**Forest School Association (FSA)**

**Application Form: FSA Recognised Forest School Provider Membership**

This membership scheme is open to any provider who facilitates Forest School in line with all six principles and the Forest School ethos, and is able to demonstrate this by providing evidence. This document sets out what evidence we require and the standards we expect to be in place for FSA Recognised Forest School Providers, hereafter ‘Recognised Providers’.

**How to apply to the Provider Scheme**

Please undertake the following steps, in the order set out here:

Step 1 Read the scheme preamble document which can be found on our [website](https://www.forestschoolassociation.org/join-the-fsa-as-a-school-and-organisation-member/)

Step 2 Refer to the quick reference ‘self-assessment checklist’ to establish whether your practice meets all of the FSA’s minimum benchmarks for the Recognised Provider Scheme. If you have any doubts you can read through the more detailed guidance alongside each question in the application form which can be found on our [website](https://www.forestschoolassociation.org/join-the-fsa-as-a-school-and-organisation-member/)

Step 3 Complete the online notification form and choose your preferred method of payment

Step 4 The FSA will contact you to arrange an initial consultation

Step 5 Following the consultation, complete this application form and gather your supporting evidence. You may find it helpful to refer to the online [Teachable resource](https://forest-school-association.teachable.com/p/fsa-recognised-fs-provider-scheme), which offers short video explanations for each of the main questions in the application form

Step 6 Submit application form (Word format) and supporting evidence via Dropbox (see below) within 1 month of phone consultation

The FSA are an inclusive organisation. If you have any additional needs that makes completing this form difficult or have any queries at all please contact us salixeducation@gmail.com  We will do our best to accommodate your needs and support you through the process.

**Completing this application form**

There is guidance associated with each question that sets out the minimum standard appropriate for Recognised Providers. This guidance also indicates whether any of the information you provide will be shared publicly.

You will notice some parts of the form have boxes that you can edit, this is where you should enter your answers. Upon completion, please save a Word version of your application file and return it to us with your supporting evidence via Dropbox (see below).

**Please read the guidance associated with each question carefully. We need to see that you have provided evidence for every benchmark, in every case. If you do not do this your application will be unsuccessful and you will**  **have to pay to resubmit.**

**Supporting evidence**

Throughout this application you are asked to submit various documentation as evidence. We are happy to accept Word, Excel, PDF or image files. Please note that we cannot accept Apple image files known as ‘HEIC’ files. We require a static document so cannot accept web-based documents such as Google Docs (you need to download and save as a .docx).

If you are photographing handwritten documents (e.g. daily checks, session reflections, observations) please ensure they are i) readable when in electronic format and ii) taken from a vertical aerial view (not an oblique view).

Please create a file name for each piece of evidence that starts with the question number it relates to and is followed by a name that clearly signposts us to what the document is. For example, on question 13 you might share a file that is ‘13 Level 3 certificate for Josie Mills’. **Applications that do not follow this convention will be returned.**

Please note we are unable to accept hard copies of this application form and associated evidence. Please save your application form and all the correctly named evidence (see above) into a single folder and submit that folder electronically, via Dropbox. We have set up a ‘file request’ in Dropbox so, whether you have Dropbox or not, you can share your files easily with us. Just click on this link: <https://www.dropbox.com/request/2mmVviTCUjxYFQZWpb0j> and then either ‘Choose from computer’ if your files are not already in a Dropbox folder or ‘Choose from Dropbox’ if they are. Once your application form and all evidence files have been successfully uploaded to Dropbox please email us to advise that you have submitted: salixeducation@gmail.com

If your setting’s firewall prevents you from uploading to Dropbox you will need to save your evidence files on a USB drive and upload them to Dropbox from a device outside of your setting. Please consult your setting’s IT lead if you have any issues.

**Associated Guidance Notes**

The FSA have created a series of guidance notes for members on a variety of themes. If you are an existing FSA member you can log on to the FSA website and access these. For applicants who are not currently FSA members, individual membership costs £35 to £40 and entitles you to a reduced rate for the Recognised Provider Scheme (£55 rather than £100). You may choose to join as an individual member today and thereby gain access to the guidance notes (communication strategy, long term, session plans, how to market your FS, CPD and handbooks).

