# The Edventure Project CiC

# POLICIES AND PROCEDURES

V7 – May 2026

# INTRODUCTION

## Mission Statement

The Edventure Project CiC is dedicated to supporting and enriching the home education community through three connected strands: **The Tribe, The Hive and The Compass**. The Edventure Project is a community organisation supporting home educating families through social, wellbeing and experiential opportunities. Parents remain responsible for their child's education.
Through **The Tribe**, we provide accessible, engaging and inclusive youth sessions where children and young people can connect, explore, grow and thrive through social, creative, practical and outdoor experiences.
Through **The Hive**, we create relaxed community gatherings for home educating families, offering opportunities for parents, carers and children to connect, share experiences and build supportive relationships.
Through **The Compass**, we offer SEND, EHCP and home education guidance, advocacy and consultancy for families and schools, helping children, young people and the adults around them feel more informed, supported and understood.

Across all strands, we aim to create safe, inspiring and nurturing environments where children and young people can develop confidence, creativity, curiosity and key life skills. Our approach encourages young people to explore their interests while being supported by mentors, facilitators and a community that values holistic education, wellbeing and belonging. We are committed to empowering children and young people to take an active role in their own journey, while also supporting parents and carers through guidance, workshops, peer support and community connection.

## Vision Statement

Our vision is to build a thriving and sustainable **home education community project** that supports children, young people and families through connection, collaboration and community learning.
Through **The Tribe, The Hive and The Compass**, we aim to provide:
• A welcoming space for children and young people to connect, collaborate and grow through shared experiences and community belonging.
• A variety of enriching, interest-led experiences that support different learning styles and encourage curiosity, creativity and exploration.
• A commitment to inclusivity, ensuring that families of all needs, abilities and backgrounds feel valued, understood and supported.
• A flexible and holistic approach to home education support that balances life skills, wellbeing, practical experiences and meaningful learning opportunities.
• Guidance, advocacy and supportive pathways for families navigating SEND, EHCP processes and home education choices.
By promoting personal development, wellbeing and a lifelong love of learning, we aim to enhance the journeys of home educated children while fostering a strong and supportive community for families.

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3. Health and Safety Policy – See Section 4
4. Behaviour Policy – See separate policy co-written with The Tribe
5. Complaints Policy – See Section 5
6. Whistleblowing Policy – See Staff Handbook and section below

# Core Policies

We operate under a comprehensive framework of policies and procedures designed to ensure the safety, wellbeing, and inclusivity of all participants. Our key policies include:

## 1. Behaviour Policy

We expect all participants to adhere to respectful and responsible behaviour at all times. Our behaviour policy aims to:

- Foster a culture of respect, kindness, and cooperation.
- Promote positive social interactions and conflict resolution skills.
- Provide clear guidelines on unacceptable behaviour and the consequences of misconduct.
- Encourage self-regulation and accountability through mentorship and support.

## 2. Safeguarding and Child Protection Policy and Procedure

The safety and wellbeing of children are our highest priorities. We commit to:

- Implementing safeguarding measures to prevent harm and abuse.
- Training staff and volunteers to recognise and respond to safeguarding concerns.
- Following strict procedures for reporting and addressing any safeguarding issues.
- Ensuring compliance with legal safeguarding requirements.

## 3. Inclusion and Equality (SEN-D) Policy

We embrace diversity and are committed to providing an inclusive environment. Our policy includes:

- Equal access to opportunities for children of all abilities and backgrounds.
- Reasonable adjustments for children with special educational needs and disabilities.
- Anti-discrimination measures to promote fairness and equity.

## 4. Inclusion and Equality (SEN-D) Policy

The Whistleblowing Policy provides staff and volunteers with a safe and confidential way to raise concerns about misconduct, unsafe practice, or behaviour that may put children, families, or colleagues at risk.
Directors: Kara Penney, Kimberley Vallis, Tony Vallis.
Concerns should be raised directly with any Director or the Designated Safeguarding Lead.
South Gloucestershire LADO: 01454 866000.
NSPCC Whistleblowing Helpline: 0800 028 0285.
Full whistleblowing procedures are detailed in the Staff Handbook.

- Continuous review of our practices to enhance inclusivity.

## 5. Health and Safety Policy

Maintaining a safe environment is essential. Our policy ensures:

- Regular risk assessments of activities and facilities.
- First aid provision and emergency response procedures.
- Clear guidelines for the use of equipment and outdoor spaces.
- Compliance with health and safety legislation.

## 5. Complaints Policy and Procedures

We encourage open communication and aim to resolve concerns promptly. Our complaints procedure:

- Provides a clear and accessible process for raising concerns.
- Ensures fair and impartial investigation of complaints.
- Offers resolutions through dialogue and mediation where possible.
- Keeps records of complaints and outcomes for continuous improvement.

## Our Approach
## Roles and Responsibilities

Forest School Leader, Health and wellness practitioner, DSL, Founder and Co-Director **Kimberley Vallis**, DDSL, Mentor and Co-Director **Tony Vallis** and Co-Director **Kara Penney** have overall responsibility for the safe and effective delivery of activities across **The Edventure Project's three strands – The Tribe, The Hive and The Compass.**

Their responsibilities include:

- Risk assessments for each session, pre-visit site checks and continuous safety monitoring.
- Planning for sessions and activities, with differentiation to support individual young people's needs.
- Ensuring that safe practices are followed at all times and that dynamic risk assessments continue throughout sessions.
- Ensuring necessary equipment is available on site whether in a building, field, park or woodland environment.
- Administration of first aid and checking first aid kits.
- Supervision of fire use, following procedures set out in this document.
- Supervision of tools use, cleaning and storing.
- Organising emergency procedures where required.
- Ensuring the site is left as it was found after every session in collaboration with Cotswold District Scout Group.

