ACCESS STATEMENT

Introduction:

Step-Out will always be as flexible as possible to make our courses and programmes accessible to you. This may sometimes be achieved by careful planning and our allocation of sites and choice of activities. PLEASE contact us (prior to your arrival) and we will do everything possible to make it possible for you to join us.

Overview:

1. Step-Out Outdoor Learning, Training & Therapy CIC deliver nearly all courses and programmes in a woodland environment. This means that there are often slippery surfaces, uneven steps or steep slopes leading into our sites.
2. The sites themselves are the woodland floor where there are roots, tree stumps, streams and boggy patches to navigate.
3. Seating on our sites is usually on pegged logs around the fire circle and may be quite low to the ground. You are welcome to bring a camping chair with you if you feel this would be more comfortable.
4. Our indoor workshop and office are in a large container and the doorway is situated approximately 60cm from the ground level. At present, a caravan step is in place to assist entry.
5. There is a flushable WC on the Step-Out site and disabled WC facilities on the main Evegate Business Centre Complex.
6. There is car parking at Evegate Business Centre which is approximately a 5-minute walk from the Step-Out sites. Access is down a hardcore surfaced track and then close to the sites, this becomes a dirt track which can become muddy and slippery in extended wet weather periods.
7. Step-Out have a small car park close to our sites at Evegate which you may use with prior consent. This will shorten the walking distance but access to the sites may still be slippery and steep.
8. Mobile phone signal is good on all the Step-Out sites unless you are advised differently on booking.
9. Assistance dogs are welcome on all our outdoor sites and in all our indoor facilities. However, we are unable to allow other dogs on any of our programmes.

Arrival, car parking and access to the disabled WC facilities:

1. The main Step-Out sites are in replanted semi-ancient woodland behind the Evegate Business Centre.
2. Unless, otherwise agreed with Step-Out please park at the far end of the car park where you will see a Step-Out Post on the left-hand side of the field.

Step-Out outdoor Learning, training & therapy CIC
6, Mount Pleasant, Aldington, Ashford, TN25 7DN
Phone: 07962 446884 Email: livelife@step-out.info Web: www.step-out.info Company No: 7868880

3. If you need to use the disabled WC facilities, you will find them behind you in the main Evegate Business Centre. There are signs in various places in the main square.

Special Dietary requirements/food allergies:

1. Sometimes we offer food and/or drink as part of our course. We routinely have alternatives (such as lactose free milk and gluten free biscuits) for the most common special dietary requirements but please let us know in advance of any allergies or not-so-common food preferences/intolerances that you have. (For example: if you and your child are vegan or halal, you may wish to bring your own marshmallows for marshmallow toasting or your own choice of a milk alternative).

Contact details for more information:

E Office@step-out.info

T Sarah on 07962 446886

Faversham

Thank you for booking on to the Tree Babies programme with Step-Out.

Please take a moment to read through the information attached so that you know what to expect from the classes and can come to the garden prepared.

What happens during a class?

Laura will meet you and your baby at the entrance to the garden at 10am. If driving, it is recommended to use the parking indicated on the map above as the surrounding streets are permit only. Please note that for these classes it is highly recommended that babies are carried in a sling – the paths are accessible to prams, but key to the programme is movement and physical contact with your baby and carriers are the best way to do this. Please contact Laura as soon as possible if you do not have a baby carrier/sling or are unable to borrow one.

On our arrival at the Garden, we will take a register to make sure everyone is present. We will run through some quick safety points before the Tree Babies session gets started!

The group will make brief introductions and then Laura will explain what will happen during this week's class. She will then introduce mindfulness techniques that you can use whilst you are forest bathing. Forest bathing is a practice that originated in Japan and has many health benefits such as a reduction in blood pressure, decreased levels of cortisol (the stress hormone), and an improvement in many mental health conditions. Whilst not a forested environment, you will be able to experience the same benefits from the garden! You will be shown what to do before spending some time with just your baby. You will also be given a Tree Babies notebook, so you can record any thoughts and reflections during this part of the class if you wish. On your return to the central gathering area, there will be a time to make a piece of nature art either collaboratively with other parents or individually as you wish.

Step-Out Outdoor Learning, Training and Therapy CIC,
6 Mount Pleasant, Aldington, Ashford, Kent, TN25 7DN, United Kingdom
Tel: 07962 446886 Email: livelife@step-out.info Web: step-out.info
(Registered Office and Registration number 7868880)

Faversham

There will then be a dedicated social time where you can have a cup of tea, reflect, relax, and chat to other parents. Tree Babies is as much about you the parent and your mental wellbeing as it is for your baby, and we hope that you find your village during our sessions. Our overall aim is to provide a space for parents to deepen their bond with their baby in nature, be able to relax and just be, and find like-minded friends! If on the day you need to contact Laura, the number to call is 07883 422906.