**Special circumstances**

If circumstances in your setting mean that you run your programme(s) in a way that does not meet all of our benchmarks, please contact us (salixeducation@gmail.com) to discuss your individual situation prior to applying. The FSA want to support settings who bring FS to participants with severe and complex additional needs. We outline here some scenarios that may mean that facilitating FS in line with all six principles, at all times, for all participants is impossible:

* Participants who can only comfortably be outdoors for one hour due to circulatory conditions.
* Participants who need oxygen tanks that dictate the length of your session.
* Participants whose individual risk assessments prevent them from using sharp or metal household utensils (e.g. cutlery at meal times) so you have chosen not to work with tools, or to work with a limited range of ‘safer tools’ during Forest School.
* Participants who can become extremely distressed by the unfamiliarity of an outdoor setting so have had a programme designed to meet their needs which builds towards spending longer periods of time in FS over many months or even years.
* Participants who are unable to sustain or keep themselves safe within the child-led element of FS and may initially require more adult direction.

We want to support you to bring FS to all children and young people, so please get in touch to outline your special circumstances and, where all other FS principles are upheld, we will do our best to be accommodate you.

**Data protection**

Your application and the supporting documentation will be held by the FSA in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018 and will be accessible to FSA staff members (including those working on a consultancy basis). If the staff member undertaking your assessment needs to defer to the board of FSA Directors, this will be done anonymously i.e. any reference made to you, your organisation, your sex or your geographical location will be removed prior to seeking guidance. If we need to defer to the board of FSA Directors for support and need to disclose some identifying information we will only do this with your written permission. Your resources, policies and procedures will not be made accessible to any third parties except where a staff member needs to defer to the board of FSA Directors for assistance and then only with your written permission.

* The information you provide in this application form will be held on the FSA’s database
* This information will also be used for administrative purposes and to keep you informed of the FSA’s activities
* The FSA’s membership schemes operate electronically. Part of the requirement of being a member of the FSA is the provision of an email address so we can contact members from time to time. Unfortunately, if you do not consent to this provision you will be unable to become a member of the FSA.
* Some of the information you provide us with on this form will be shared publicly via ouronline map of Recognised Providers. We indicate where this is the case in the application form and future annual declarations.
* By submitting this application form you are giving permission for the FSA to use the information that you providein accordance with our [privacy policy](https://www.forestschoolassociation.org/changes-to-fsa-privacy-policy/). Our primary means of contacting you will be by email and we will not write to your address unless we need to deliver a service to you. Please keep us up-to-date if there are any changes to your contact details so we can ensure our member database is kept up-to-date. Beyond this, we will not share your details with third parties.

**Section A: Your details (NB the shaded boxes relate to information that will be shared on our publicly accessible online map of Recognised Providers)**