Staff, attendees and volunteers will model good practice throughout sessions, carry out delegated roles and responsibilities, extend children's experiences where appropriate by asking thoughtful questions, support young people to manage their own risk, remind children of safety and boundaries, remain aware of potential dangers within The Edventure Project setting, and support the Co-Directors and team in delivering safe and meaningful experiences.

For **Hive sessions**, parents or carers remain responsible for supervising their children while participating in the community gathering.

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**Community Engagement**

Regular **'Circle' meetings**, open to members of The Edventure Project community, provide a space for discussion and collective decision-making. These meetings may cover topics such as behaviour expectations, fundraising initiatives, programme development and community feedback, ensuring that everyone has a voice in shaping our community. The **Edventure Tribe Council,** have additional meetings to support.

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**Implementation of Activities and Home Education Support**

Activities and supportive learning opportunities delivered through **The Tribe, The Hive and The Compass** are facilitated by qualified and experienced professionals, including:

- Accredited meditation, mindfulness and wellbeing practitioners who support wellness sessions.
- A Level 3 Forest School Leader coordinating outdoor education and nature-based learning activities.
- Qualified sports coaches and fitness mentors who provide active sessions.
- Youth mentors and vetted volunteers who provide additional guidance and support.
- SEND guidance and consultancy support through **The Compass**, helping families and schools navigate SEND, EHCP processes and inclusive practice.

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**Legislative Compliance**

We operate in considered compliance with UK legislation, including but not limited to:

- Health and Safety at Work Act 1974
- Children Act 1989 & 2004
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

By adhering to these regulations, we ensure that all activities and policies reflect the highest standards of safety, inclusivity and professionalism.

**Conclusion**
The Edventure Project CiC is committed to creating an enriching, inclusive and safe environment for home-educated children, young people and families.
Through **The Tribe, The Hive and The Compass**, alongside strong policies, community engagement and professional facilitation, we aim to support and inspire young people while also strengthening the wider home education community.
We welcome families to join us in fostering a collaborative and nurturing space where children can **connect, explore, grow and thrive.**

# POLICIES AND PROCEDURES:

## Equality, Equity, Diversity and Inclusion (EEDI) Policy and Procedure

At The Edventure Project, we are committed to creating an inclusive environment where all children can participate in every activity without discrimination. We recognise the diversity of our community and strive to make reasonable adjustments to ensure that our services are accessible and welcoming to everyone. Inclusion is woven into every aspect of our work, irrespective of an individual's ability, disability, gender, race, culture, spirituality, or any other characteristic.

We fully embrace our duties under the **Equality Act 2010**, which requires us to:

- Eliminate discrimination,
- Advance equality of opportunity, and
- Foster good relations with respect to age (where relevant), disability, ethnicity, gender (including transgender issues, and matters relating to maternity and pregnancy), religion and belief, and sexual identity.

Our commitment to equality and inclusion aligns with international human rights standards as outlined in:

- The **UN Convention on the Rights of the Child**,
- The **UN Convention on the Rights of Persons with Disabilities**, and
- The **Human Rights Act 1998**.

In fulfilling these duties, we adhere to the following seven core principles:

1. **All individuals are of equal value**

We recognize the intrinsic worth of all children, families, staff, and community members. Our policies and practices affirm that everyone, regardless of background, is treated with equal respect.

2. **Respecting and valuing difference, with a commitment to equity**

While treating people equally is essential, it's also crucial to acknowledge and respect the differences in their lived experiences, perspectives, and challenges. We recognize that true inclusion requires addressing not only equality but also equity—ensuring that each individual receives the support they need to thrive, which may differ depending on their unique circumstances.

3. **Fostering positive attitudes and a shared sense of belonging**

We aim to cultivate an environment where all individuals feel valued, respected, and a sense of unity within the community. Our activities are designed to promote understanding, kindness, and mutual support, helping everyone feel they belong.

4. **Promoting inclusive practices in staff recruitment, retention, and development**

Our recruitment and employment practices ensure that all potential employees, volunteers, and visiting experts have equal opportunities to contribute and grow. We actively seek to provide opportunities for staff development, ensuring that everyone, regardless of their background, has the resources and support to succeed and advance within our organization.

5. **Addressing and removing inequalities and barriers**

We are proactive in identifying and dismantling barriers that may have previously hindered participation. Our policies and activities aim not only to minimize negative impacts but also to create opportunities that maximize positive outcomes for those affected by inequality.

6. **Engaging with the community to ensure inclusivity in policy development**

We value the voices of those who are affected by our policies and practices. By consulting and involving a wide range of groups, we ensure that our approaches are informed by the lived experiences of the community, and we engage with them in the creation, review, and improvement of policies.

7. **Promoting societal benefits through our policies and activities**

Our commitment to equality, equity, diversity, and inclusion extends beyond our organization, aiming to benefit society as a whole. We seek to foster greater social unity, participation, and engagement in public life, both locally and nationally, through our inclusive practices.

## Health and Safety Policy – The Edventure Project

At The Edventure Project, we encourage children to develop their own risk management skills while fostering a sense of responsibility for their own safety and the safety of others. We will continuously support them in learning boundaries and safe play, especially if any activity is deemed too dangerous.

**Staff-to-Child Ratios for The Tribe:**

We adhere to recommended staff-to-child ratios to ensure proper supervision and safety:

- 1 adult to 6 children (ages 5-7 years)
- 1 adult to 8 children (ages 8-11 years)
- 1 adult to 12 children (ages 11+ years)
- Plus one adult for support – volunteer/parent/associate mentor

(Reference: NSPCC recommended adult-to-child ratios)

**DBS Checks:**

All staff members, volunteers, and helpers are DBS checked to ensure a safe environment for all children.

