**Forest School Association (FSA)**

**Application Form: Stage 1 FSA Trainer’s Quality Assurance Scheme (V17)**

**Before you complete this form**

If you are interested in applying to become an FSA Endorsed Forest School Trainer you should begin by following the steps below:

1. Read our [Pre-application Information](https://forestschoolassociation.org/wp-content/uploads/2023/11/Pre-application-Information-V17-Trainers-QA.pdf) which provides more detail about what the scheme involves, including an outline of what is involved at each of the 3 stages.
2. Read this Application Form to check whether you are likely to meet the standards we require for registration on to this scheme.
3. Make your payment using the online form that can be found here: <https://forestschoolassociation.org/forest-school-trainer-quality-assurance-scheme/> Choose your preferred method and pay us the first half of your registration fee (£200 now and £200 upon endorsement at the end of Stage 3).
4. Email FSA Scheme Coordinator Nell Seal to arrange a quick, informal video chat ([applications@forestschoolassociation.org](mailto:applications@forestschoolassociation.org)).

Only once you have completed all four stages above and you are ready to begin compiling your submission/supporting documentation.

**Completing your application**

Previous applicants suggest that the application process for Stage 1 will take between 0.5 to 2 days to complete, depending on how many policies and procedures you need to update in order to meet our benchmarks.

If you have any additional needs that make completing this form difficult please contact FSA Scheme Coordinator Nell Seal via [applications@forestschoolassociation.org](mailto:applications@forestschoolassociation.org) or telephone if you prefer (07974 287254) to discuss your needs. We will do our best to accommodate your needs and support you through the process.

For each question in this Stage 1 Application Form we have provided guidance to illustrate the minimum standard appropriate for FSA Registered Forest School Trainers. We ask you to read the guidance for each question carefully and provide evidence that shows you meet every part of the benchmark. In the guidance we offer we also indicate if 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 of this application form and compilation of all associated evidence please arrange to double-check all benchmarks have been addressed and then save a Word version of this application document. When your checked application form and evidence are all in a folder on your device please return it to us via Dropbox (see below) along with your supporting documentation. Please ensure that you send an email to [applications@forestschoolassociation.org](mailto:applications@forestschoolassociation.org) to advise that you have submitted.

**Supporting documentation**

Throughout this application you are asked to submit various documentation as evidence. These evidence files might be in Word, Excel, PDF, JPG or PowerPoint format.

Please save each piece of evidence with a file name that begins with the question number the evidence relates to. For example, you need to share your logo with us for question 10 so the associated .jpg or .png file will need to be saved as ’10 logo’.

Each time you refer to supporting documentation in your application please include the name of the file (as you have saved it) in brackets so that we can easily identify the correct corresponding documentation for each question.

Please note we are unable to accept hard copies of this application form and associated evidence. Please therefore submit your application electronically, via Dropbox, in a folder where each piece of evidence is clearly labelled using the file naming convention outlined above. We have set up a ‘file request’ in Dropbox so, whether you have Dropbox or not, you can share your files easily with us by following these steps:

1. Go to <https://www.dropbox.com/request/7OLyMx3rrNVh0HpknP9V>
2. Click on the blue ‘add files’ button.
3. Choose the option that works best for you: either ‘from computer’ if your files are not already in a Dropbox folder or ‘from Dropbox’ if they are.
4. Once the application and supporting evidence files are uploaded to Dropbox please email Nell Seal ([applications@forestschoolassociation.org](mailto:applications@forestschoolassociation.org)) to request that she adds you to the assessment queue.

**Counter-signatories**

To support questions 12, 13 and 38 we are requesting counter-signed copies of certificates.

For this purpose a counter-signatory can either be:

1. an FSA Trustee appearing on the list that can be found [here](https://forestschoolassociation.org/directors/)
2. an FSA member of staff (in this case Gareth Davies, Nic Harding or Nell Seal)
3. a trainer that has already been endorsed by the FSA appearing on the map that can be found [here](https://forestschoolassociation.org/find-a-forest-school-trainer/)

If you need to obtain contact details for possible counter-signatories please call nell Seal on 07974 287254.