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| **Our request** | **Your answer** | **Our Guidance**  |
| 1.Name of contact person for this application | Click or tap here to enter text. | This person will be the main contact for your Forest School activities and needs to be FS Level 3 qualified.  |
| 2. Trading name, organisation, school or setting | Click or tap here to enter text. | This scheme is open to any setting, nursery, school or organisation (including sole-trading freelancers) that have at least one Level 3 trained practitioner. We strongly recommend that Forest School Practitioners without at least six months’ experience of facilitating FS do not apply.  |
| 3. Postal address | Click or tap here to enter text. | This is the address that the FSA will use for some communications with you. This is also the address we will use to position your pin on our online map of Recognised Providers.  |
| 4. Telephone number (for potential new clients to call) | Click or tap here to enter text. | We will share this number via our online map of Recognised Providers. You might expect calls from interested clients to this number.  |
| 5. Email address | Click or tap here to enter text. | We will use this email address for correspondence relating to your application. It is very important that you advise us if this email address changes.  |
| 6. Website address | Click or tap here to enter text. | Please record the URL of the website or webpage that you would direct potential clients to.  |
| 7. Have you supplied a copy of your logo?  | Click or tap here to enter file name(s) | Please submit your logo in PNG or JPEG file format and record the file name here. |
| 8. Please provide a summary of the Forest School experiences you offer in 35 words or less. | Click or tap here to enter text. | This is for information only and is your opportunity to express the essence of what you offer in 35 words or less. It is important that your answer is factual.We will share this summary on our online map of Recognised Providers.E.g *We offer weekly Forest School experiences to all pupils in our Reception and Year 1 classes. Sessions take place in a nearby woodland that we walk to and we have a variety of parent volunteers.* |
| 9. What type of provider are you? Please check the box that best fits your organisation and choose only one category. | **Pre-School/Nursery ☐****Primary/Infant/Junior School ☐****Secondary School ☐****Special School ☐****Freelancer ☐****Other type of organisation (please clarify)** Click or tap here to enter text. | This scheme is open to any setting, nursery, school or organisation, including sole-trading freelancers who have at least one Level 3 trained practitioner. Please check the box that best fits your organisation and choose only one category. |
| 10. What size is your organisation? | **Sole trader (includes membership for only one Level 3 practitioner) ☐****Organisations** **with between 1-4 Level 3 qualified staff ☐****Organisations with more than 4 Level 3 qualified staff ☐** | Ongoing membership fees will be charged depending on the size of your organisation, and as follows: \*sole traders £55 per year (includes membership for only one level 3 practitioner) organisations with more than one employee with: * between 1-4 Level 3 qualified staff £75 per year
* over 4 Level 3 qualified staff £75 + £20 for each additional level 3 person, per year

\*If you are a sole trader seeking recognition for a Forest School that you facilitate with another freelancer you may wish to tick the ‘organisation between 1 and 4 Level 3 qualified staff’ box because it entitles up to four Level 3 practitioners to become FSA members. For comparison, regular individual FSA membership costs £40.  |
| 11. Landline telephone number | Click or tap here to enter text. | We request a landline number for routine calls to you that may need to be made by the FSA to service your application and ongoing membership. Calls to land lines are significantly cheaper and help us to keep costs down. |

**Section B: Your qualified Forest School staff and their Forest School planning**

**(NB the shaded boxes relate to information that will be shared on our publicly accessible online map of Recognised Providers)**

Throughout Section B please use a single column to add data relating to an individual.

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| **Our request & guidance** | **Person 1** | **Person 2** | **Person 3** | **Person 4**  |
| 12. Provide us with the names of each of your Level 3 FS Practitioners. You can also add the names of other people involved in FS here: please see notes below.To apply to become a Recognised Provider you must have at least one Level 3 qualified member of staff. It is particularly important that you declare each of your practising Forest School Practitioners (Level 3 qualified) who have been leading FS programmes for your organisation during the last 12 months. You may need to append a separate sheet if you have more than four level 3 qualified staff/volunteers. Please note we will apply an additional fee of £20 for each further person. Most applicants are entitled to add up to four people as full individual members of the FSA (see question 10). We suggest you prioritise those with Level 3, 2 and 1 qualifications, but if you still have unused ‘spaces’ you are welcome to add the names of any other FS enthusiasts (parents, volunteers, other teachers/staff, trainees etc).  | Click or tap here to enter name | Click or tap here to enter name | Click or tap here to enter name | Click or tap here to enter name |
| 13. Level of Forest School qualification heldPlease enter either level 1, 2 or 3. For those people with level 3 qualifications we need to see a copy of their Level 3 certificate. The copy can be a clear photograph or scan. Please read the following information carefully to check that your Forest School qualification is acceptable (more detail can be found our [website](https://forestschoolassociation.org/fsa-recognition-forest-school-qualifications/)):All Forest School qualifications awarded **before 1st December 2018** will be accepted. The only exception to this is any course that was achieved wholly online (with no face-to-face time with a trainer in the woods) after 1st February 2018. The FSA do not recognise online qualifications dated 1st February 2018 or after. For qualifications awarded **between 1st December 2018 and 31st August 2019** the following are accepted:* the legacy FSA endorsed Level 3 Forest School qualification – 'Level 3 Certificate in Forest School Programme Practitionership’
* the legacy FSA endorsed Level 3 Forest School qualification - ‘Open Awards Level 3 Cert Certificate in Forest School Programme Leadership RQF’
* the updated FSA endorsed Level 3 Forest School qualification RQF – ‘Level 3 Certificate for Forest School Leaders'
* Agored qualifications (Level 3 Certificate in Leading Forest School OR Level 3 certificate in Leading Forest and Coastal School)
* SCQF Forest School qualification (Forest School and Outdoor Learning Leader SCQF Level 8)