**Risk Assessments:**

Our comprehensive Risk Assessment for our main site is available to view and download from our website. Before each activity, a dynamic risk assessment will be conducted for the setting, tools and equipment. This includes assessing:

- The location of Forest Skills, Sports and Play Activities
- Equipment and activities in use
- Open fire safety
- Individual risk assessments for specific tools (such as bill hooks, bow saws, mallets, and knives)
- Off-site activities, including parks, walks, and visits

**Weather Conditions:**

The Co-Directors will monitor weather conditions regularly. If conditions become extreme or unsafe, the area will be evacuated.

**Appropriate Clothing:**

All participants, both children and adults, are required to wear suitable clothing for the weather conditions to ensure their comfort and safety.

**Open Fire Safety:**
A dynamic risk assessment will be carried out before any fire is started and all safety procedures will be followed to ensure the protection of everyone present.
**Adult Supervision:**
An adult member of the team will be present at all times during activities, and children will be reminded of safe practices regularly to minimize risks.
In addition to this Health and Safety Policy, The Edventure Project also maintains a Safeguarding Children Policy and other health and safety guidelines to support the well-being of all involved.
We are committed to providing a safe and supportive environment where children can thrive and learn while also understanding the importance of safety in outdoor and group activities.

## Emergency Procedure:

In the event of an emergency the following will happen;

- 1-2-3 Come to Me/Wild Tribe Coming In calling to be given by Leader.
- Children and Young People advised to put down items or stop playing by other adults in surrounding areas and to await further instructions.
- The Edventure Team to assess situation and remove any hazards – Co-Director.
- Once any hazard has been removed the leader will deal with the incident or follow the first aid procedures in the case of an accident.
- In the case of a large hazard that cannot be removed or made safe such as a fallen tree, the children and young people with supervising adults will be relocated to a safe area or Parents may be called for collection of children.

## Lost Child Procedure

1. **Initial Discovery**

As soon as it is noticed that the headcount at any given time does not match the number recorded at the start of the session, a Co-Director must be informed, if they are not already aware. This is in line with our responsibilities under the **Children Act 1989** to ensure the safety and wellbeing of all children in our care.

2. **Immediate Recount**

If an immediate recount still shows a shortfall in the number of children, all activities will be suspended, and the "1, 2, 3, come to me" call will be used to gather all group members. This action is taken to comply with the **Health and Safety at Work Act 1974**, which requires a prompt and clear response to potential safety issues.

3. **Search and Occupy Children**

One adult will be assigned to conduct a five-minute search of the immediate area, while another adult keeps the remaining children occupied with a game, song, or story. The aim is to prevent any escalation of anxiety among the children. The "1, 2, 3, come to me" call will be repeated during this time. This procedure helps to ensure that children remain calm and safe, in line with the **Safeguarding Vulnerable Groups Act 2006** and our duty to protect children from harm.

4. **Further Search if Child Not Found**

If the five-minute search does not result in finding the missing child or children, the Co-Director will lead the group to the main hall, retracing the paths taken earlier. One adult will remain in the original area to continue searching, and contact will be maintained via mobile phone or walkie-talkie. This step ensures continued safety for all children and staff in compliance with the **Safeguarding Children and Young People Policy** and the **Children Act 1989**.

5. **Alerting Others for Assistance**

If the group and Co-Director are unable to locate the missing child or children, and if the searching adult has not had any success, all adults and volunteers will be notified. Additional support, including peer mentors (aged 13+ years), will be called upon to assist in the search. This action is taken to ensure no child is left unsupervised and aligns with our legal obligations under the **Children Act 1989** and the **Safeguarding Vulnerable Groups Act 2006**.

6. **Alerting Authorities**

If the situation remains unresolved, the Co-Director(s) will make the decision to contact the police and the child's parents or guardians, in accordance with the **Children Act 1989** and the **Safeguarding Vulnerable Groups Act 2006**, which guide our actions for ensuring the safety of children under our care.

7. **Recording the Incident**

The Edventure Project team will immediately document the events, including timings, the last known location of the missing child or children, and any actions taken. These details will be recorded in the incident book for reference, in line with our legal obligation under the **Children Act 1989** to maintain accurate records regarding the welfare of children in our care.

# Safeguarding Policy – The Edventure Project

The Edventure Project CiC recognises its duty under the **Children Act 1989** and **Children Act 2004** to ensure that all its functions promote the welfare and safeguard children and young people in its care. This applies to all services provided directly or commissioned by the local authority. A child is defined as anyone under the age of 18.

In line with **Working Together to Safeguard Children 2018**, "safeguarding and promoting the welfare of children" is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health and development
- Ensuring children grow up in circumstances that provide safe and effective care
- Taking action to enable all children to achieve the best outcomes

## Persons Affected:

- All staff (paid and unpaid, including volunteers)
- All service users
- All visitors and contractors

## The Edventure Project's Commitment to Safeguarding:

The Edventure Project is committed to safeguarding and promoting the welfare of children. This commitment includes:

- Clear accountability for commissioning and/or providing services that safeguard children
- The Co-Directors, Kimberley Vallis and Kara Penney, take leadership responsibility for safeguarding, with Kimberley Vallis appointed as the Designated Safeguarding Lead (DSL) and Tony Vallis as Deputy DSL. Contact details for the **South Gloucestershire Council Safeguarding Team** are 01454 866000.
- A culture of listening to children, taking their wishes and feelings into account in both individual decisions and service development
- Clear arrangements for information sharing with other professionals, including the **ART South Gloucestershire team**
- Safe recruitment practices for staff working with children, including policies on when to obtain a **DBS check** and safeguarding training
- Appropriate supervision and support for staff, including mandatory safeguarding training
- Ensuring Mentors are competent in their safeguarding responsibilities, creating an environment where staff feel supported in raising concerns
- A mandatory induction for all staff that covers safeguarding responsibilities and procedures to follow if there are concerns about a child's safety or welfare
- Regular reviews of staff practice to ensure continuous improvement when working with children, young people, and families
- Clear policies on handling allegations against individuals working with children, distinguishing between allegations, concerns about care quality, and complaints. Allegations may relate to someone who has:
    - Behaved in a way that has harmed, or may harm, a child
    - Committed a criminal offence against or related to a child
    - Behaved in a way that suggests they pose a risk to children