When you meet your counter-signatory you will need to present both sides of each of the original certificates to them. Once satisfied, request that the person counter-signing sign, date, print their name and write: “I confirm I have seen the original certificate” on each photocopy. You then need to post all of the counter-signed documents to Nell at the FSA: please contact nell to request address details.

If a face-to-face meeting is not easy you can arrange to do the process via online video conferencing by:

1. posting a photocopy of each of your certificates and a stamped/addressed envelope (S.A.E. with Nell’s address) to your chosen counter-signatory.
2. arranging a video call with your chosen counter-signatory.
3. during the video call present both sides of your original certificates to the camera.
4. once satisfied, request that the person counter-signing sign, date, print their name and write: “I confirm I have seen the original certificate” on each photocopy.
5. Request that your counter-signatory uses the envelope you provided to send the counter-signed documents to Nell at the FSA.

**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 or Working Group 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, to keep you informed of the FSA’s activities and to offer goods and services of the Association associated with this membership.
* 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 to us with on this form will be shared publicly via ouronline map of FSA Registered/Endorsed Forest School Trainers. We indicate where this is the case in the ‘guidance’ column of this Stage 1 application form and future basic/biennial declarations.
* By submitting this application form you are giving permission for the FSA to use the information that you provide in accordance with our 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 except suppliers, business partners, advisers and auditors who may have incidental or necessary access to your information in the process of providing services to us. They will be obliged to treat your information as confidential.

**Section A: Your details**

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| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 1.Name | Click or tap here to enter text. | You will be found on our online map of FSA Registered/Endorsed Forest School Trainers by your own name NOT that of your organisation. |  |
| 2. Current organisation | Click or tap here to enter text. | Please enter the name you trade under, even if you are a sole trader.  We will share this information via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 3. Postal address | Click or tap here to enter text. | This is the address that the FSA will use for communications with you. |  |
| 4. Address for map pin | Click or tap here to enter text. | This is the address we will use to anchor the map pin for your entry on the online map of FSA Registered/Endorsed Forest School Trainers. This address can be the same as your postal address given above. |  |
| 5. Telephone number/s | Click or tap here to enter text. | We will share this number via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 6. Email address | Click or tap here to enter text. | We will share this email address via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 7. Please share your social media contact points:  Facebook page URL  Instagram URL  X handle URL  LinkedIn name | **Facebook:** Click or tap here to enter text.  **Instagram:** Click or tap here to enter text.  **X:** Click or tap here to enter text.  **LinkedIn:** Click or tap here to enter text. | This information may be used by the FSA to develop our (and your) social network.  For example:  [www.facebook.com/salixeducation](http://www.facebook.com/salixeducation)  <https://www.instagram.com/Nelloutdoors/>  <https://www.linkedin.com/in/nell-seal-358186a1/>  We request this information so that the FSA can use their own social media accounts to publicise your hopeful status as a Registered, and ultimately Endorsed, Trainer.  We keep this information on record to allow us to identify you easily.  Please include the details for whichever accounts you might use to promote your work professionally (i.e. can be your named personal account or business account). |  |
| 8. Counties/locations where your training routinely takes place | Click or tap here to enter text. | We will share this list of locations via our online map of FSA Registered/Endorsed Forest School Trainers.  Please only list counties or locations where you regularly facilitate FS training. |  |
| 9. Would you describe the Forest School Training you facilitate as generally happening i) nationally ii) regionally or iii) within a single county | Click or tap here to enter text. |  |  |
| 10. Have you supplied a copy of your logo? | Click or tap here to enter text. | Please submit your logo in PNG or JPEG file format.  Your logo will be used on our online map of FSA Registered/Endorsed Forest School Trainers and may be shared on social media. | PNG or JPEG logo. |
| 11. Are you currently a member of the FSA? | Click or tap here to enter text. | You do not need to be in order to progress through this scheme.  If you are already a member please record the name of the account your membership is currently under; this will help us to link your accounts on our membership management software. |  |
| 12. Date of Level 3 Forest School qualification | Click or tap here to enter text. | All trainers must be able to provide evidence of their own Forest School qualification. This must be a qualification gained face-to-face and from an FSA supported Awarding Organisation. Please check eligibility below. Include a copy of your certificate.  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 dated after 1st February 2018.  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 please contact us [applications@forestschoolassociation.org](mailto:applications@forestschoolassociation.org) to check. | Counter-signed copy of certificate (please refer to initial notes about counter-signatories). |
| 13. What is the highest training qualification you hold? | Click or tap here to enter text. | The following qualifications are acceptable:   * The old FE 7750 * PTTLS level 4 * CTTLS level 3 or 4 * DET (formerly DTTLS) * PCE or Cert Ed, QTS or PGCE (if primary you will need to show additional evidence of assessment at level 3) * Award in Education and Training level 3 * Any other related training/teaching/education qualification that is level 4 or above e.g. Agored’s Level 4 Certificate in Leading Forest School and Outdoor Learning Training, Open Award’s Level 4 Forest School Trainers Award, Diplomas, Masters in Education/training, Advanced Graduate Certificates, City and Guild qualifications too, e.g. 7407 & 7307 * Level 3 Certificate In Assessing Vocational Achievement (CAVA)   You only need submit the certificate for the highest qualification you hold.  If you hold an alternative qualification that we have not listed please contact us to discuss. | Counter-signed copy of certificate (please refer to initial notes about counter-signatories). |

