Outdoor & Woodland Learning North East Group (OWLNEG)
Curriculum-led Outdoor Learning & Play Training
For Early, First & Second Level Teachers

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
Summary

Our series of training events at Hazlehead Park, Aberdeen, Huntly Nordic & Outdoor Centre and Haddo Woodland Kindergarten, demonstrated effective outdoor learning & play for early, first and second level teachers.

Each training event had a maximum of 24 attendees, and they were grouped into bubbles of six.

The training included attendees participating in four workshops which were delivered by OWLNEG members & partners, a maximum of 2 people delivering each workshop. All OWLNEG members and partners had attended a training workshop to ensure consistency of delivery across the programme.

The four workshops included:

- Numeracy & Literacy Outdoors
- What’s in a Space
- Covid 19: Outdoor Practicalities for Learning Outdoors
- Using the Outdoors for Nurture, Health & wellbeing

At each workshop attendees gained practical advice, ideas, new skills and knowledge to safely implement outdoor learning during these turbulent times dealing with COVID-19.

Each training event received brilliant feedback with their own safety being highlighted as excellent. Further comments included the event was well organised and all the workshop leaders were knowledgeable, kind and enthusiastic.
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1. Introduction

At the OWLNEG AGM on 9th March 2020 we discussed our event plans for 20/21. After a series of family-focused events in previous years, we decided to concentrate on supporting practitioners and teachers to develop outdoor learning. We planned a series of Outdoor Learning Taster Days which we would replicate at Huntly and Stonehaven, Bioblitz at Dinnet in partnership with Cairngorm Big Nature Weekend and Aboyne Forestry Days. Very soon after the meeting, 3 committee members developed symptoms of Covid-19 and all events were cancelled as lockdown began to take hold.

It quickly became clear that outdoor learning was going to be an essential part of keeping children and school staff safe on their return. Our Facebook page was receiving new members daily and we were having multiple requests for training. To help us understand these training needs better, we asked members of various Facebook groups what areas of outdoor learning they would like to see covered. Using this information, Claire Hudson, Dawn Ewan and I put our heads together to come up with a proposal for face-to-face training for presentation to the OWLNEG committee Zoom meeting on 8th June 2020 (Appendix 1).

In summary, we planned a series of 9 one-day workshops for teachers and Early Years practitioners in 3 locations across Aberdeen City and the Shire. There would be one workshop for each curricular level (Early, First and Second) in each location.

2. Site permissions

2.1 Government Guidance

During the planning of these training sessions, it always felt we were ‘flying by the seat of our pants’. The training was meeting a significant need, but we were warned we could be outside trading standards and so liable for prosecution. Much to our relief, the new Government Guidance (10th July 2020) on gathering included an exception for training and education purposes.


The advice from Elaine Whyte, Senior Enforcement Officer for Aberdeenshire Council, was to ‘adhere as closely as possible to the gathering restrictions as it would not only pose a risk but would look wrong too - we are after all promoting a safe way of dealing with COVID and the first premise of this is to adhere to guidelines laid down by Scot Gov’

We applied this approach to all parts of the planning, trying to stay as close as possible to the gathering limit of 15 people and 5 households.

2.2 Site Permission: South Aberdeenshire Stonehaven

Our usual location to deliver events in South Aberdeenshire is Dunnottar Woods, which is managed by Forestry and Land Scotland, and two of their employees sit on our OWL committee. It would, in normal circumstances, be easy to gain permission to use the site, but Forestry and Land Scotland had suspended all permissions –
We then discussed using a school site with Laurence Findlay, Director of Education for Aberdeenshire Council, but the complicated negotiations involved in using a PPP (Public-Private Partnership) school made these options impossible to pursue within our very short timeframe. We decided to reschedule this training until later in the year.

2.3 Site permission: Aberdeen City

In Aberdeen City we regularly use the site of the old caravan park in Hazlehead Park, off Groats Road (Appendix 2). Our Vice Chairperson, Ian Talboys, is Head Countryside Officer for Aberdeen City Council; he liaises on our behalf to gain permission, book space and so on in the City.

Again, what would normally be a straightforward verbal agreement, now involved other departments such as Environmental Health and our request had to be submitted to the Incident Management Team for approval. Steven Shaw, Head of Environmental Health for Aberdeen City Council, made this request on our behalf.

On 9th July 2020 we received clearance for the sessions to go ahead. The approval was given because Aberdeen City Council were not directly involved in the delivery, the old caravan site had technically not been shut down due to COVID, all risk assessments were in place and we were complying with Scottish Government rules.