## The Edventure Project's Understanding:

The Edventure Project understands its responsibilities under the law and the practical steps required to safeguard children. Core legal requirements, including the **Children and Families Act 2014** and **Safeguarding Vulnerable Groups Act 2006**, guide the work carried out to protect children. The project seeks to emphasise the importance of effective safeguarding systems that:

- Place the child's needs at the forefront, ensuring the needs and wishes of every child are prioritised
- Ensure all staff who come into contact with children and families are alert to potential risks and harm
- Promote timely information-sharing among professionals and local authorities
- Support expert judgment in safeguarding decisions, placing the child's needs at the heart of the system
- Encourage staff contributions to safeguarding actions and the review of child outcomes

## Key Principles:

- **Safeguarding is everyone's responsibility**: Each professional and organisation plays a vital role in effective safeguarding
- **Child-centered approach**: Services should be based on a clear understanding of the needs and views of children

## Child Protection:

It is the responsibility of the Co-Directors, the DSL, and all supervising adults to ensure the safety of children at The Edventure Project. The organisation is committed to maintaining an environment where children are free from harm. To minimise the risk of abuse:

- Children are educated about staying safe and speaking out
- Any allegations are promptly addressed, following the child protection and safeguarding policy

Adults working with children, including parent helpers, should be aware that children may disclose sensitive information when they feel safe and supported. If a child discloses a concern, volunteers or staff should:

- **Listen** to the child, allowing them to lead the conversation (T.E.D: Tell, Explain, Describe)
- **Stay calm**, offering reassurance, and accepting the child's account without challenge
- **Make no promises** about confidentiality; it should be explained that confidentiality has limits
- **Report** to the designated safeguarding lead, **Kimberley Vallis**
- **Document** the conversation accurately, including the date, time, location, and details shared by the child. Keep this record secure and submit it to the safeguarding lead promptly.

By adhering to these principles and policies, The Edventure Project ensures the safeguarding of all children and young people in its care. Safeguarding responsibilities apply across all activities delivered through The Edventure Project including youth sessions, family gatherings and consultancy work.

# Edventure Project First Aid Policy

## First Aid Procedure and Needs Assessment for The Edventure Project

**Purpose:**

This document outlines the first aid procedures and needs assessment for The Edventure Project to ensure the health, safety, and well-being of children, young people, and staff. It adheres to relevant UK legislation, including the **Health and Safety (First-Aid) Regulations 1981**, **EYFS**, and **RIDDOR 2013**, and provides a comprehensive approach to first aid provision.

## 1. Qualified First Aiders

- At least **two qualified first aiders** will be present at all times to ensure immediate response to any incidents.
- **Kimberley Vallis** holds a **Level 3 Paediatric First Aid qualification** (valid until **September 2027**) in compliance with **EYFS** and **Health and Safety (First-Aid) Regulations 1981**.
- A second, even third, first aider will be identified, and their training will meet the required standards. First aiders will be responsible for providing immediate care and ensuring the safety of others during an incident. (Marta has First Aid until February 2027 and Tony Vallis until December 2027)

## 2. First Aid Kits

- **Location**:
  - **Hallway – outside kitchen.**
  - **Portable First Aid Kit**: A portable kit will be carried by a designated team member during field trips and outdoor activities.
- **Inspection and Maintenance**: All first aid kits will be checked **monthly by the CESD** to ensure they are well-stocked with essential items, including bandages, plasters, antiseptic wipes, burn gel, cold packs, and medication for managing conditions like asthma and severe allergies (e.g., **epi-pens**). Kits will also be regularly replenished as necessary to comply with **HSE** guidelines.

## 3. Risk Assessment and First Aid Needs

- **Risk Assessment**: A risk assessment of the activities provided by The Edventure Project is conducted annually to identify potential hazards and ensure that first aid measures are appropriate.
  - **Indoor Activities**: Low risk of injury but first aid kits will still be available for minor cuts, grazes, and falls.
  - **Outdoor Activities**: Risks include trips, falls, insect stings, and dehydration. First aid kits will include **sun protection** items and remedies for bites and stings.
  - **Trips/Excursions**: The risk of injury increases on trips, and a portable first aid kit will be carried by a designated first aider. All medical information and necessary medications for children with specific needs (e.g., asthma, allergies) will be taken on trips.

## 4. Medical Information and Medication Management

- **Medical Conditions**: All staff will be informed of any medical conditions affecting children in their care (e.g., asthma, severe allergies). This information will be reviewed regularly to ensure the safety of all participants.
- **Medication Storage**:
  - Medications such as **inhalers** and **epi-pens** will be securely stored in the **office** or **the hut**.
  - If children are on trips, their required medications will be carried by the **Co-Director** or designated first aider.
- **Emergency Response**: In case of an emergency, staff will be able to quickly administer the necessary medication or follow established procedures for medical emergencies, such as **anaphylaxis** or severe asthma attacks.

## 5. Accident Reporting and Emergency Procedures

- **Accident Reporting**: All incidents will be documented in an **Accident Report Form** in line with **RIDDOR 2013**. Completed reports will be stored securely in the **Reporting Books**, located in the hallway.
- **Emergency Assistance**: In cases where a child or staff member requires more advanced medical attention, the **Co-Director(s)** will contact **999** for emergency services. All participants' emergency contact details will be readily accessible to staff.

