

Bedgebury Team Building

Leader Welcome Pack



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Forestry England



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Your Visit

For more information about your visit please email Saul or Steph at
Teambuilding@khwp.org.uk

Enjoying the Experience

The wellbeing of children and adults at Bedgebury is our priority.

To ensure this it is important that the leader reads all the information set out in this document.

The leader must ensure that all participants are correctly dressed and equipped for the visit.

Pre-visit Checks

We advise you to visit the site before hand to carry out your own risk assessment and familiarise yourself with the site and location of the facilities.

To arrange a site visit email Teambuilding@khwp.org.uk

Child Protection and Safeguarding

Policy

As part of Kent County Council, KHWP are guided by the Kent Safeguarding Children's Board on matters relating to safeguarding and promoting the welfare of children. Under their guidelines, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

In undertaking the role of safeguarding and promoting children's welfare, children should be enabled to have optimum life chances, and to enter adulthood successfully. (see full policy at back of pack)

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Who are the Kent High Weald Partnership?

The Kent High Weald Partnership (KHWP) is a non-profit organisation working to 'link the community and countryside' across the borough of Tunbridge Wells. We achieve this by delivering environmental education, Forest School programs, land management for wildlife, volunteering and family events.

KHWP has a dedicated team of Level 3 Forest School Practitioners and qualified teachers delivering a wide range of educational activities both in, and outside of the classroom. Since 2012 this has included Forest School programs at Bedgebury Pinetum.

Team Building Staff at KHWP



Saul Fajerman



Steph Dowling



Vikki Osbourne



Bex Messenger

KHWP were established in 1991, and are core-funded by Kent County Council and Tunbridge Wells Borough Council. We are insured under KCC's PLI policy for up to £50 million, and are guided by the Kent Safeguarding Children's Board in our delivery of work with young people. All staff are subject to enhanced DBS checks, and hold a full first aid at work qualification.

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Team Building Activities at Bedgebury

The group will be divided into teams for the day. Every activity can win points for the team the team with the most points at the end of the day is the winner!

Team Challenge

The team challenge is a series of 5 ten minute challenges that will test brain and body but mostly the communication and leadership skills of the group.

Team challenges include:

Crossing the Snake Pit, a physical challenge that requires strength, balance, a clear plan as well as some wooden planks and milk crates.

The Communication Caterpillar, a communication and trust activity as blindfolded team mates guide each other around a woodland course.

Abandoned Herbicide, lateral thinking is required to move the 'poison' with the given equipment without touching or spilling it.

Barrow Ball Relay, A fun and frantic ball kicking; wheelbarrow wheeling; football throwing; dressing up; crazy scramble for points.

Towers of Hanoi, A fiendish ancient maths puzzle made big with car tyres and wooden posts.

Points can be won and lost on all the activities

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Team Building Activities at Bedgebury

Shelter Building

Bring out your inner engineer with this shelter building challenge. Working in teams; using natural materials you will construct sturdy and weather proof shelters.

The shelters will be subject to rigorous tests to ascertain their structural integrity and water proofness (we use a large member of staff and bucket of water to do this). Points will be awarded based on the results



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Team Building Activities at Bedgebury

Map Reading Challenge

Unleash your explorer with our Bedgebury map reading challenge. Use your maps provided and clues to gather answers about the Pinetum and its incredible collection of trees species. There are lots of points available to add to your team's total score!

Please be aware that our map reading activities are aimed at children aged 7-14 and therefore may be unsuitable for older groups.



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What to bring and wear on the day

“There is no such thing as bad weather only the wrong clothes”

Ancient Scandinavian saying

Clothing

Please wear clothes that are suitable for the weather. You will enjoy the day much more if you are comfortable. We will be out in the countryside all day so there is always the risk of bites scratches and stings. This can be avoided with the correct clothing choices.

During the winter months:

- Hat and gloves
- Jacket/ waterproof coat + trousers if possible
- Fleece/ jumper
- Warm trousers
- Wellies/ walking boots/ sturdy shoes

During the summer months:

- Sun hat and sun screen
- A thin, long sleeved top/long sleeved t-shirt
- Long sleeved jumper
- Trousers NOT shorts
- Sturdy shoes/ walking boots
- Water proof coat



Please do not wear:

- **Shorts**
- **Skirts**
- **Vest tops**
- **Sandals**

Winter



Summer



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Risks and Hazards

Contact Saul Fajerman for the full site risk assessment

Slips, trips, falls and stumbles

During the sessions the ground under foot will often be uneven. Proper footwear and an awareness of your surroundings should minimise any accidents.