2.4 Site Permission: North Aberdeenshire, Huntly Nordic and Outdoor Centre (HNOC)

Susi McLarty, Outdoor and Adventurous Education Team Leader, Aberdeenshire Council, attended our OWL Zoom meeting on 8th June 2020. Our original proposal was to use the meadows in the middle of Huntly as the delivery site, but Susi suggested using HNOC as an alternative option. On 2nd July 2020, we arranged a site visit with Helena Sierakowska, HNOC Duty Officer, to identify HNOC site boundaries. Going outside these boundaries would have required the involvement of other Aberdeenshire Council departments such as Landscape Services and Ranger Service.

In the meantime, one of our OWL members, Jill Birch, was having private conversations with Aberdeenshire Environmental Health and Trading Standards, to gain their permission and to keep us up-to-date with Government guidance.

Susi McLarty liaised on our behalf to secure permission from Head of Resources and Performance, Craig Clements; Line Manager, Avril Nicol; Team Manager Cluster Support and Development, Kenny Gunnyeon; and Director of Education, Laurence Findlay.

Karen Patterson, Visitor Services and Communities Assistant (e-mail 29/06/20) wrote:

'It was announced on Tuesday last week that the withdrawal of existing permissions and not issuing new ones has been extended from 30th June to 31st August for all group activities and events (see https://forestryandland.gov.scot/business-and-services/permissions-and-permits and the Covid-19 advice page) but we are awaiting further full information and guidance. If when we receive that guidance there are changes to the current position on activities I will be in touch’

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2.5 Site Permission: Haddo Woodland Kindergarten

Haddo Woodland Kindergarten was offered to us as a site location after we decided to reschedule the South Aberdeenshire training to later in the year. The site has a private owner and is rented by Denise Bowie to run her outdoor kindergarten. We decided to deliver only one Early Level event there on 4th August, once we had gained the additional permission from Aberdeenshire Trading Standards.

Site permissions: conclusion

The different sites raised a wide range of issues, with different systems and processes in place. Key to success here was personal relationships, developed over many years, that allowed us to find the right people to support us, but also to make sure we were as well informed as possible.

3. Aims & Objectives

3.1 Aim

The aim of these workshops was to implement a mindful approach to support learning outside the classroom whilst managing the risk posed by COVID-19.

3.2 Objectives

- Build teachers’ and Early Years practitioners’ confidence and knowledge in a nurturing approach to outdoor learning
- Raise awareness and identify the risks for COVID-19 transmission outdoors
- Provide practical ideas for control measures to safeguard staff, volunteers and children
- Provide a variety of practical approaches to outdoor numeracy & literacy
- Increase understanding of how to extend and support learning through free play, both through their own interactions and observations.

4. Workshop planning and delivery

Of the 9 workshops from the original proposal, we were able to deliver 5, with 3 of them being at Huntly. This next section will focus on this location, but the systems discussed were used at all locations.

4.1 Location

The 3 workshops were delivered at Huntly Nordic and Outdoor Centre, Hill of Haugh, Huntly, AB54 4SH (Appendix 3) which is owned and run by Aberdeenshire Council. The centre is Britain’s only purpose-built all-weather facility for cross country skiing and roller skiing, providing tuition at all levels from novice up to recreational skiers. It also has facilities for tubing and bike hire. In addition, the
centre is situated on the banks of the River Deveron surrounded by open playing fields and woodlands. Our workshops were in the woodlands at the rear of the centre (Appendix 3- blue dot)

4.2 Workshop content
A planning priority was to keep as close as possible to the 5 households requirement. As part of this we decided to remove any choice of workshop. A round-robin format was agreed upon, with participants moving in small groups around 4 workshops.

Given the ambitious training programme, not all trainers could make every workshop. To ensure consistency of delivery across the programme, four OWL members were tasked with writing the workshop descriptors:

- Claire Hudson ‘Numeracy and Literacy Outdoors’ (Appendix 4)
- Dawn Ewan, ‘What’s in a Space’? (Appendix 5)
- Jill Birch, ‘COVID-19 Outdoor Practicalities for Learning Outdoors’ (Appendix 6)
- Julia Mackay, Using the Outdoors for Nurture, Health & Wellbeing (Appendix 7).

In addition, we arranged a training day at Mucky Boots, Maryculter, on 6th July 2020 to trial the workshop’s content and logistics of movement with all OWL members involved in the delivery. This training day was essential to the successful delivery of the programme. It helped to identify points of COVID-related risk and plan to mitigate them.

Members involved in delivery & coordination at Huntly included Dawn Ewan, Mucky Boots; Claire Hudson, Freelance; Stephen Reeves, Dorenell Ranger Service; Jill Birch, Freelance; Fiona Moore, Freelance; John & Kate Malster, Freelance; and Julia Mackay, Freelance.

