



Cancellation Policy

At Woodventurers, to ensure we keep our learners and tutors/additional adults safe, it may sometimes be impossible to work in some of the settings for safety purposes. We will always endeavour to put additional measures in place to ensure that sessions can go ahead as best we can, without compromising the safety of those attending.

Woodventurers retain the right to stop a session going ahead on a planned day if they judge it to be too unsafe to continue for any reason. The final decision for cancellation will be made by the SLT and tutors/referrers/schools alerted without delay.

Extreme weather.

In the case of extreme weather conditions predicted to occur during the session times, it may be unsafe or to the detriment of the learners/tutors/additional adults to work in some settings.

If predicted high winds are gusting at 35mph or more, an on the day additional risk assessment will be made at the site to assess the safety of working in the woods at that time, in those particular conditions. If these high wind gusts are seen to pose a significant risk, but the overall assessment is that the session is safe to continue, learners/tutors may be directed to use the indoor spaces for the session. Additional care will be taken when walking to and from those spaces through wooded areas and ongoing dynamic risk assessments will be made throughout the session. Where appropriate/ available an alternative space will be sought to enable the session to take place. .

Equally, if the forecast predicts extreme temperatures (hot or cold) which may cause a health and safety risk to the learner, we reserve the right to cancel or shorten the session. Shelter and warmth may be sought in the indoor spaces at each setting.

In the event of thunder and lightning being predicted, sessions may take place in the indoor spaces. This is decided at the discretion of the coordinator and SLT.

Shortened sessions due to unusual/ unexpected circumstance

If an unusual or unexpected circumstance occurs that potentially makes it unsafe to continue the session or suggests that continuing would be to the detriment of the

learners/tutors, tutors will carry out a dynamic risk assessment. Mitigating factors will be put into place wherever possible. However, if it is impossible to mitigate the risks posed tutors must contact the SLT to share the concern. If necessary, the session will be shortened and learners sent home according to the Emergency Evacuation procedure. Tutors will follow up with the SLT when learners have left the site and then complete all necessary paperwork.

Shortened sessions due to inclement weather.

In the event that the weather has been identified as problematic, but not so extreme as to cancel the full session, the session will go ahead. The tutor and SLT will keep a keen eye on the weather and if the weather deteriorates during a session and it is deemed unsafe to continue, tutors will liaise with the SLT. If it is safest to leave the site, tutors will follow the Emergency Evacuation procedure. Tutors will follow up with the SLT when learners have left the site and then complete all necessary paperwork.

Version Number	4
Review Cycle	Two years
Date of ratified policy	Feb 26
Date of Next Review	Feb 28
Related Policies	Complaints policy Health and Safety policy Staff Code of Conduct/Safer Working Practice Safeguarding policy Risk Assessment policy Equal Opportunities policy First Aid and Medicines Emergency Evacuation Procedure
Other Relevant Documents	Health and Safety at Work Act 1974 Equalities Act 2010 Keeping Children Safe in Education (KCSiE): Sept 2025 Working together to safeguard children - GOV.UK (updated June 2025) Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings: Feb 2022 Health and Safety at Work etc Act 1974