Bites, stings and scratches

There will be nettles and brambles around the area as well as midges and wood ants. We suggest you bring insect repellent but the best way to avoid bites, stings and scratches is to adhere to our clothing requirements and wear long trousers and long sleeved tops.

Getting Lost

The Pinetum is a large area and getting lost is always a possibility. This can easily be avoided with the correct staffing numbers and active supervision from the group leaders. Find our lost child/young person policy at the back of the pack.

Adverse weather conditions

We will run the sessions regardless of the weather and expect that the participants are appropriately dressed. In the case of high winds we defer to the safety policy of the (see back of pack) . If cancellation is necessary we will let the school/organisation know as soon as possible.

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Eating and Drinking

Food and drink is not provided as part of the sessions although drinking water will be available throughout the day.

There is a café on site. Groups will need to book directly with them if they wish to eat there. Phone: 01580 854455



An adjoining outdoor covered seating area can be booked at no extra charge as a lunch room.

Please be aware that the space is booked on a first come first serve basis and is not for the exclusive use of groups participating in the team building activities. Although every effort is made to avoid it, at the time of your booking, it may already be reserved by another group.

Other seating areas around the visitor centre is for public use.

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Teacher/ Group leader responsibilities

1. The group leader is responsible for the behaviour and overall wellbeing and organisation of the groups.
2. The group MUST be accompanied by the correct number of adults. Failure to meet the required adult/child ratio will result in cancellation of activities.
3. The group leader and helpers are expected to help supervise the activities
4. The group leader must have consent from the participants for the planned activities and hold emergency contact details and medical information.
5. The group leader must inform the lead KHWP staff member of any special medical or other needs preferably before the session.
6. The group leader is responsible for any medication needed by members of the group (e.g. inhalers) and their use.
7. The group leader must ensure that all participants (including adults) are dressed correctly for the visit.
8. The group leader is responsible for organising the group's transport and associated risk assessments for the journey to and from the site.
9. All KHWP staff are First Aid trained, and will have First Aid kits with them at all times. KHWP is happy for the group leader to be the nominated first aider for the group but please read the First Aid procedure in the Welcome Pack.

**All groups participating in activities with KHWP are covered under Kent County Council's Public Liability Insurance policy.
Groups will need their own insurance for getting to and from the site.**

KHWP responsibilities:

1. The KHWP leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure safety.
2. The KHWP leader will carry out the risk assessment (s) for the activities and review them regularly.
3. The KHWP leader will have a First Aid kit and phone with them at all times.

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First Aid and Emergency Incidents

KHWP leader will be responsible for the administration of First Aid unless alternative arrangements have been made

All KHWP staff members are trained first aiders. Some members of staff have had additional Outdoor & Adventure and Paediatric first aid training

The KHWP leader will carry the group welfare pack or 'happy sack' which contains a 50 person first aid kit, survival blankets and additional equipment.

Any adult who witnesses or is involved in an incident, such as a serious injury, or suspects him/herself or another person to have a serious illness, should immediately alert KHWP leader or another member of staff, who must immediately inform KHWP leader.

- 1) KHWP staff or nominated first aider assess the injury to decide whether or not it is serious or minor. Other assisting adults to provide crowd control
- 2) If it is a minor injury the nominated first aider is to provide treatment and the session can continue as normal. If it is a major incident then the teachers need to gather the group together and do a head count. If directed by KHWP staff the group should gather by the visitor centre, in the classroom if available. At least one member of school staff needs to stay with the casualty with any medical information and help monitor the casualties condition.
- 3) The KHWP first aider will decide what action is appropriate and put this into effect. The assisting adult will call the emergency services first, then the FC Visitor Centre so they can coordinate with the emergency services if necessary then call the casualties emergency contact.
- 4) KHWP to assess the impact on the rest of the group to either carry on with the session or arrange for group to return to school / call parents to come and collect the children.