4.3 Responsibility to Test & Trace
Our experience with Environmental Health had made us hugely aware of our responsibilities as event organisers, and the potential to create a cluster of infections. Each participant was required to sign a COVID-19 specific risk assessment (Appendix 9), acknowledging their responsibilities and ours in relation to COVID symptoms. This was sent out ahead of each event via our chosen booking system for printing and signing. Attendees took this responsibility very seriously, with two choosing not to attend following possible exposure.

A data protection policy was written that reflected these responsibilities, as well as describing our GDPR approach (Appendix 10).

5. Format & Delivery

5.1 Cost
Our OWL group has a healthy bank balance which has accumulated over many years and we decided to reduce the balance by funding most of the training events. However, our events costs had substantially increased because of additional planning and resources relating to COVID 19 and having to provide portaloos. To help cover this additional cost we charged attendees £30 each which was managed through Eventbrite.

Approximate cost per event
Delivery/travel/plan & prep - £1450.00
PORTALOO HIRE – £70.00
Eventbrite income less booking fee - £650

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5.2 Booking
Because of the complexity of multiple different training workshops, we decided to use Eventbrite for the first time. This proved invaluable in terms of refunds, cancellation & payments. However, it did have its disadvantages such as:

- Most attendees did not read the e-mails I generated through the system, as they appeared to be from Eventbrite rather than from OWLNEG. This meant that many did not respond to say they had read and understood the risk assessment (Appendix 8) and information.
- Some people booked for colleagues using their own name and e-mail, making it impossible to send the risk assessment & Covid form to the participant.
- Some people used e-mail addresses such as Glow that they do not regularly check.
- Lack of information about attendees such as profession and location.

The booking system caused a lot of administration, chasing attendees through e-mail out-with Eventbrite. Some of these issues were eventually overcome by sending the risk assessment and Covid form out through a separate email.

5.3 Registration
Attendees were asked to register and hand-in their Covid registration form (Appendix 9) between 9.00am and 9.30am. For those who had not read the risk assessment (Appendix 8), they were given one to read over and asked to fill in a registration form.

Once registered, the attendee was directed to their first allocated workshop (Plate 1 & 2) by an OWL member wearing a high visibility vest.

5.4 Format
The workshops were laid out in a one-way system around the woodland area with clear and copious signage, and attendees were asked to stay in their group bubbles for the whole day (Plate 3 & 4). Where normally the introduction and evaluation would take place as a whole group, it was decided that each workshop would cover that in their first and last session. To provide consistency of introductory content, each workshop leader gave out the same information following a script (Appendix 11). This was changed according to the location and external circumstances such as the Aberdeen outbreak.

Our usual workshops would give participants lots of hands-on activities. This was limited and the emphasis was put onto more group discussion and observation.
It was essential to have a coordinator to keep time which took a great deal of pressure off the OWL members delivering the workshops. The system we used was a two-whistle blow 5 minutes before the end of a workshop, and one long blow when the workshop was finished. The participants then had 10 minutes to move onto the next workshop.

After the cancellation of Aberdeen’s workshop on 6th August due to the city lockdown, I attended the 7th August event as additional coordinator support to oversee all safety procedures.

The evaluation was carried out verbally, instead of written, with the workshop leaders asking questions (Appendix 11). This probably limited participants in how critical they could be but avoided the potential for cross-infection via the forms.

5.5 Workshop Layout
Each workshop used 2 metre sticks and mats to provide visual and physical support to social distancing (Plate 5). Each workshop had a handwashing station with running water, eco-soap, paper hand towels and hand sanitiser (Plate 6). As attendees approached each workshop, they were first asked to wash their hands (Plate 7 & 9). In addition, each workshop had a Covid box which contained plastic gloves, plastic aprons, facemasks, medicated wipes, tissues and anti-bac spray (Plate 6).

5.6 Signage
Signage was not only important to direct attendees around the site one-way (Plate 3) and remind them of social distancing (Plate 8), but it was also important to inform the general public that there...
was a training event at the centre (Plate 10). All OWL members wore high visibility vests which increased the event’s credibility (Plate 11).

![Plate 8: social distancing sign](image1)
![Plate 9: hand washing sign](image2)
![Plate 10: Informing the public](image3)

5.7 Toilets
We were unable to gain access to the centre toilets, so we hired 2 portaloo's from 16th July until 7th August. They were regularly cleaned throughout the session by either the centre manager or OWL coordinator (Plate 11). Attendees were asked to avoid queuing at peak times e.g. lunch, and instead to go when needed. The only time facemasks were required was inside the portaloo due to poor ventilation. An additional handwashing station was provided outside the toilets to reduce queueing, and signage and padlocks were required to avoid the general public attempting to use them (Plate 11 & 12).

