexterity; creating sensory areas to offer experiences for children with a lack of sight or hearing, such as outdoor percussion, sensory plants; in itself the environment offers opportunity for space and solace, particularly for children who find social situations difficult. We also endeavour to make the space physically accessible for wheelchairs.

Whilst we welcome children who need to bring a parent/carer with them for support, we do invite each parent/carer and child to visit the site themselves and make their own assessment, before committing to a session.

Language and communication needs for people using the service

This service is primarily delivered in English, with some inclusion of Welsh. We are currently seeking funding to expand our Welsh language provision.

Our contract



When booking a place the parent/carer must read and understand this Statment of Purpose and also must complete the online booking form, which provides information and permissions, such as:

- Existing medical conditions
- Permission and guidance for administration of medication
- Doctor's surgery details
- Contact details including next of kin
- Dietary needs
- Photo consent

Standard of care and support

Our service will support people to:

- **be as physically, mentally and emotionally healthy as possible:** we believe that by offering the opportunity for outdoor, child-led play that we are supporting physical, mental and emotional health.
- **be safe:** as experienced forest school leaders and playworkers, we are trained in facilitating managed risk through outdoor play. Through allowing children to develop their own risk assessment skills, they become much more aware of their own safety and the safety of others.
- **be involved in activities, hobbies or individual interests:** through offering a child-led service, we encourage the children to pursue their own interests and skills and support them in doing so, whatever that might be.
- **access education, learning and development opportunities:** by providing a broad range of activities and interactions, including: green woodwork, campfire cooking, nature crafts, teamwork, environmental education, woodland management, tool use, bushcraft, journaling, drama, music, mindfulness, folklore and Welsh language.
- **maintain their linguistic, cultural and /or religious identities:** we use seasonal celebration as a means to bring awareness to different cultural traditions. We partner with a local Welsh theatre to help bring the Welsh language into our learning about the natural world through outdoor drama workshops.
- **maintain family and personal relationships, develop their potential and learn and practice life skills:** we feel that, through play, children are given the opportunity to role play relationships and practice life skills, which has a beneficial effect for home life.



Staffing arrangements

Numbers and qualifications of staff:

- Graeme Dow: Responsible Individual / Playworker
Forest School L3, MAHPS L3, Playwork L2, Playwork L3, Outdoor First Aid
- Suzanne Riley: Person in Charge / Playworker
Forest School L3, MAHPS L3, Playwork L2, Playwork L3, Outdoor First Aid, Safeguarding L3
- Staff will run on a ratio of 1:8 within the regulations of the Care Inspectorate Wales (CIW) and there will be two staff at all times.
- All staff will be DBS checked and the Person in Charge will have a safeguarding children certification.
- Occasionally we will have volunteers on site who will also need to provide a DBS check and will have a full induction to the session.

Terms and conditions: Tree Pirates Holiday Club

- Tree Pirates Holiday Club runs during school holidays from 09:30-15:30. Please check our website for the dates that it will be running.
- Age range of people using the service: 5-12 years
- Maximum capacity: 18 children
- Tickets are priced at £30 per child per day. If you cannot afford the full cost of the ticket, please email us because we have a small number of subsidised tickets available.
- All bookings are taken through our website. All sessions must be pre-booked and paid for before admission.
- If children require a settling in period, we welcome parents/carers to accompany their child for the first activity.
- If any symptoms of illness become apparent please refrain from attending and tell us straight away so that we can open the place for someone else.
- For any cancellations we will need to be notified 48 hours in advance for money to be reimbursed, or 24 hours in advance to transfer tickets to future sessions.
- If EA need to cancel due to staff sickness then we will fully refund or transfer all tickets.
- If EA need to cancel due to circumstances beyond our control, such as extreme weather or government restrictions, then we will transfer all tickets to a future event.



Terms and conditions: Bright Fires Forest School

- Bright Fires Forest School runs during term time from 09:30-15:00.
- Age range of people using the service: 5-12 years.
- Maximum capacity: 18 children.
- Tickets are priced £25 per day and are booked in half term blocks of 6 or 7 weeks.
- The tickets reserve a place in the session. If a child cannot attend a session there is no reimbursement.
- All bookings are taken through our website. All sessions must be pre-booked and paid for before admission.
- If children require a settling in period, we welcome parents/carers to accompany their child for the first activity.
- If any symptoms of illness become apparent please refrain from attending and tell us straight away so that we can open the place for someone else.
- If EA need to cancel due to staff sickness then we will fully refund or transfer any tickets.
- If EA need to cancel due to government restrictions, then we will transfer all tickets to a future session.
- Forest school is all about playing and learning outdoors in all weathers. We have a tarp and shelters for rain and cold. However, there are certain weather conditions that will affect the running of our Forest School. Staff will stay informed of the weather conditions via the Met Office website. We will always try to give 24 hours notice of closure, however we may need to cancel on the day if weather changes suddenly / overnight. We will inform families by email of any cancellation. In the event that a regular session is cancelled or cut short due to weather, refunds or a replacement session will be given if the customer has had a previous regular session with us cancelled within the same month.

