

TELSCOMBE TOWN COUNCIL



FOREST SCHOOL USE OF CHATSWORTH PARK POLICY

Introduction

Telscombe Town Council receives requests from local schools and organisations to utilise Chatsworth Park to hold Forest School and outdoor learning activities. In order to minimise the impact on the Park and to ensure all activities are safely undertaken, the Town Council have created this Policy to formalise any such organised group activity.

Submitting a request

Any group wishing to submit a request to hold Forest School activities in Chatsworth Park must fully complete the attached application form at least 4 weeks prior to the proposed start date. We aim to acknowledge your application within five working days of receipt.

This form is primarily for the use of regular Forest School sessions. If your activity is a one off or short-term event as opposed to an ongoing session, this Policy still applies.

An agreement is subject to a 3 month probationary period and following notification by the Council of successful completion, will be valid for a further 9 months from the original date of issue. If the event is a one-off or short-term activity, the agreement will be valid for a specific date only.

Please note that on occasions one off special events may take place in the park and will take priority. You may therefore need to amend your normal operational activities on these occasions.

Activities and areas of use

The required criteria is as follows:

- Any activity or equipment that you undertake/use must not cause any damage to the park, habitat, or the animals that live there.
- All activity infrastructure must be removed at the end of the session, including any dens or shelters to be collapsed or removed, unless previously agreed by Telscombe Town Council.
- Equipment should not be left unattended after the completion of sessions.
- All litter should be removed or placed in the bins provided. If a bin is full, please take your litter home with you.
- You must inform Telscombe Town Council of any safety issues of the site.
- You must inform Telscombe Town Council of any accidents and incidents within 24 hours, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- Activities to be undertaken in day light hours only, unless previously agreed by Telscombe Town Council.
- Activities can be carried out in the majority of Chatsworth Park. However, there is a sensitive site set aside as a wildlife area, located in the pine tree area near to Ambleside Avenue (next to the pathway from the wildflower areas, leading to the first pond). This site is marked as such and cannot be used.

Fire activities

Lighting of fire activities is not allowed unless specific agreement has been granted in writing by Telscombe Town Council. The Forest School will need to have an up-to-date Health & Safety Risk Assessment, Fire Risk Assessment and have the appropriate safety measures in place, such as fire bucket, fire blanket, 30 litres of water and burns kit. Fires must be on a raised fire pit or similar, and never constructed on the ground.

Risk Assessments and Insurance

This Policy will ensure that operators have the relevant qualifications, appropriate insurance and have addressed relevant health and safety requirements and other terms of use. If the relevant information cannot be provided, permission will not be granted to use the park. The ultimate decision is at the discretion of Telscombe Town Council.

Disclaimer

By entering into this contract with Telscombe Town Council you / the organisation hereby agree and undertake to accept total responsibility for all or any of the actions of the members of your activity during the allocated period. The Council will not be liable for any personal injury or fatality be it incidental, direct or consequential or resulting from any other similar damage due to the use of the park for the expressed purposes of carrying out your activity. The Council does not assume any responsibility for any risk sustained to any member of the activity following departure from the Council's park. You equally agree to indemnify and hold Telscombe Town Council free of any blame against all claims or liability asserted against the Council arising out of or in connection with any breach by you or anyone acting on your behalf or member of your activity of any of these Terms of Use.

Policy	Forest School Use of Chatsworth Park
Review Cycle	Every 3 years, or earlier in the event of legislative change
Date Last Adopted	18 th September 2024
Previous Adoption Dates	n/a
Responsibility	Policy & Resources Committee and then adoption by Full Council

Forest School Application Form			
Contact Details:			
Name of Organisation			
Applicants Name			
Address			
Telephone Number		Mobile Number	
Email address			

Please provide copies of the following documents:	Attached
Risk Assessment/s for the activity to be undertaken	<input type="checkbox"/>
Fire Risk Assessment where relevant	<input type="checkbox"/>
Proof of Public Liability Insurance	<input type="checkbox"/>
A site map showing where activities will be taking place in the park	<input type="checkbox"/>
Safeguarding and Child Protection Policy (where relevant)	<input type="checkbox"/>
DBS checks (where relevant)	<input type="checkbox"/>
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	<input type="checkbox"/>
Copies of relevant qualifications	<input type="checkbox"/>
Copies of first aid certificate	<input type="checkbox"/>

Please complete one form per activity

Activity Details:							
Precise location							
Description of Activity							
Number of Participants							
Name of person responsible for delivery							
Proposed Start Date				Proposed Finish Date			
Start Time				Finish Time			
Days of the week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Are you proposing to use any special equipment or temporary structures?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please provide details							

Please complete one form for each Trainer / Member of Staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

Trainer / Staff Qualifications:		
Name		
Qualification and Level	Awarding Organisation	Date of Issue

New/Additional Trainers/Members of Staff

If any new trainers or staff will be delivering or supporting you in delivering your sessions and you have not already advised us, you should complete a copy of this page of the application form and submit it and any supporting documentation prior to starting delivery.

Declaration

I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions detailed in the Policy. By signing this form, I/We agree to sympathetically consider other park users, keep noise levels to a minimum, leave the park as I/we found it and remove all litter.	
Signature	
Name	
Date	

Please send the completed form to: Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES or via email to amenities@telscombetowncouncil.gov.uk

If you have any queries, please contact us on 01273 589777

General Data Protection Regulation 2018 - Privacy Notice

Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details to Telscombe Town Council.

Details of the Council's Privacy Policy can be found using this link:

<https://www.telscombetowncouncil.gov.uk/wp-content/uploads/2024/06/Privacy-Policy-general-FINAL-15.5.24.pdf>