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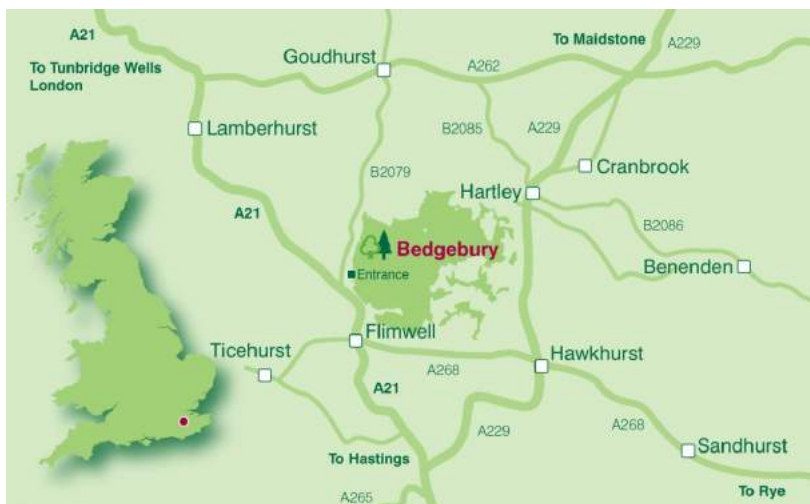


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Directions to Bedgebury Pinetum



**Address: Lady Oak Lane,
Goudhurst
TN17 2SL**

Satnav Instructions:

If you are coming from the Ashford/
Maidstone direction then we advise
you to use TN5 7QJ

From London

Leave the M25 at junction 5 and join the A21 southbound towards Hastings. Bedgebury is signposted off the A21 on the B2079, approximately 12 miles southeast of Tunbridge Wells and 16 miles northwest of Hastings.

From the north and east

Take the A262 to Goudhurst, and then turn by the village duck pond to take the B2079 (signposted to Flimwell). Follow this road for approximately 3 miles and you will find the main entrance to Bedgebury on your left.

From Brighton (and the west)

Travel through Lewes and Uckfield to Heathfield. Take the A265 from Heathfield to Hurst Green, turn left onto the A21, drive straight across at the Flimwell Crossroad. Bedgebury is signposted from here (a right hand turn onto the B2079) and will be found approximately half a mile along the road on the right.

From the south

Take the A21 to the Flimwell Crossroad, drive straight across and then follow the sign to turn right onto the B2079. Bedgebury is approximately half a mile along on the right hand side.

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Auto Entry-Exit Car Park Barrier System

The main visitor entrance for Bedgebury has an entrance/exit barrier system based on number plate recognition. Schools may be eligible for free or reduced admission (parking) rates, please get confirmation before the day of arrival. Otherwise standard parking will be charged for the vehicle at a daily rate. This system is ticketless, although a receipt is issued for payment.

SCHOOL VISITS—On entry

When you arrive, if in a coach use the nearside lane, stop at the barrier.

A camera will log your vehicle's registration number.

The barrier will lift, allowing you to enter and park.

Please ensure your coach parks in the designated area (Whether you are paying or non-paying a member of your school team or the coach driver must visit the Visitor Services, Information Office, and have the vehicle (s) Registration number (s) entered into the system.

Children walking to Visitor Centre & Classroom

School groups (coaches) are met by the KHWP staff member leading your group on the day and escorted to the classroom. If no one is there to meet you then ask at the Visitor Services at the Information Office for assistance. We suggest the safest route from the car park coach bays is to cross the access road at the lower corner, just before the bend, to the wide gates opposite. Go through the smaller gate into a non-traffic road. Follow this to a wide surfaced area in front of our 'Fir Cone' sculpture. (This is the 'Muster Point' in case of emergencies.) turn left along the pedestrian path which leads to down in front of the lake to Visitor Centre & Classroom.

On exit

Return to coaches using above pedestrian route. Please close gates after use.

Vehicles must turn right out of the coach parking bay onto the access road, follow this to exit barriers. It is a one-way route - look for the arrows.

As coach approaches the exit barrier, the camera will note your vehicle's registration number and if you have previously registered this the barrier will rise to let you leave.