For qualifications awarded **after 1st September 2019** only the following are accepted: * the updated FSA endorsed Level 3 Forest School qualification RQF – ‘Level 3 Certificate for Forest School Leaders'
* Agored qualifications (Level 3 Certificate in Leading Forest School OR Level 3 certificate in Leading Forest and Coastal School)
* SCQF Forest School qualification (Forest School and Outdoor Learning Leader SCQF Level 8)

If you believe the FSA do not recognise your Level 3 qualification there may be a route available to you. Please do contact us Salixeducation@gmail.com to discuss your options.  | Click or tap here to enter level  | Click or tap here to enter level | Click or tap here to enter level | Click or tap here to enter level |
| 14. Please declare whether the training for each Forest School qualification (submitted in question 13) involved face to face days spent with a trainer in a woodland environment? The FSA generally only recognise qualifications that involve face to face training in a woodland. The only exception to this are any online qualifications awarded before 1st February 2018.  | Click or tap here to enter yes or no | Click or tap here to enter yes or no | Click or tap here to enter yes or no | Click or tap here to enter yes or no |
| 15. Is this person an existing FSA member?This is for information only to keep our databases up to date | Click or tap here to enter yes or no | Click or tap here to enter yes or no | Click or tap here to enter yes or no | Click or tap here to enter yes or no |
| 16. Email addressThis is so that we can communicate directly with this person as an FSA member. By entering an email address here you are giving permission for this information to be shared publicly. | Click or tap here to enter email address | Click or tap here to enter email address | Click or tap here to enter email address | Click or tap here to enter email address |
| 17. First Aid qualification heldIf a column refers to a Level 1 or 2 person you can ignore this question. The FSA have adopted the qualification set out in the IOL statement of good practice for Outdoor First Aid at Band 3 as our benchmark: <https://www.outdoor-learning.org/Good-Practice/Good-Practice/Guidance-for-Outdoor-First-Aid> Our benchmark is that FSA Recognised FS Providers will hold a 16 hour First Aid qualification that includes an outdoor element AND if you work with pre-pubescent children, the qualification must include a paediatric element. Please provide copies of current 16 hour + outdoor + paediatric First Aid qualification certificates for all level 3 practitioners. If the evidence you submit is not an Outdoor First Aid or Forest School First Aid certificate, please submit additional evidence to confirm that the first aid training course i) had a minimum 16 hour duration ii) contained paediatric elements (if required for your clientele) and iii) had an outdoor element.Please submit a copy of your First Aid Certificates and record the associated file name(s) in the space to the right.  | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) |
| 18. Please submit planning records of two consecutive FS sessions from the last six months for each of your Level 3 practitioners. We want you to submit what you actually use day-to-day and ideally your most recent session plans. If your current format does not include all of our required elements you can handwrite notes, to cover the additional information, onto your usual format. The record you submit might be the usual session plan you routinely use or another document that evidences your planning process. The record you submit needs to evidence that all of the bullet pointed elements below are covered. You can add an ‘interpretation slip’ (a sticker, note or post-it) to your usual format which adds extra information if you wish. * Date/Session number (e.g. 7 of 34) ☐
* Special and additional needs ☐
* Current needs of the group (e.g. struggle with transition, fascinated by pullies, lacking respect for woodland space) ☐
* Outline of possible plan/activities in response to needs (to include use of natural materials & free play) ☐
* Session start/end time ☐
* Names of supporting adults ☐
* Number of children ☐
* Age of children ☐
* Special kit required ☐
* Associated reflection (what went well, what didn’t, considerations for next time) ☐