## 6. Incident Management and Safety

- In the event of a first aid incident, the **Co-Director(s)** will ensure that the remaining children are supervised:
  - Other adults present will be informed of the situation and asked to monitor the children.
  - If no other adults are available, children will be directed to the area where the Co-Director is located.
  - If necessary, all children will be taken indoors for safety.
- **Children's Safety**: While administering first aid, the **Co-Director(s)** will prioritise the safety of all children in the group. Any urgent incidents will be managed while maintaining appropriate supervision for the remaining children.

## 7. First Aid Training for Children and Young People

- Twice a year, **children and young people** will be invited to attend a **basic first aid course**. This will:
  - Teach children how to assess an injured person and when to seek help.
  - Provide knowledge on basic life-saving techniques and how to manage minor injuries.
  - Encourage an understanding of health and safety in different settings, enhancing their awareness of potential risks.

## 8. Review and Monitoring

- This **First Aid Procedure and Needs Assessment** will be reviewed **annually** to ensure it remains compliant with current legislation and best practices. Any changes in activities, participant needs, or health and safety regulations will be incorporated into the procedure to maintain the highest level of care and preparedness.

## Conclusion

This integrated **First Aid Procedure and Needs Assessment** ensures that The Edventure Project is fully prepared to provide immediate first aid care, manage emergencies effectively, and maintain a safe environment for children, young people, and staff. It complies with UK legislation, including **Health and Safety (First-Aid) Regulations 1981**, **EYFS**, and **RIDDOR 2013**, and reflects the best practices for first aid management in educational and recreational settings.

# Edventure Project Behaviour Policy

As part of our commitment to creating a safe, inclusive, and respectful environment, the Edventure Project operates with a Behaviour Policy that is collaboratively developed by both staff and young people. This policy is intended to guide behaviour, ensure the safety and wellbeing of all members, and reflect our values of mutual respect, personal responsibility and community care. This document can be seen on our website in two formats.

**Key Principles:**

1. **Respect and Responsibility**: All participants (young people, staff, parents, and volunteers) are expected to engage with each other in a respectful manner. We encourage positive communication, collaboration, and the peaceful resolution of conflicts.
2. **Safety First**: The safety of all participants is our primary concern. If the behaviour of an individual, or group, compromises their own or others' safety, immediate action will be taken to prevent further harm. This may include:
    a. The individual(s) being temporarily removed from the activity to ensure their safety and the safety of others.
    b. Settling the individual in a quiet space under adult supervision, where they can calm down and reflect.
    c. In cases where the behaviour poses a serious risk, parents/carers may be contacted to arrange for the individual to be picked up from the session.
3. **Individualised Support**: Every participant is valued and we recognise that everyone has unique needs and circumstances. Where required, we will engage in open discussions with the young person and their family to understand individual needs and create tailored support plans. These plans will focus on positive behaviour management and restorative practices.
4. **Inclusive Policy Development**: The Behaviour Policy is a living document, co-created by young people and adults, and is revised regularly to remain relevant and effective. The policy will be visible in the main hall and will be accessible to all participants. We value feedback and encourage everyone to contribute to its evolution.
5. **Parental and Community Engagement**: We believe in the importance of a collaborative approach. Parents/carers, volunteers, and the wider community are invited to contribute to the policy and sign their agreement to abide by its principles. This ensures a collective commitment to fostering a safe and respectful space for all.
6. **Due Diligence and Legal Compliance**: We are committed to adhering to all relevant legislation and best practices in safeguarding and health and safety. Our policy and practices are regularly reviewed to ensure compliance with current laws, including the Children Act 1989, the Equality Act 2010, and the Health and Safety at Work Act 1974.

**Review and Update**: This policy will be reviewed annually, or as needed, based on feedback from participants, staff and the community, as well as any changes to relevant laws or guidance.

# Food Safety and Hygiene Procedures

- Children and young people are encouraged to take part in cooking club and enjoy a shared healthy meal as well as to bring a packed lunch/snack box and bottled drinks to enjoy during "lunchtime" in our session. We promote hydration, and children are welcome to drink and refill their water bottles as needed throughout the day. If funding allows, we will provide fruit snacks in the morning and afternoon, as well as warm meals such as soups or beans on toast during colder months.

- Children are asked not to eat during Forest Skills or Bushcraft sessions unless it's part of a designated food preparation activity, led by an adult. Initially, they will participate in basic fire-based cooking activities, including toasting marshmallows, waffles, and making s'mores.

- A staff member trained in food hygiene will always be present when food is being prepared or handled. Kimberley Vallis (Co-Director) holds a Level 2 Food Preparation and Hygiene Certificate, awarded in March 2025 and Tony Vallis has Level2 awarded in December 2025.

## Food Preparation, Transport and Storage

- **Hand Hygiene**: All individuals will wash their hands thoroughly before handling food. Cuts or grazes will be covered with blue plasters or gloves.
- **Preparation**: Any food requiring preparation (e.g., bread dough, soups, fruit) will be prepared in the hut kitchen.
- **Transport & Storage**: Food will be stored in clean containers and transported in cool bags. Clean utensils and cooking pans will also be included. The storage box will remain closed between uses, with food covered to prevent attracting insects.
- **Raw Meat Storage**: Raw meats will be stored separately from other foods to prevent cross-contamination.
- **Expiry Dates**: All food will be checked for 'use by' dates before it is consumed.
- **Water**: Water for cooking will be stored in clean, sealed containers.

## Handling, Cooking, and Eating Food

- **Handwashing**: Sinks with warm, soapy water will be available for children to wash their hands before handling food or utensils.
- **Cooking Safely**: Children will be taught safe cooking practices, following the activity risk assessment and fire safety protocols. An adult will ensure all food is fully cooked before consumption.
- **Eating Areas**: To maintain safety, children will be asked to sit around the fire circle or move to a designated eating area away from the fire.