What to wear

Our Tree Babies classes will take place whatever the weather is doing (unless we deem it unsafe, in which case we will contact you prior to your class taking place), so it is important that you and your child are dressed appropriately. In spring and summer, please wear long sleeves and trousers to protect yourself from the sun, scratches from branches, and any insects in the garden! A sun hat is also a good idea for both you and your baby, as are waterproofs. Please remember to be sling safe with clothing so that neither you nor your child are wearing too many clothes and risk overheating. I am attaching a copy of the TICKS guidelines for safe babywearing from babyslingsafety.co.uk for your reference as well. Please also remember that whilst Abbey Physic Community Garden is a safe and welcoming environment, it is also a working Garden and some areas may contain temporary hazards during your visit. We will inform you of any risks at the beginning of each session.

As well as appropriate clothing, please also bring a drink in a cup with a safe lid for your hot drink whilst your baby is in the sling/sat on your knee or nearby during social time. Step-Out will provide flasks of hot water and a choice of coffee or tea. If you or your child would like to bring alternative drinks and snacks please feel free to do so. If you have any further questions, please do not hesitate to get in touch with Laura at laura@step-out.info.

We look forward to seeing you!

ADULT DETAILS & CONSENT FORM

Please note: for long term continuous programmes, consent forms will be renewed annually;
it is your responsibility to advise Step Out of any changes to the information contained in this form

Your First Name: _____
Your Surname: _____
Your Date of Birth: _____
Your Address & Post Code:

_____

_____

Your phone number: _____Mobile: _____

Next of kin: In the event of a serious injury, whom should we contact on your behalf?

_____
Relationship to you? _____
Phone: _____

Name of your doctor: _____
Doctor's phone number: _____
Your Blood Type & Rhesus Factor (if known) _____
For the benefit of the First Aider (*please circle as appropriate):

- Have you received a vaccination against Tetanus in the last 5 years? *Yes/No**
- Are you receiving medical/surgical treatment of any kind either from the Doctor or Hospital? *Yes/No**
- Do you suffer from any medical conditions, allergies or recent injuries we should be aware of? *Yes/No**
  If yes, please explain: _____
- Are you currently taking any prescribed medication? *Yes/No**

If yes, please list: _____

- Do you have any food preferences? (for example Halal/vegetarian/vegan) _____
  _____

Declaration: I understand that by signing this consent form, I am declaring:
**That I agree to take part in the Step-Out Programme and will ensure I am appropriately dressed for outdoor, all-weather activities
**That I am of sufficient physical fitness to participate and I acknowledge the need for responsible behaviour and to adhere to safety precautions advised by the Step-Out Instructor
**That I recognise that the sessions have an element of personal risk, and however unlikely, the risk can become a reality – I will listen to and act upon all safety instructions given
**That in the event of an accident, I agree to receiving any immediate first aid I require by a qualified First Aider
**That I understand that Step Out staff or the landowner, will not be liable now, or at any time in the future for any loss, expense, damage or claim I may have against them for any damage to myself or my property as a result of my participation in these sessions. Step-Out will only accept liability for physical injury to a client that is proven to result from negligence on the part of Step-Out.

Signed: _____ Name in Caps _____

Date: _____

Step-Out outdoor Learning, training & therapy CIC
6, Mount Pleasant, Aldington, Ashford, TN25 7DN
Phone: 07962 446886 Email: livelife@step-out.info Web: www.step-out.info Company No: 7868880

CONSENT FORM FOR PHOTOGRAPHING PARTICIPANTS AND THE STORAGE OF DATA

(To be completed by parent/guardian for each course participant (under 18)

We might wish to take photographs of you and/or your child(ren) enjoying your time in the woods. These photographs may be used on Step-Out publications, on our website, on our social media pages or in local newspapers.

To comply with the Data Protection Act 2018 we require your permission before taking any digital images of our participants.

Please **answer the questions below, sign and date the form and return it to the Forest School Leader before your first session.**

Your First Name: _____ Your Surname: _____

Your Child(ren)'s First Name(s): _____ Your Child(ren)'s Surname(s): _____

_____ _____

Having read the above, do you give your consent for photographs and other images to be taken of you and your child? Please tick **one** of the boxes below.

☐ I give permission for images of myself and my child to be published as outlined above.

☐ I **do not** give permission for images of myself and my child to be published as outlined above.

Step Out would love to be able to stay in touch and keep you up-to-date about our upcoming events, activities and Forest School programmes. If you are happy for us to keep your information on file please tick the box below.

Your information will not be passed on to any third parties and will be stored securely in compliance with the Data Protection Act 2018.

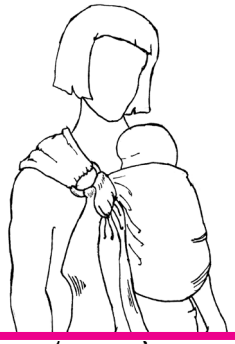
☐ I give permission for Step-Out to store my contact information in order to inform me of future events and activities.