You need to supply this information for each of your Level 3 Practitioners. Session plans submitted need to be recent, from the last 6 months, and from long term groups (refer to question 21 for a definition of long term).Reflections will often be handwritten on your working document so a clear photograph or scan of your session plans is acceptable evidence (vertical aerial photos please). Relative to other forms of nature play we expect there to be higher numbers of adults present in forest school. We expect ratios to be appropriate to:* the needs/experience of the group
* the site
* enable higher risk activities
* allow for child-led play
* enable supporting adults to undertake individual planning/observation/reflection

Applications will be judged on a case-by-case basis, taking into account the site, activities and client group. We will however use a maximum ratio beyond which we will not consider recognising Forest School practice. If we see evidence that suggests that a provider has more than 8 children to every supporting adult the FSA will not recognise your practice. This 1:8 ratio would only be recognised as appropriate for groups during times where no higher risk activities are taking place and where no clients had special requirements. We expect additional supporting adults to be added (in addition to the 1:8 ratio) to facilitate safe use of fire, tools and climbing, and where clients have additional emotional/behavioural needs. We also expect Recognised Providers to use the +1 approach whereby an extra adult, in addition to your usual ratios, is present to maintain safe ratios in the event of an adult supporter needing to leave the group. In some cases, if we deem ratios to be unsafe or inappropriate, we will be unable to accept the provider as FSA Recognised. You may wish to refer to the guidance found at Question 30 which sets out why the FSA generally look for at least 3 adults to be present with every group. If you would like more detail about the FSA’s position on group sizes and ratios please email Salixeducation@gmail.com and request our Guidance Note.   | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) |
| 19. For each level 3 practitioner we need to see examples of individual observations that were made for two participants, over at least 6 consecutive sessions. The observations must relate to recent sessions i.e. those that took place within the last 6 months. Please enter the associated file name(s) here. We expect observations that enable a FS approach (e.g. planning next appropriate challenges/experiences to offer) and which demonstrate reflective practice. Your observations might be on post its: that is acceptable evidence. Please just collate those relating to the 2 individuals on a sheet(s) and submit a scan or photograph (vertical aerial please). If a column refers to a Level 1 or 2 member of staff you can leave it blank.Please choose observations from sessions that include those you have shared planning for in question 18. Please also ensure that each of the observations are dated and from within the last six months.  | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) | Click or tap here to enter file name(s) |

**Section C: Your Continuing Professional Development**

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| **Our request** | **Our Guidance** |
| 20. Please use the tables below to describe the CPD you have taken part in to help develop your Forest School skills and understanding over the last 2 years. | These tables only need completing for Level 3 qualified practitioners. If you have more than four Level 3 staff please append an additional sheet detailing their CPD log(s).CPD includes face to face courses, attendance at conferences and accredited online courses, attendance at local groups, online forums, reading books/journals/online content, participating in projects, discussions with peers and attending skills-sharing sessions.The log needs to provide examples of CPD that specifically relates to your FS practice and that has been undertaken **in the last 2 years** or if you are newly qualified, any CPD that has been undertaken since qualifying. Please do not include training relating to achieving Forest School qualifications or First Aid in this section. If you are referring to informal CPD such as books, journals and/or contributions to social media groups/forums you need only give an approximate date. Please be aware that the benchmark moving forward is that each Level 3 Practitioner in the FSA Recognised FS setting undertakes at least 1 day of face-to-face CPD specifically in relation to Forest School, each year that passes.  |
| **Person 1** Click here to enter name |
| **Date** | **Title of CPD** | **Duration (hours)** | **CPD provider** |
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| **Person 3** Click here to enter name. |
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**Section D: Your Forest School sessions**

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| **Our request** | **Our Guidance** |
| 21. Please use the table below to tell us about the long-term programmes you offer (up to 4 of them) | FSA Recognised Forest School programmes are defined as long term, running for either:1. a minimum of **2 hours** per session, for **24 consecutive weeks** (or the equivalent of two full school terms) in **1 year**, **covering 2 seasons** with the same core group of participants or
2. a minimum of **2 hours** per session, for **12 consecutive weeks** in each year **over 2 years**, **covering 2 seasons** with the same core group of participants