**Section B: Your Forest School practice**

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| **Our request** | **Your answer** | **Our Guidance** |
| 14. Please describe your Forest School Leader experience to date. | Click or tap here to enter text. | You need to demonstrate at least two years’ experience of leading your own Forest School programmes with clients. This refers to FS delivery practice not your FS Training practice.  At least one of the programmes you describe needs to be in accordance with all six FS principles, including long term.  We will verify some of this practice via your reference (see question 16). |
| 15. Please describe the different client groups you have worked with on Forest School. | Click or tap here to enter text. | You need to describe at least 2 different types of client groups.  For this question we are interested in the clients you have facilitated FS experiences for rather than those you may have trained. |
| 16. Name, position and organisation of a referee relating to your Forest School Leadership. | Click or tap here to enter text. | Please provide the name of someone we can contact who will verify some of what you have told us about your experience of leading Forest School with different client groups. |
| 17. Email address of referee. | Click or tap here to enter text. |  |
| 18. Have you contacted the above referee and advised them to expect communication from the FSA? | Click or tap here to enter text. | You need to have done this prior to submitting this form. |
| 19. During which year did you facilitate your first Forest School training course? | Click or tap here to enter text. | This is for information only; there is no minimum requirement. This information gives an indication of how long you have been offering Forest School training and will be communicated on our online map of FSA Registered/Endorsed Forest School Trainers.  You may become an FSA Registered FS Trainer without having yet trained a FS cohort. If this applies to you, please record here the month and year you expect to begin training your first cohort. Please be aware that you will need to have trained a cohort who have gone on to receive their certificates before entering Stage 2 of this application process. |
| 20. Please describe how you have kept involved with Forest School delivery practice over the past 2 years. | Click or tap here to enter text. | You need to demonstrate that over the last two years you have at least 28 hours experience of Forest School delivery, with at least two different groups. This question relates to facilitating FS experiences for participants NOT facilitating FS training with students.  Examples of what we consider eligible for these 28 hours include: leading or assisting on a long-term group, leading or assisting on a shorter term ‘introductory’, ‘pilot’ or ‘taster’ (e.g. half term long) group, leading or assisting on a forest school inspired holiday/play scheme, or volunteering for any of the above.  We are interested in the duration of your sessions, the number of participants, how many sessions occurred, where they happened and with whom.  If you are struggling to meet this requirement we will accept up to one quarter of these hours (7 of the 28) to be made up of delivery assessment visits to students. If you intend to use delivery assessments as part of your evidence for this question you need only have worked with a minimum of one *other* group.  We want to be confident you are fully up to date with the issues that currently impact Forest School delivery. |

