

Example of an Operating Procedure (the 'shape' of the day)

Time	Who leads	Where	Activity
	Leader B	Woodland	Risk assess site before session (if felt to be required - if not, one leader to do so during snack time)
	All	Nursery	Support children getting ready (minimal help)
	Leader A	Nursery to woodland	Leave Nursery. Walk to site, exploring along the way. Front adult stops at suitable points / waymarkers along the journey to ensure the group does not spread out too much.
	Leader A	Forest School site	Blow whistle to gather group. Children offered opportunity to help set out sitting mats. Sing opening song and look at what we've found (on 'special things cloth')
	Leader A	FS site	Support children washing hands. Have snack together (food passed around first, then drinks)
	Leader B	FS site	Set out boundary string & dynamic risk assess (if not completed before session)
	All	FS site	Main activity / free play session
	Leader B	FS site	Blow whistle for tidy up time
	Leader A	FS site	Reviewing through 'goodbye' song - one adult to take notes
	Leader A	Woodland to Nursery	Leave FS site to walk back. Arrive at nursery by XXam
	All	Nursery	Staff review of session

Specific Roles: **Leader A** = Overview of group dynamic & first aider / **Leader B:** = Overall time-keeper for the group / **Nursery staff** = Continuity and nursery link for group