The FSA generally consider it better to split a whole class so that they receive fortnightly provision in a smaller group. In these circumstances the group would go out for approximately 19 consecutive sessions for at least 2 hours and the FSA will consider this to meet the benchmark for long-term. If circumstances in your setting mean that you run your programme slightly differently to those set out above, but can equate to similar hours, then please contact us to discuss before applying: salixeducation@gmail.com You might work with children with complex needs you may only be able to be outside for shorter periods of time due to, for example, needing oxygen tanks.Refer to the example given for detail of how we would like the table to be filled in. |
| **Long term programmes** |
| **Name of programme** | **Is it run with same core group of participants?** | **Length of each session (hours)** | **Frequency of sessions** | **Duration of programme** |
| E.g acorns | e.g. Yes | e.g. 3 hours | e.g weekly  | e.g. all year during term time |
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**Section E: Risk**

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| **Our request** | **Your answer** | **Our Guidance**  |
| 22.You need to supply us with a copy of a completed site risk assessment | Click or tap here to enter the file name | If you use more than one site you only need supply us with a risk assessment for one of your sites. A site risk assessment sets out the hazards your site presents, such as barbed wire, dead wood, ponds and toxic species.Please ensure that the risk assessment follows guidance set out in the [Health and Safety Executive’s 5 steps to Risk assessment](http://www.hse.gov.uk/risk/controlling-risks.htm) guidance |
| 23. You need to supply us with a copy of a completed daily site check | Click or tap here to enter the file name | We will accept a clear photograph or scan of this document as we expect it to be completed by hand in the field. Your daily check should list the aspects you routinely check before a session. Please submit a recent, completed example which is signed and dated. Please ensure that the risk assessment follows guidance set out in the [Health and Safety Executive’s 5 steps to Risk assessment](http://www.hse.gov.uk/risk/controlling-risks.htm) guidance |
| 24. Please share with us 3 examples of risk-benefit assessments relating to activities undertaken in your Forest School sessions.  | Click or tap here to enter the file names | These should have a clear section that sets out the perceived benefits of undertaking the activity and go on to list the associated hazards and risks, as well as setting out ways in which risk can be reduced. Please ensure that the risk assessment follows guidance set out in the [Health and Safety Executive’s 5 steps to Risk assessment](http://www.hse.gov.uk/risk/controlling-risks.htm) guidance At least 2 of the risk-benefit assessments you share need to relate to ‘higher risk’ activities such as tool use, fire, climbing or foraging for example.  |
| 25. Please use this space to briefly describe your approach to dynamic risk assessment  | Click or tap here to enter text. | By dynamic risk assessment we refer to new risks that present themselves during sessions (e.g. clients introduce an unanticipated activity). In your answer please ensure you tell us about how you deal with those situations when they arise and how this gets recorded.  |

**Section F: Your Handbook**

NB. Where referencing a policy external to the handbook, we do still require a summary of the key points, relevant specifically to FS, to be included. This means that your FS handbook communicates all of the important information in one place.

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| **Our request** | **Your answer** | **Our Guidance**  |
| 26. Please supply us with a copy of your Forest School Operational Handbook and record the file name here.You will need to work through the associated questions below to demonstrate that your handbook covers certain topics. | Click or tap here to enter the file name | Please share a single file that is the whole handbook rather than a series of individual policies. All benchmarks in Section F need to be met using evidence from this single handbook. If you are working within a setting/school, you can cite their policies within your handbook but please provide a summary of the key points relevant specifically to FS.It is probable that within your Forest School you may need to deviate from the school or setting’s ‘standard’ polices and we expect you to make clear how you do this within your handbook (for example, your behaviour policy or toileting policy).Your handbook should have been recently reviewed and be in line with both statutory requirements and good Forest School practice. |
| 27. Record where in the handbook you cover the Forest School ethos and principles | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | This section communicates the essence of what Forest School is and each of the six principles. A setting can choose to do this however they wish and it does not have to use the formal principle language. In instances where the Forest School principles are implicit, rather than listed as six distinct points, please do ensure all six are clearly identifiable in your description.  |
| 28. Record where in the handbook it communicates the role of the supporting adults in Forest School  | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | This section helps build a picture of how supporting adults operate within Forest School so as to be in line with the FS principles and create/maintain a safe space for learning within the FS ethos. We want to see that you provide adult supporters in FS with a summary of helpful points to remember.  |
| 29. Record where in the handbook we can find your Health and Safety policy | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | This should include some reference to the risk-benefit approach you take in FS. |
| 30. Record where in the handbook you detail your emergency planning procedures | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We look for evidence that the following scenarios are covered:1. first aid emergencies
2. lost children
3. what would happen in the event of the Forest School Practitioner becoming ill (please see below)