**Section C: Your Continuing Professional Development**

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| **Our request** | **Our Guidance** | | | |
| 21. Subsequent to your Level 3 Forest School qualification, please use the tables below to describe the CPD you have taken part in to help develop your skills and understanding, over the last 2 years. | You need to demonstrate *at least* 28 hours of **Type 1 CPD** over the last two years. Type 1 CPD includes face to face courses, attendance at conferences, attendance at Local Group meetings and accredited online courses.  Your 28 hours of Type 1 CPD learning must clearly relate to at least 3 of the following 5 Forest School Units:   1. Delivery of a Forest School Programme 2. Learning and Development at a Forest School 3. Planning and preparation of a Forest School Programme 4. Practical Skills for a Forest School Programme 5. Forest School Programmes & the Woodland Environment   You must also demonstrate that you have undertaken some additional hours of **Type 2 CPD** over the last two years. Type 2 CPD includes participation in online forums, reading books/journals/online content, participating in projects, discussions with peers and attending skills-sharing sessions.  In addition, through the evidence you submit for either Type 1 or Type 2, please clearly indicate which CPD has helped you with each of the following:   * keeping up to date with trends in education * keeping up to date with Health and Safety matters * undertaking some CPD that relates to improving your training and assessment practice   Please note that because you are already required by law to ‘ensure adequate and appropriate First Aid at Work’ is in place, we will not accept CPD relating to First Aid in this section. Please do not record Food Hygiene in this section either; this is covered in question 40. | | | |
| **Type 1 CPD - face to face courses, attendance at conferences and accredited online courses** | | | | |
| **Date** | **Title** | **Duration (hours)** | **CPD provider** | **FS unit link** |
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| **Type 2 CPD - participation in online forums, reading books/journals/online content, participating in projects, discussions with peers & skill shares** | | | | |
| **Approx. date** | **Description** | | | |
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**Section D: Your courses**

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| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 22. What is your Centre Number and Centre Name? | Click or tap here to enter text. | Please note we will be contacting your Awarding Organisation to check your Centre Number is valid. The information you provide here will enable us to verify your Centre Number with your Awarding Organisation. |  |
| 23. Who is your Awarding Organisation? | Click or tap here to enter text. | You can be affiliated to any Awarding Organisation as long as you are using the standard approved units (see question 24).  The FSA does support specific Awarding Organisations who have entrance criteria for centres and trainers which are in line with our expectations, but this does not affect your application. |  |
| 24. Please list the names of the units that you currently use in your training. | Click or tap here to enter text. | We accept:   * the [current national standard units on the Regulated Qualifications Framework (RQF).](https://www.opencollnet.org.uk/qualifications/all-qualifications/forest-school) * Units used in Agored qualifications (‘[Level 3 Certificate in Leading Forest School](http://agored.cymru/Units-and-Qualifications/Qualification/127524)’ OR ‘[Level 3 certificate in Leading Forest and Coastal School](http://www.agored.cymru/Units-and-Qualifications/Qualification/127527)’) * Units used in the SCQF Forest School qualification (‘[Forest School and Outdoor Learning Leader SCQF Level 8](https://www.newbattleabbeycollege.ac.uk/outdoor-learning-leader/)’) |  |
| 25. How many guided learning hours do you include on your training? | Click or tap here to enter text. | The Total Qualification Time (TQT) we work to is 180 hours. The Guided Learning Hours (GLH) we work to is 155 hours. Our benchmark is that 50% of those GLH are face-to-face with a trainer, largely outside.  The **minimum** course durations that we accept are as follows:  - A 10 day course (for example operating 9 until 5 with a 30 minute lunch break)  - A 9 day course AND a mandatory delivery assessment visit for each student (we consider the one-to-one contact with a student in their setting to be a very high quality form of contact)  - A 9 day course AND a further 7.5 hours of mandatory live online content  The face-to-face time we require for your courses cannot include First Aid or Food Hygiene. Where trainers also offer these aspects, we expect these to be offered in addition to the GLH.  Please note that we expect there to be breaks for well-being on each day and these will not be included in our calculations.  Please also note that we expect FSA Registered and Endorsed trainers to only deliver Forest School training of the standard outlined in this application. You will be asked to sign to confirm this is the case in the final declaration. | Course plan or timetable clearly showing contact hours. |
| 26. Please provide a summary of your course structure in 35 words or less. | Click or tap here to enter text. | This is for information only. We will share this course summary via our online map of FSA Registered/Endorsed Forest School Trainers.  E.g *10 full days (in 2 x 5 day blocks), one optional weekend overnight camp and one delivery assessment visit to see you leading your own Forest School session.* |  |
| 27. Please tell us about at least 4 different assessment methods you use on your courses. | Click or tap here to enter text. | You need to demonstrate that you use a variety of methods for assessing different elements of Forest School practice. Please use this space to tell us about four that your regularly use. |  |
| 28. How do you adapt your training provision and assessment methodologies for those with additional requirements? Please tell us about any examples of how you accommodated additional needs on your courses. | Click or tap here to enter text. | You need to demonstrate, in the evidence you provide and your answer to the left, that:   1. you share your policy on disability in the information given to all course applicants 2. you ask each person before a course begins whether any additional needs exist 3. in the event of additional needs being present you discuss and make any reasonable adjustments to your training and assessment 4. you can give specific examples of how you have met individual needs (by giving a brief case study) | A document that refers students to your disability policy (such as a standard email or pre-course information letter).  Your application form (or similar) that includes a section for applicants to tell you about additional needs. |
| 29. How do you support your students in the un-guided hours of the qualification? | Click or tap here to enter text. | You need to demonstrate, as a minimum, that you:   1. Provide students with your email and phone number 2. Offer to link students on a social network (e.g. Whatsapp or Facebook) 3. Signpost students to additional course materials (e.g. handouts, videos, websites, books, your own online material)   You might, in addition, use video tutorials, telephone surgery days, standard emails to all students or bespoke emails to students. |  |
| 30. Please describe your training 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.  Your answer will hopefully refer to the unique selling points that make your training special.  It is important that your answer is factual.  We will share your answer via our online map of FSA Registered/Endorsed Forest School Trainers. |  |