You will not be able to leave the site unless your vehicle's number plate has been entered onto the system

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Lost or Missing Young Person Policy

Policy

KHWP are committed to looking after all young people in their care and ensuring their safe return to their Parents/Carers at the end of each session. If it is discovered that a child is missing from the group, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented:

First response

Contact Forestry England visitor centre office on [01580 879842](tel:01580879842) to make duty supervisor aware of search required

Assess the situation and note details

Injuries, Time missing, Where lost, Day light left, Weather, How busy Bedgebury is, Who reported it, adult or child, Physical/mental fitness, Medical conditions, e.g. diabetic?

Undertaking Search

Collect any emergency equipment required. Try and search with another member of staff, one of the pair should be DBS checked and be First Aid trained, mixed gender pairs are beneficial.

Begin the search in the last known location of the missing person.

Immediate perimeter check of all lakes on the trail by the Venue Duty Manager

Keep the Visitor Centre / CCL Event Manager informed of your location and where you have searched, report back every 10 minutes.

A member of staff is to remain with the parent/guardian to ensure that the search can be called off once the lost person is found.

Reporting to the Police

If a child has been missing for more than an hour the Police should be informed on 999. This is a guideline and the situation may dictate this timeline being shortened.

Back up should also be requested from the visitor centre. On arrival of back up relay all information. The search teams will continue search for another hour Bedgebury. staff to enter incident into AIRS after event.

Radio Codes

The following Forestry Radio Codes will be utilised in searches:

Mr Walt:	Parent/Guardian who has lost a child
Mr Disney:	Lost Child has been discovered
Greens and Two's:	2 FE staff to attend, there is trouble. e.g. Greens and twos to the walled garden.
Grab Bag:	1st aid needed. e.g. Grab bag needed at pt.21

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High Winds Cancellation Policy

Policy

Weather is a part of being outdoors and a great way for children to regulate themselves and assess their own needs. As far as possible the sessions will continue in blustery wind, rain, very low temperatures and snow.

Procedure

1. If the wind is above Beaufort Scale 6 where large branches of trees are in motion and whistling heard in wires the session will be postponed.
2. A warning about potential cancelling will be made the day before based on the weather forecast.
3. The final decision will be made in the morning before the session runs.

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Child Protection/ Safeguarding/Disclosure and Reporting

Policy

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- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- In undertaking the role of safeguarding and promoting children's welfare, children should be enabled to have optimum life chances, and to enter adulthood successfully.

Protecting children from maltreatment is important in preventing the impairment of health or development. Protecting children from maltreatment and preventing impairment of children's health or development are necessary, but not sufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care. These aspects of safeguarding and promoting welfare are cumulative and all contribute to the five outcomes which were promoted as part of the Every Child Matters initiative as key to children and young people's wellbeing, namely:

1. Stay safe;
2. Be healthy;
3. Enjoy and achieve;
4. Make a positive contribution;
5. Achieve economic wellbeing.

From: <http://www.proceduresonline.com/kentandmedway/chapters/values.html>

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Procedure

Child Protection - Values, Principles and Beliefs:

- All children have equal rights to protection from abuse and exploitation.
- Child abuse is never acceptable
- Kent High Weald Partnership has a commitment to protecting children with whom it works

The KHWP leader will meet this commitment to protect children from abuse through the following:

Awareness: by ensuring that they are well informed and have received relevant safeguarding training to ensure they can identify the signs of abuse and promote the safeguarding of children.

Prevention: by ensuring, through awareness and good practice, that they and others minimize the risks to children.

Reporting: by ensuring that appropriate steps are taken where concerns arise regarding the safety of children.

All KHWP Staff have a note book on their person with contact phone numbers for the WEST Kent LADO and Duty Social Worker, with specific wording to use if we have concerns about a child (see below). If we are concerned that when a child leaves our care they will be harmed we will phone 999.

Responding: by ensuring that disclosures are responded to sensitively and appropriately, in line with current best practice.

Incidents and concerns must also be reported to Jane Frostick, KHWP Manager, and Heather Town, TWBC Community Support Manager.

Contact Numbers

West Kent LADO – 03000 410888

Duty Social Worker (Kent Contact and Assessment Service - KCAS) – 08458 247100

If calling KCAS the following wording should be used: “I need a consultation with a Social Worker regarding a child protection matter.”

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