Depending on your FS site your emergency procedures might also include: uninvited guests and dogs.The FSA want to be sure that both participants and accompanying adults/leaders are safe in your FS sessions. As set out in Question 18 we advocate for an appropriate ratio to be decided upon through a risk assessment approach, taking into account the nature of the participants needs and abilities, the site you will be working on and the activities you wish to enable, and for you to then have an additional ‘plus one’. An additional adult means that in the event of an adult becoming ill or injured you still have enough adults to enact emergency procedures. For this reason we would not view any FS group with only two accompanying adults as safe enough. When considering your emergency procedures please consider the unlikely but possible event of a FS leader stumbling and then landing on a fallen tree, impaling themselves on an awkwardly jutting branch. This adult will need immediate and focused attention from a second first-aid trained adult. The reality of that situation is such that the first aider will be unlikely to be able to also radio for help, find emergency contacts to call parents, put out fires, down tools, manage the remaining (likely distressed) participants and arrange site evacuation. You need to demonstrate that there are additional adults in your FS session to undertake the above roles. If circumstances in your setting mean that you run your programme slightly differently to that set out above, but you still have a robust emergency procedure in place that adequately cares for both adults and children in the event of a serious injury then please contact us to discuss before applying: salixeducation@gmail.com  |
| 31. Record where in the handbook we can find your safeguarding policy and procedures | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We expect your handbook to include:1. how disclosures taking place during FS would be dealt with
2. the name of the designated person to whom safeguarding concerns should be passed
3. which adults in FS require DBS (or equivalent) checks
 |
| 32. Record where in the handbook we can find your approach to confidentiality  | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We expect your handbook to include:1. how you look after medical details and emergency contact details for clients (in sessions and in between)
2. your approach to taking and storing photos

We want to be assured that you have systems in place that look after this information. |
| 33. Record where in the handbook you record your approach to behaviour in Forest School  | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We expect your handbook to summarise how you approach ‘challenging’ behaviour in Forest School. NB: Many Forest School settings choose to deviate from their ‘usual’ behaviour policy whilst in Forest School (for example some settings do not consider a sanctions/rewards approach to fit with the Forest School ethos).  |
| 34. Record where in the handbook you set out how you would deal with instances of bullying in Forest School should they occur | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We expect your handbook (as a minimum) to include a statement about how you deal with instances of bullying in FS and what record keeping needs to occur in this event.  |
| 35. Record where in the handbook you set out how you would deal with complaints relating to Forest School should they occur | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | We expect your handbook to detail to whom complaints relating to FS should be addressed and summarise the process for dealing with these. You may wish to deviate from the usual complaints procedure for your setting to ensure appropriateness for Forest School. |
| 36. Record where in the handbook you set out the actions you take to operate your Forest School with sustainability in mind | Click or tap here to enter the page number(s) within your handbook that provide evidence for this question | This section communicates the steps that you take to operate ethically and in a way that minimises the impact your Forest School has on the planet, its ecosystems, its people, its plants and its animals. We expect you to consider impact beyond that on the woodland environment.  |