**Section E: Your sites**

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| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 31. Do you have a management plan for the site(s) where your courses take place?  If yes go to question 33. | Click or tap here to enter text. | If you work across multiple sites please submit plans for all of them. If you do not have plans for all sites please answer question 32. | Copy of management plan/s. |
| 32. In the absence of a management plan for your woodland site/s please describe here the steps you take to care for the woodland habitat and go on to add your name and date to the declaration. | Click or tap here to enter text.  By submitting my answer to this question I hereby declare that I take steps to conserve and manage the woodland sites I use for training, in accordance with guidance provided by the landowners.  Name: Click or tap here to enter text.  Date: Click or tap here to enter text. | We expect trainers to be caring for the woodland sites they use for training. |  |
| 33. Do you have agreements in place with the landowners of the site(s) you use for training? | Click or tap here to enter text. | We expect to see some sort of evidence to indicate that you have permission to be working in all of your advertised training locations. This evidence might be a formal signed contract/agreement or a copy of an email confirming permission.  If you work across multiple sites please include evidence for all of them. | Copy of formal signed contract/agreement or a copy of an email confirming permission is granted. |

**Section F: Your communications**

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| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 34. Do you provide information to your students about plagiarism? | Click or tap here to enter text. | We expect trainers to make reference (your own information or other sources) to plagiarism when communicating with students. | Copy of the information provided to students. |
| 35. Are your communications with students clear and effective? | Click or tap here to enter text. | To gain an overview of the clarity of your communications with students we would like to see a range of evidence such as brochures, booking forms, pre-course info etc. | Copy of your most relevant materials. |
| 36. Which website do you use to provide information to students/potential students? | Click or tap here to enter text. | We expect your website to be professional and clear.  We expect you to outline aspects such as which qualification is offered, how much time investment is required, upcoming course dates/times, entry requirements, costs and course format etc.  We will share this URL via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 37. Are Terms and Conditions made clear at point of booking? | Click or tap here to enter text. | We expect that all students who book onto your courses are provided with a copy of your Terms and Conditions. | Copy of Terms and Conditions. |