Staff training

We are committed to ongoing personal and professional growth for all of our staff members, as we believe this helps maintain the quality and delivery of high standards of care and education. All staff are kept updated with current and new legislation affecting the Playwork sector and supported to attend ongoing training in:

- First aid
- Safeguarding
- Health & safety
- Relevant pedagogy

We encourage a sharing of knowledge so that staff can benefit from one another's experience.



Governance and quality monitoring arrangements

All staff will be working in accordance with our Policies & Procedures, including the Operational Plan, Statement of Purpose and also to the guidelines of The National Minimum Standards and The Child Minding and Day Care (Wales) Regulations 2010. We will conform to all guidelines set out by CIW necessary to ensure we fulfill our duty of care. Regular training will be sought to achieve this.

Appropriate Public Liability insurance is in effect to cover Elemental Adventures for this service. All policies and procedures have been developed according to NMS guidelines. These are reviewed annually or when services change, read by all staff and signed. We encourage regular reviews with children and parents/carers to maintain a high standard of service. We will also conduct regular staff review and appraisals with action points to consider. Staff will be encouraged to commit to further professional development and training to enrich their skill base and our service. We are always open to improvement.

We maintain a high level of financial conduct keeping records of all financial comings and goings including use of grant funding. Any cash money is recorded and kept in a locked container. We will act upon any instances of fraud or illegal activity.

All personal details of staff, parents and children are kept confidential.

Complaints procedure

Any complaints are dealt with according to our 5 stage complaints procedure. In summary:

1. Initially a complaint can be made verbally to the project manager.
2. Putting the complaint in writing to the person in charge and any necessary investigation will be undertaken.
3. There is then the option of a face to face meeting with the Setting Manager, Person in Charge and Directors, if required.
4. An external mediator can be brought in to help resolve the complaint.
5. A final meeting is brought together including the mediator. Parents may approach CIW directly at any stage of this complaints procedure.

Records:

- A record of complaints against our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed and the outcome.



- We must provide CIW, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint.

If you have a specific concern about the safety and quality of a care service in Wales, you can contact the Care Inspectorate Wales (CIW) here:

- website: careinspectorate.wales/contact-us/raise-concern
- telephone: 0300 7900 126

Dealing with emergencies

- All staff will have charged mobile phones in case of emergencies. In the instance of poor mobile signal, we will ask to use a neighbour's landline telephone.
- All staff will carry an emergency whistle to obtain children and staff's attention in an emergency situation.
- A fully stocked First Aid kit will be accessible at all times.

Accident Procedure

1. First Aid to be administered by qualified First Aider.
2. Refer to onsite medical records. Parents consulted or advised if necessary.
3. If necessary further assistance from emergency services sought: ring 999.
4. Incident recorded in HSE RIDDOR Accident Report Document file.

Death or Serious Incident Procedure

1. First Aid procedures followed (Remain with casualty. Remove others in the group making sure they are safe).
2. Emergency services informed.
3. Advice gained from Police as to next steps (Police to notify next of kin).

Emergency Drill

1. Emergency drills will happen whenever a new group of children begin sessions or when a new child joins. They will be practised on a regular basis. An alarm will be raised (using



the emergency whistles) and all staff and children will be expected to take part in the drill.

2. A discussion will take place when the drill has finished to ascertain any improvements which can be made.

Fire Prevention

1. Fire prevention measures centre upon the availability, removal or control of fuel and ignition sources.
2. These include fuel, waste, debris and any flammable gas, liquid or materials.
3. No accumulation of waste around the site. Rubbish disposed of regularly.
4. Flammable gas and liquids never stored on site.
5. Children are always supervised around the fire.
6. Fire safety measures in place and at hand.
7. Smoking prohibited on site.
8. Fire lighting equipment is always supervised by an adult.
9. All staff and children trained in the safe containment and extinguishing of fires.

Fire evacuation procedure

1. On detection of a dangerous, out of control fire an alarm will be raised (shouting "Fire").
2. All participants are to assemble and be accounted for with the register at a specified fire assembly point (next to the entrance gate), well away from the fire circle, whilst fire containment strategies are put in place by emergency services (contacted by the leader).
3. Children's parents/carers will be contacted to collect the children and signed off as they leave. In an emergency, carers would be expected to leave work or send the next of kin to pick up the child.
4. Record time, location and cause of event.
5. Debrief with children in the next session.

Reviewing the Statement of Purpose

- The Statement of Purpose will be reviewed annually.
- The CIW will be informed of any changes to the service.

Principles

We work with three simple principles which we like all attendees to follow:

- Look after themselves
- Look after each other



- Look after the woodland

Revised 22/04/22

Graeme Dow