Signed: _____ Your Name: _____

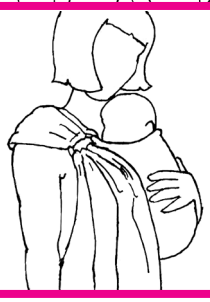
Date: _____

The T.I.C.K.S. Rule for Safe Babywearing

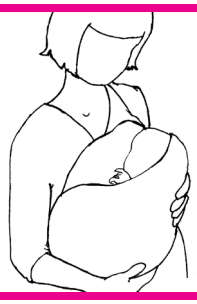
Keep your baby close and keep your baby safe.
When you're wearing a sling or carrier, don't forget the **T.I.C.K.S.**



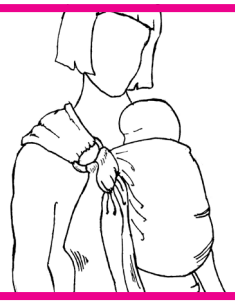
- ✓ **TIGHT**
- ✓ **IN VIEW AT ALL TIMES**
- ✓ **CLOSE ENOUGH TO KISS**
- ✓ **KEEP CHIN OFF THE CHEST**
- ✓ **SUPPORTED BACK**



TIGHT – slings and carriers should be tight enough to hug your baby close to you as this will be most comfortable for you both. Any slack/loose fabric will allow your baby to slump down in the carrier which can hinder their breathing and pull on your back.

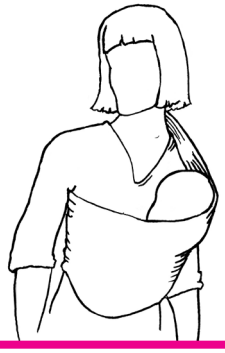


IN VIEW AT ALL TIMES – you should always be able to see your baby's face by simply glancing down. The fabric of a sling or carrier should not close around them so you have to open it to check on them. In a cradle position your baby should face upwards not be turned in towards your body.



CLOSE ENOUGH TO KISS – your baby's head should be as close to your chin as is comfortable. By tipping your head forward you should be able to kiss your baby on the head or forehead.

KEEP CHIN OFF THE CHEST – a baby should never be curled so their chin is forced onto their chest as this can restrict their breathing. Ensure there is always a space of at least a finger width under your baby's chin.



SUPPORTED BACK – in an upright carry a baby should be held comfortably close to the wearer so their back is supported in its natural position and their tummy and chest are against you. If a sling is too loose they can slump which can partially close their airway. (This can be tested by placing a hand on your baby's back and pressing gently - they should not uncurl or move closer to you.)
A baby in a cradle carry in a pouch or ring sling should be positioned carefully with their bottom in the deepest part so the sling does not fold them in half pressing their chin to their chest.

STEP-OUT CANCELLATION POLICY

Payment terms:

Full payment for a session, a training course or an on-going programme is expected BEFORE your first session takes place. The only exception to this is if you are attending a training course and have entered into a contract to pay by instalments.

If we cancel:

Occasionally unexpected situations arise which mean that we need to cancel your session. These situations include but are not limited to:

- High winds or extreme weather which would make your session unsafe or your access to the site unsafe.
- Step-Out staff illness or injury
- Another situation which is unforeseen but needs urgent attention before we can safely run your session/training.

In such instances we will always offer you a prompt refund or an alternative session/programme.

*** We will always cancel a session if it is unsafe to run it. If you choose not to attend because you 'don't like the weather' we will be unable to offer a refund.

If you cancel:

We will always try to be fair in our decision and the options we give you.

- If you have an emergency or an unforeseen situation arise, which means that you are unable to attend your booked session and have given us enough notice, (meaning that a Step-Out staff member hasn't already travelled to the site and prepared for your session to take place - usually at least 2.5 hours), we will try and negotiate an alternative session time within two weeks of your booking. If the cancelation time is less than this or you don't show up then we are unable to offer a refund or an alternative date and time as the Step-Out staff member needs to be paid!
- If you are booked on to either a Training Course or an on-going Forest School Programme and then change your mind or your circumstances change and you give us at least four weeks' notice, we will attempt initially to negotiate with you alternative dates. If this isn't possible or satisfactory we will offer 75% refund with at least four weeks' notice, 50% refund with at least two weeks' notice and no refund within the two weeks prior to the Course/Programme taking place.

Step-Out outdoor Learning, training & therapy CIC
6, Mount Pleasant, Aldington, Ashford, TN25 7DN
Phone: 07962 446884 Email: livelife@step-out.info Web: www.step-out.info Company No: 7868880

*** DURING THE COVID PANDEMIC

Due to the exceptional circumstances we find ourselves in at the moment there are concessions to our refund policy as follows:

- If your temperature is high and we request you leave the session, we will offer a full refund.
- If you are self-isolating we will offer a full refund.
- If you or your child/student is unwell with covid symptoms we would request you don't attend the session and we will offer a full refund.

How refunds will be made:

If you are an individual and have made payment via BACS, you will receive an email within a week of your cancelled session with a BACS Refund Form attached. Once you have completed that form and emailed it back to office@step-out.info we will make the refund directly into your account.

If you are a school or your payment has been made on receipt of an invoice and payment from your Financial Department, a credit note will be issued and payment made within a week of the cancelled session.