**Section G: Your health and safety approaches**

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| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 38. Date of First Aid Qualification | Click or tap here to enter text. | Provide a copy of your current 16-hour First Aid qualification that includes scenario based, face-to-face\* learning with an outdoor element, and that is relevant to the ages you ever have a duty of care for. You must also complete the declaration to the right.  If you wish, you can refer to the IOL Statement of Good Practice for Outdoor First Aid at Band 3, which guides our benchmark: <https://www.outdoor-learning.org/Good-Practice/Good-Practice/Guidance-for-Outdoor-First-Aid>  If your qualification is not an Outdoor First Aid/ Forest School First Aid certificate, please submit additional evidence to confirm that the first aid training course:  a) had a minimum 16 hour duration  b) is relevant to the ages that you have a duty of care for  c) had an outdoor element.  \*the FSA permit first aid qualifications gained online during the Covid-19 period when venues restricted access to indoor space, defined at the time as between 17/3/2020 and 17/5/2021 | Counter-signed copy of certificate (please refer to initial notes about counter-signatories).  By submitting my First Aid Certificate I hereby declare that my qualification was gained by learning face-to-face\* with a trainer.  Name:  Date: |
| 39. What type and level of insurance do you have? | Click or tap here to enter text. | You need to demonstrate that you adhere to current best practice. We therefore expect Forest School Trainers to have valid Public Liability Insurance and Professional Indemnity Insurance in place. | Copy of insurance schedule(s). |
| 40. Do you hold a Level 2 Food Hygiene Certificate dated within the last 3 years?  If yes go to question 42. | Click or tap here to enter text. |  | Copy of Food Hygiene Certificate. |
| 41. If you do not hold a Food Hygiene certificate do you have a HACCP form for food hygiene? | Click or tap here to enter text. | If trainers cook on their courses they need to have either a Food Hygiene Certificate or have a HACCP form for food hygiene dated within the last 3 years. If an applicant holds neither they will need to clearly justify why they do not. | Copy of Food Hygiene HACCP form. |

**Section H: Your relevant legislation**

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| 42. We consider the following legal acts to be the core ones that govern a trainer’s practice, i.e. those that you should adhere to/consider every time you run a course.  For each of these core acts please:   1. Summarise, in bullet point format, how you are meeting the requirements set out in it. For this question we *do not* require any supplementary evidence. 2. Declare (by adding your name and date to each row) that you are meeting the legal requirements for each piece of legislation   We may explore one, or several, of these acts a little more during our interview with you in Stage 3 of the endorsement process. | | | | |
| **Legislation** | **Web reference** | **Example of area/s potentially relevant to Forest School Trainers** | **Summary (in bullet point form) of how you adhere to the legislation** | **Declaration (name and date)** |
| Health & Safety Act 1974 | [www.hse.gov.uk](http://www.hse.gov.uk) | Risk management  Communicating risk and procedures  Reporting incidents  Insurance  Welfare requirements (staff and clients)  Training  PPE  First Aid  COSHH & RIDDOR  Supervision  Duty of care  Adequate and appropriate equipment | Click or tap here to enter text. | Click or tap here to enter text. |
| Knife Act 1997 (updated 2017)  Prevention of Crime Act 1953 section 1  Criminal Justice Act 1988 | <https://www.gov.uk/buying-carrying-knives> | Transportation of knives  Definitions of banned weapons | Click or tap here to enter text. | Click or tap here to enter text. |
| Countryside & Wildlife Act 1981 | <http://jncc.defra.gov.uk/page-1377> | Collection of plant material  Impact of activity on protected species  Disturbance to nesting birds  Introduction of invasive species | Click or tap here to enter text. | Click or tap here to enter text. |
| Countryside & Rights of Way Act 2000 | <https://www.gov.uk/guidance/open-access-land-management-rights-and-responsibilities> | Access to sites  Nature conservation status of sites  Protection of habitats | Click or tap here to enter text. | Click or tap here to enter text. |
| Equality Act 2010 | <https://www.gov.uk/guidance/equality-act-2010-guidance> | Access to training for people with additional requirements  Making reasonable adjustments  Discrimination  Equality of opportunity | Click or tap here to enter text. | Click or tap here to enter text. |
| The Data Protection Act 1998  General Data Protection Regulation (GDPR) tailored by the Data Protection Act 2018. | <https://www.gov.uk/data-protection/the-data-protection-act>  <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/> | Sharing personal information relating to students among, and beyond, the cohort | Click or tap here to enter text. | Click or tap here to enter text. |
| Food Safety Act 1990 | <https://www.food.gov.uk/about-us/key-regulations> | Modelling food preparation and cooking in Forest School  Providing snacks and meals for participants | Click or tap here to enter text. | Click or tap here to enter text. |
| Please use this space to inform us about any other legal act that you regularly adhere to when training. | Click or tap here to enter text. | | | |
| Please note that we have recognised the following supplementary acts that may be relevant to your area of work and we may explore these with you during your Stage 3 interview with us:   1. Child Care Act 2006 <http://www.legislation.gov.uk/ukpga/2006/21/contents> (OFSTED requirements and potential inspections if offering Forest School child care) 2. Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora (aka Habitats Directive) <http://jncc.defra.gov.uk/page-1374> (Protected species on your site) 3. Environmental Protection Act 1990 <http://www.legislation.gov.uk/ukpga/1990/43/contents> (Waste disposal and air quality) 4. Environment Act 1995 <http://www.legislation.gov.uk/ukpga/1995/25/contents> (Care of water courses e.g. guidance on siting compost toilets, and info if your site is in a National Park) 5. Ancient Monuments and Archaeological Areas Act 1979 <http://www.legislation.gov.uk/ukpga/1979/46> (Only applicable if you have a Scheduled Ancient Monument on your site) 6. Town and Country Planning Act 1990 <http://www.legislation.gov.uk/ukpga/1990/8/contents> (Tree Preservation Orders and erecting shelters in woodland sites) 7. Children Act 1989 and 2004 <http://www.legislation.gov.uk/ukpga/1989/41/contents> and <http://www.legislation.gov.uk/ukpga/2004/31/contents> 8. Safeguarding Vulnerable Groups Act 2006 <http://www.legislation.gov.uk/ukpga/2006/47/contents> | | | | |