## Clearing Away and Cleaning Up

- **Waste Disposal**: Any leftover or uncooked food will be placed in black bin bags and disposed of in the appropriate bin at the end of the session.
- **Area Cleanliness**: The area will be checked to ensure there are no food remnants, reducing the risk of attracting vermin.
- **Cleaning Utensils**: All cooking utensils and pans will be washed in hot, soapy water at the cleaning station and stored properly after use.

**By adhering to these procedures, we ensure a safe, hygienic, and enjoyable experience for children and staff during food-related activities.**

# Trips and Off-Site Activities Policy

### 1. Purpose

The Edventure Project CiC is committed to providing enriching learning experiences through trips and off-site activities. This policy ensures that all off-site activities are planned and conducted safely, inclusively, and in accordance with UK legislation.

### 2. Scope

This policy applies to all staff, volunteers, children, and parents/carers participating in trips and off-site activities organised by The Edventure Project CiC.

### 3. Planning and Risk Assessments

- A **Risk Assessment** must be completed before any trip, identifying potential hazards and control measures.
- Risk assessments must cover:
    - **Transport arrangements** (e.g., public transport, walking routes, private vehicles).
    - **Venue safety** (e.g., first aid provision, emergency procedures).
    - **Supervision ratios** (ensuring compliance with safeguarding guidelines).
    - **Environmental hazards** (e.g., water bodies, wildlife, uneven terrain).
- Where necessary, pre-visits to venues should be conducted by staff to assess suitability.

### 4. Parental Consent and Communication

- **Written consent** from parents/carers is required for all off-site activities.
- Parents/carers must be provided with:
    - **Full details** of the trip (location, activities, duration).
    - **Transport arrangements** (including responsible drivers and insurance details, if applicable).
    - A **list of items** children need to bring (e.g., clothing, food, medication).
- Emergency contact details must be confirmed before departure.

### 5. Supervision and Staff Responsibilities

- The **minimum adult-to-child ratio** is:
    - **1:6 for children under 8**
    - **1:8 for children aged 8–10**
    - **1:12 for children aged 11+**
- A **Designated Trip Leader** will be appointed for each trip, responsible for:
    - Coordinating staff and volunteers.
    - Ensuring all safety procedures are followed.
    - Holding a **list of emergency contacts and medical information** for all participants.
- All facilitators and volunteers must be **DBS-checked** and briefed on their roles.

### 6. Transport and Travel Safety

- All transport arrangements must be **safe and legally compliant** (seat belts, vehicle insurance, driver licensing).
- Public transport should be used wherever possible, ensuring:
    - Pre-arranged meeting points.
    - Clear instructions on what to do if a participant becomes separated from the group.
- If private vehicles are used, they must:
    - Be insured for business use.
    - Have valid MOT and road tax.
    - Be driven by an appropriately licensed and DBS-checked driver.

### 7. First Aid and Medical Considerations

- A **qualified first aider** must be present on all trips.
- A **first aid kit** must be carried at all times.
- All relevant medical conditions, allergies, and medications must be documented before the trip.
- Any medication required during the trip must be administered in line with the **Medication Policy**, with parental consent.

### 8. Emergency Procedures

- A **meeting point and evacuation plan** must be in place at all locations.
- In case of an emergency:
    - The **Trip Leader** will take charge and ensure participant safety.
    - Parents/carers will be notified as soon as possible.
    - An **incident report** must be completed after the trip.

### 9. Inclusion and Accessibility

- We are committed to making trips accessible for all children, including those with **SEN-D** and additional needs.

- Adjustments will be made where necessary, including:
    - Ensuring **wheelchair-accessible venues and transport**.
    - Providing **additional supervision or support** where needed.
    - Consulting with parents/carers to accommodate specific needs.

**11. Review and Monitoring**

- This policy will be reviewed annually or after any significant incident.
- Feedback from staff, parents, and children will be used to improve future trip planning.

# FOREST SCHOOL AND OUTDOOR LEARNING POLICY

## Weather conditions

Following The Edventure Projects ethos of **'there is no such thing as bad weather, only inappropriate clothing!'** Children and Young People are advised to dress warmly and wear waterproofs, or sunhats and sun creams if necessary. However, there are some occasions where it may not be safe or practical to go ahead with a planned session due to extreme weather;

- In the case of high winds of 25mph or more determined by the met office online.
- In the case of extreme temperature determined by a met office amber/red weather warning
- In the case of extreme cold of below '0' a session will be cancelled if it is near to this we will ensure children are appropriately dressed, sessions will be made shorter and activities will be planned to ensure children are kept moving.

## Use of Tools Procedure

- **Tool Safety & Training**: Both children and adults will receive clear instructions on tool safety and proper usage before handling any tools. A tool use guidance document will be carried by the session leader, and tool usage ratios will be determined by the Forest School Leader/Co-Director, Kimberley Vallis. These ratios will be outlined in the session's risk assessment.
- **Personal Protective Equipment (PPE)**: Appropriate PPE, such as gloves, will be worn at all times when using tools.
- **Tool Inventory & Tracking**: Tools will be checked in and out and recorded on an inventory list.
- **Storage**: Tools will be stored securely, out of the reach of children, when not in use.
- **Tool Maintenance**: Tools will be cleaned after each use to ensure longevity. Damaged or broken tools will not be used.

## Use of Fires Procedure

- **Supervision**: A qualified Mentor must always be present when a fire is lit, and it must never be left unattended. Water or sand will always be available to extinguish the fire if necessary.
- **Designated Fire Area**: Fires will be built in a designated fire area. If a tarpaulin is used above the fire, it should be positioned approximately 8 feet above the fire. Seating will be placed 1.5 meters away from the fire. Appropriate PPE will be worn by those involved in fire building.
- **Fire Pit Procedures**: Children will be reminded of the fire pit procedures at every session:
    - Walk behind the log/stone seats and stand behind them.
    - Step over and sit on the log/stone seat.
    - Stand up, turn around, and step over the log/stone.
    - Crossing the inner circle is prohibited (adults will model this behavior).
- **Emergency Supplies**: A fire box containing fire retardant gloves, a first aid kit, and a fire blanket will be kept close to the fire circle. A covered bucket of clean cold water will also be nearby in case of burns.