**Section G: Your site(s)**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 37. Please submit a document that sets out how you conserve and manage your Forest School site (or one of your sites if you use several)  | Click or tap here to enter the file name | If you use multiple sites you need only submit a document in relation to ONE of your sites. This could be a Management Plan and/or Environmental Impact Assessment.Whatever document/s you submit it/they will need to include:* site name
* location
* overall management objective/s for the site (e.g. relating to recreation, timber harvesting, biodiversity)
* assessment of all likely impacts of FS activities and how you limit these impacts
* how you enhance the ecology of your site (if appropriate)
* how you monitor the impact of FS activities (e.g. fixed point photographs, flora surveys, bird data, soil compaction)
* a list of basic species are present
 | Word document, PDF or scanned document |
| 38. Please complete this declaration relating to care of woodland sites. | By submitting my answer to this question our organisation hereby declares that we take steps to conserve and manage all the woodland sites we use for Forest School (in accordance with guidance provided by the landowners where applicable).Name: Click or tap here to enter text.Date: Click or tap here to enter text. |  |  |
| 39. Please complete this declaration relating to landowner permission.  | By submitting my name and the date below, our organisation hereby declares that we have formal permission(s) in place from the relevant landowner(s) to operate at their site(s) for the purposes of Forest SchoolName: Click or tap here to enter text.Date: Click or tap here to enter text. |  |  |

**Section H: Your communications**

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| **Our request** | **Your answer** | **Our Guidance**  |
| 40. Please share examples of communications that demonstrate that, in advance of FS sessions beginning, you support i) parents and ii) adult supporters, to build a thorough and accurate picture of what Forest School is  | Click or tap here to enter the file name | We expect that you communicate effectively with all stakeholders. However, we want to see evidence specifically relating to how you communicate effectively with two key stakeholder groups: 1. parent/carers AND
2. ii) adult supporters in sessions.

We want to be sure that Level 3 practitioners in your setting are sharing all six principles (long term, woodland environment, participant-centred, risky play, holistic, qualified practitioners) and ethos of Forest School with these two important stakeholder groups. You might communicate with your stakeholders in a variety of ways. Here are some suggestions about the types of supporting evidence you could share* letter/email/leaflets/handouts (copies)
* face to face meeting (agenda)
* taster session (invitation or photos)
* CPD session (agenda)
* Handbook (copy of page with signatures to show who it has been shared with)

In the evidence you share please ensure it includes clear reference to all six Forest School principles. A setting can choose to do this however they wish and it does not have to use the formal principle language. In instances where the Forest School principles are implicit, rather than listed as six distinct points, please do ensure all six are clearly identifiable in your description.  |

**Section I: Declaration**

I confirm that I have checked that the evidence I have supplied for each question clearly illustrates that the benchmark outlined in the ‘our guidance’ column has been met. Name: Click or tap here to enter text. Date: Click or tap here to enter text.

I have read the Recognised Provider membership preamble and I wish to apply to become an FSA Recognised Forest School Provider. I confirm that if I become an FSA Recognised Forest School Provider:

I will abide by and observe the Members’ Code of Conduct and work to promote the six Forest School Principles and objectives of the FSA ☐

I confirm I have gained permission from the individuals named in the application to share their information with the FSA and for it to be made publicly available where applicable ☐

I understand that the following information:

 -my name, the name of my organisation, my organisation’s location, logo, contact number, email address and website details

 -some detail relating to the Forest School experiences we offer

 -names of staff and their associated level of Forest School qualification

will be placed on an online, searchable database of FSA Recognised Providers on the FSA website that will be publicly visible. I am therefore willing to submit the relevant information and logo as part of this information requirement. ☐

I will notify the FSA should any of the above information require updating ☐

I understand that being part of the Forest School community means supporting and I am willing to support other providers by sharing information and good practice ☐

I declare that we will only offer Forest School sessions of the standard outlined in this application and accept that this will be checked at the time of annual declaration ☐

I will only use the words ‘Forest School’ to refer to long term Forest School programmes which adhere to the 6 principles ☐

I declare that the information I have given in this form and as supporting evidence presents a true and accurate record of our Forest School practice ☐

I understand that the FSA reserves the right to visit my setting at any point to undertake an onsite assessment of my/our practice ☐

All risk assessments, regardless of which practitioner creates them, will be of a similar standard to those submitted with this application ☐

I confirm that I have fulfilled any obligations I may have to register my provision with OFSTED ☐

Name: Click or tap here to enter text. Date: Click or tap here to enter text.