**Section H: Your policies**

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| --- | --- | --- | --- |
| **Our request** | **Your answer** | **Our Guidance** | **Supporting documents we require** |
| 43. Do you have a Safeguarding Policy and Procedures? | Click or tap here to enter text. | We expect all trainers to have a Safeguarding Policy in place and procedures relating to how to safeguard vulnerable adults | Copy of Safeguarding Policy and Procedures. |
| 44. Do you have an Equal Opportunities Policy? | Click or tap here to enter text. | We expect all trainers to have an Equal Opportunities Policy in place. | Copy of Equal Opportunities Policy. |
| 45. Do you have a Sustainability/Environmental Policy? | Click or tap here to enter text. | We expect all trainers to have a Sustainability and/or Environmental Policy in place. | Copy of Sustainability/Environmental Policy. |
| 46. Do you have a Complaints Procedure in place? | Click or tap here to enter text. | We expect all trainers to have a complaints procedure in place. | Copy of Complaints Procedure. |

**Section I: Declaration**

Please read each declaration below and check the corresponding box to agree:

|  |  |
| --- | --- |
| **I confirm that …** |  |
| I have read the Trainer’s Quality Assurance Pre-application Information |  |
| I believe in all six Forest School principles and that all six should be present in practice referred to as Forest School |  |
| 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 am happy to adhere to all of the Endorsed Trainer Group Foundations detailed below:   * Community - work to build a welcoming, mutually supportive community where relationships can be built and friendship offered * Learner mindset – operate as part of a reflective community of learning where respectful challenge is offered and welcomed * Acceptance – acknowledge that we are a diverse community with varying commitments and priorities * Cooperation – work together to get things done in an open atmosphere of sharing rather than competition * Quality – we are all working together to journey deeper into quality provision * Safety – in all communications we will offer our authentic points of view in confidence whilst maintaining a culture of respect and non-judgement |  |
| I understand that my name, the name of my organisation (if appropriate), my contact details, my website details, my logo and some detail relating to the courses I offer (as provided on this form) will be placed on an online, searchable database of FSA Registered (and later on Endorsed) Trainers 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 information shared in this document require updating |  |
| I will only offer FS training 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 all six principles |  |
| The information I have given in this form and as supporting evidence presents a true and accurate record of my Forest School experience, Forest School Training practice and work to date |  |
| I understand that the FSA reserves the right to visit my training at any point to undertake an onsite assessment of my practice |  |