## Environmental Policy

- **Sustainable Practices**: The Edventure Project is committed to using environmentally friendly products and recycled materials wherever possible. We will promote environmental awareness and sustainability, supporting conservation initiatives.
- **Flora & Fauna**: The setting will be maintained to protect native plants and animals. New flora will be introduced if needed. We will remove all litter and debris brought into the setting, and regular litter picks will be conducted to keep the area clean.
- **Respecting the Environment**: We aim to minimize smoke and noise to be considerate to our neighbors. Brambles and nettles will be cleared from main pathways but allowed to grow in other parts of the setting. Parents and carers will be reminded that these plants are present within our risk assessment.
- **Safety Measures**: Branches at eye level or lower on main pathways will be removed to prevent injuries, but branches on other trees will remain. Dead and fallen branches will be stored in the log store and used for firewood. During winter, large stones and logs will be left undisturbed to avoid disturbing hibernating creatures.
- **Encouraging Wildlife**: Areas will be designated where wood is allowed to decompose to encourage insect life, and wildflowers will be left to grow freely. Children will be encouraged to appreciate these plants without picking them. The hedgerow surrounding the setting will be maintained to support small wildlife.

## GDPR and Confidentiality Policy

At our organisation, we are required to maintain both written and digital records, and to collect and share information with relevant parties, such as parents, carers, other professionals involved with the child, and, where necessary, the police or social services. As such, we are bound by the provisions of the **Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)**.

While data protection legislation does not guarantee absolute privacy, it aims to strike a fair balance between protecting individuals' rights and addressing the legitimate needs of those who require access to personal information. This legislation applies to both paper and digital records.

Our obligations under the **Data Protection Act 2018 and UK GDPR** are as follows:

• To be fully aware of our responsibilities under the Data Protection Act 2018 and UK GDPR.
• To retain only necessary information that is relevant to the child's care, welfare and participation in The Edventure Project.
• To ensure that the information we hold is accurate and up-to-date.
• To inform individuals that their information is being held, explain how it will be used, and obtain their consent where appropriate.
• To share information only with others who have the consent of the individual, unless required to do so by law.
• To store and protect information securely (e.g., password protected digital systems).
• To allow the appropriate authorities to access records when legally required.

In order to meet confidentiality and data protection requirements, we will implement the following measures:

• We will delete information when it is no longer required for its intended purpose in line with our data retention procedures.
• Access to digital records will be limited to authorised personnel and files will be password protected.
• Paper records will be securely stored in a locked facility where necessary.
• Parents will be provided with access to our policies and procedures regarding data protection.
• Parents will have the right to request access to records concerning their child.
• We will share information only with parental consent unless there is a legal requirement to disclose it (for example where there are safeguarding or child protection concerns – see our Safeguarding Policy).
• We will maintain an up-to-date record of essential contact details, such as the child's parents or carers, GP, emergency contacts and relevant consent forms.

• Where appropriate, and usually with parental consent, information may be shared with professionals or organisations supporting the child's wellbeing or education.

This policy ensures that we respect privacy, uphold confidentiality and meet our obligations under current data protection legislation.

## Mobile Phones and Cameras

The use of mobile phones and cameras, particularly in relation to children, must be handled with care to ensure privacy and safety. In compliance with UK laws and regulations, such as the **Data Protection Act 2018** and the **Children Act 1989**, we will closely supervise or, if necessary, restrict the use of mobile phones or cameras on The Edventure Project site, as well as during outings. These laws aim to protect the welfare of children and safeguard their personal data. Before taking any photographs of participants, we will obtain explicit consent from their parents or guardians, in line with the **General Data Protection Regulation (GDPR)**, which governs the collection and use of personal data. Additionally, we will clearly communicate how these photographs will be used—whether for sharing with parents or for our own media and advertising purposes.

Full details of this process can be found on the Registration Form.

At The Edventure Project, we recognise that mobile phones can be a useful tool for self-regulation, such as listening to music, playing games, or using wellbeing apps. However, to ensure the safety, privacy, and well-being of all participants, we have clear guidelines on their use.

### Use of Mobile Phones

- Young people are allowed to use their mobile phones for personal use, such as listening to music or playing games, as long as it does not disrupt activities or affect engagement.
- Phones must be used responsibly and in accordance with staff instructions.
- During certain sessions or group activities, young people may be asked to put their phones away to ensure participation.

### Photography and Video Recording

- To protect the privacy and safety of all participants, young people **must not** take photos or videos of other children.
- Recording or photographing staff or other young people without their explicit consent is not allowed.
- Any breach of this rule may result in restricted phone use and further action if necessary.

### Safeguarding and Legal Compliance

- This policy aligns with the **Data Protection Act 2018**, **Children Act 1989**, and **General Data Protection Regulation (GDPR)** to ensure the safety and privacy of all children.
- Staff will supervise phone use and may intervene if necessary to prevent inappropriate use.
- Parents/guardians will be asked for consent regarding any official photography taken by staff, as outlined in the Registration Form.

### Respect and Responsibility

- Young people are expected to use their phones in a way that is respectful to others.
- Cyberbullying, sharing inappropriate content, or using phones in a way that could harm others will not be tolerated.
- Any misuse may lead to phone restrictions and discussions with parents/guardians.

By following these guidelines, we can create a safe and respectful environment while allowing young people to use their phones in a beneficial way. The Hive operates under the assumption that parents are supervising phone use.

## Complaints Policy and Procedure (External)

**Policy Statement:**
At The Edventure Project, we are committed to providing home-educating families with a supportive and nurturing environment. We work diligently to foster a caring, open, and responsive community for all who participate in our group. However, we recognise that on occasion, situations may arise where expectations are

not met, and we may fall short of fulfilling the needs of the young people, families, or the wider community we serve.
We actively encourage feedback through regular surveys, discussions, and meetings about our conduct and activities. This feedback is invaluable in helping us improve the services we provide, ensuring we continue to learn and grow.
We take all concerns seriously, and any formal expression of dissatisfaction from the public or outside of our group will be treated as an official complaint. The Edventure Project, including its staff, volunteers, and activities, is committed to addressing complaints promptly and thoroughly. We are dedicated to investigating all concerns, responding with appropriate solutions and ensuring the complainant feels their issue has been addressed.

Our objectives are to:

- Understand the situation and the complainant's desired outcome.
- Ensure the complainant feels heard, understood, and satisfied with the resolution.
- Use the feedback as an opportunity for growth and improvement.

**Procedure for Raising a Complaint:**
If you are dissatisfied with any aspect of The Edventure Project, please contact one of our Co-Directors, Kimberley, Tony or Kara, either in person, by phone at 07925016175 (Kimberley), or via email at theedventureproject@gmail.com When submitting a complaint, please include your name, contact details and a clear description of your concern. We aim to resolve complaints within 2 working weeks.
If, after the initial response, the issue is not resolved to your satisfaction, you can proceed with the following steps.
**Complaints Procedure:**
**Stage 1:**

1. The complainant should first contact the relevant Co-Director based on the nature of the complaint (see below for details on who to contact). In your communication, please provide full contact information and a clear outline of your concern.
    a. Complaints regarding staff (except Kimberley) should be directed to Kimberley Vallis.
    b. Complaints about other matters should be directed to Kara Penney.

The relevant Co-Director will acknowledge receipt of the complaint and provide a response in writing within 2 working weeks. If the complainant is satisfied with the resolution, the matter will be considered closed. If the complainant is still dissatisfied, they may proceed to Stage 2.
**Stage 2:**
2. If the complainant remains unsatisfied with the resolution proposed in Stage 1, they must submit their concerns in writing within 2 weeks of the proposed resolution.
The matter will then be escalated to a formal panel meeting consisting of three or four members of The Edventure Project, including:

- A Director
- A team member
- A group parent
- A youth representative

After the panel has considered the complaint, the complainant will receive a formal written response outlining the resolution. If desired, a face-to-face meeting can be arranged for further discussion.
**Stage 3:**
3. If the complainant is still dissatisfied with the outcome and wishes to pursue the matter further, they may request a meeting where an external mediator will be invited. We would suggest inviting the Cotswold Edge Scout District or a local, non-biased parish councillor who has a community interest in the matter to serve as the mediator.
The meeting will be minuted and recorded, with all parties agreeing to the final resolution, at which point the complaint will be considered closed.

**Record Keeping:**
All complaints will be documented and kept on file for a period of 7 years.
**Conclusion:**
We are committed to maintaining a high standard of conduct and service. Complaints are an important part of our continuous improvement process, and we take them seriously. We will work with all parties involved to resolve issues as fairly and transparently as possible.
Thank you for helping us maintain the integrity and effectiveness of The Edventure Project.

## Financial Transparency and Reporting Policy

***Purpose***

*The Edventure Project CiC is committed to financial transparency, accountability, and ethical financial management. As a* ***Community Interest Company (CiC) and not-for-profit organisation****, we ensure that our finances are managed responsibly and comply with legal and regulatory requirements.*

***Key Commitments***

- We submit **annual reports and financial statements** to **Companies House** as required by law.
- All income, including grants, donations and fees, is used solely to support our mission and community objectives.
- We maintain clear **financial records**, ensuring responsible budgeting and expenditure tracking.
- Regular internal reviews and external reporting ensure **accountability and sustainability**.

***Compliance***

This policy aligns with:

- **Companies Act 2006**
- **Community Interest Company Regulations 2005**
- **Financial Reporting Standards (FRS 102) for Small Entities**

This policy is reviewed annually to ensure continued compliance and best practices.
For further information on the Projects Finances, a meeting can be arranged with the account management company – PIP Solutions Ltd.

## INSURANCE DETAILS AND POLICY:

The Edventure Project CiC is insured through Birnbeck Insurance specifically for Forest Schools and Youth Work Organisations. As per directions, our policy information is made available to view on all sites. Our insurance includes Public Liability, Employer's Liability and Products Liability.

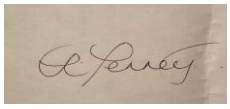
Policy Number: SALSALIA/J248950/0332/22
Policy Start Date: 07.11.2025
Policy End Date: 06.11.2026

Activities included:
**Forest school practitioner providing activities for children & adults of all ages. General forest school work including shelter building, use of hand tools (including knives), tree climbing to five (5) metres, use of swings rope swings and play equipment, occasional lopping/coppicing, felling (diameters less than 6"), foraging, low level charcoal making (twigs/tins/cans), green woodworking, gardening sessions including tuition, pond/stream dipping, face painting, birthday parties, camp fires, overnight camps, home education support, arts & crafts, computer & technology, sports (non-contact), yoga & tai chi etc. Off site visits.**

**MONITORING OF POLICIES AND PROCEDURES:**

This document will be reviewed annually in January or before should any incidents arise or laws and policies change.
**Signatures of Co-Directors:**

Mrs. Kimberley Vallis
*KIMBERLEY VALLIS*
Revised Date: 02/05/2026



Miss Kara Penney
KARA PENNEY

The Edventure Project CIC
At Mafeking Hall, Ram Hill, BS36 2UF
Registered Office: c/o 92 Maisemore, Yate, Bristol BS37 8UW
www.theEdventureproject.co.uk

For all risk assessments, please see website.