![Plate 11: toilets cleaned regularly](image4)
![Plate 12: public sign & cleaning rota](image5)

5.8 Other points of note
- Where queuing was unavoidable, eg., at registration and at the workshop hand-washing stations, brightly-painted sticks were used to mark out 2m distancing (Plate 1)
- Shelters were generally avoided to discourage ‘gathering’.

6. Evaluation

We were extremely lucky to have mostly great weather, especially at all 3 sessions at Huntly. This made sitting, discussing and networking an absolute pleasure. The centre duty officer Helena Sierakowska made us extremely welcome and offered us great support over the 3 sessions. Susi McLarty, Outdoor and Adventurous Education Team Leader, took all the pressure off our shoulders arranging for us to deliver our training at the HNOC. The site is an amazing

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location and perfectly situated to attract people from Moray and the north of Scotland, and one we would definitely be happy to use again for future events.

Aberdeenshire Council Live Life Aberdeenshire sites would be more than happy to offer their “environments/outdoor spaces” at any venue and staff to support.
Susi McLarty, Outdoor and Adventurous Education Team Leader, Aberdeenshire Council

We attracted outlaying attendees from villages and towns such as Oyne, Portsoy, Macduff, Elgin, Insch, Buckie, Lossiemouth and Alford, and further afield such as Aberdeen, Ellon, Stonehaven, Laurencekirk and Kinross.

In all my 35 years of teaching in state, private and international schools this is the best CPD training I have ever done! Vanessa Pritchard, Lochside Academy, Aberdeen.

We were delighted to be able to use the site in Aberdeen City. The reduced mowing has left it lush, green and varied, making it an attractive training location. It was lovely to see Jen, one of the City Rangers, meeting many of the participants. Attendees at this workshop were from surrounding City schools but also as far afield as Montrose and Edinburgh.

I thought the training event was really well organised, with good content and facilitators & presenters. Chris McConnell, FossoPlay Outdoor Nursery

This is the kind of course I would have loved as a Probationer Teacher and would be so practical and useful as a teacher keen to encourage the children in outdoor learning. I wonder if you could partner with Aberdeenshire council to provide a training day for probationers to encourage them in this way? Just an idea. Amy Smith, Haddo Woodland Kindergarten

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In having all participants attend all 4 workshops, they experienced a fully-rounded approach to outdoor learning that may have been missed with a choice of workshops.

Offering workshops organised by curricular-level allowed us to target our support and advice. This also enhanced the support that participants gave to each other in their groups. A number commented on how lovely it was to be with the same people all day, having a chance to get to know them well; the small group size (4 – 6) enhanced this.

7. Conclusion

One of the key objectives was to deliver a training workshop where all the attendees felt safe and relaxed and this was highlighted as a positive by attendees in the end of session evaluation feedback. I am extremely proud that we were able to demonstrate that with some simple changes to our working procedures we are still able to deliver effective, safe, face to face, outdoor training during these turbulent times.

I am also immensely fortunate to have amazing, talented colleagues that have worked in partnership to listen to teachers 'wants and needs' and create a workshop that addresses the current issues facing teachers going back to school.

OWLNEG Members Comments:-

“My personal feelings are that it went very well. The verbal feedback on all days was very positive, particularly from upper stages and promoted members of staff. They felt strongly that this day would be a starting point for them, giving them enough to get going and also with ideas for what to read/research next. I thoroughly enjoyed working in this way and genuinely feel that we have made a difference to the staff members' outlook, and that this will directly impact the children in their schools and classes.

As a group, having a high level of involvement into the risk assessment process and procedures was invaluable, We all had a shared understanding of how we were working and this was effective in helping both workshop leaders and attendees feel very safe”. Dawn Ewan, Mucky Boots
“I was privileged to be part of delivering the practicalities workshop to encourage school staff to appreciate the benefits of using the outdoors and offer first hand practical advice of how to best do this.

The feedback was extremely positive and after having spent my first week back to school as a teacher, I have seen how effective it was.

Teachers are taking a new approach to learning and are using the outdoors after being given the confidence from the brilliant training event put together by the awesome OWLNEG team.”

Shirley Sutherland, Leafy Trails Forest School

“I appreciate all the hard graft planning that had to be a huge part of this - especially coping with new technology in order to achieve group communications.

I think the opportunity for staff to come, to talk, to be relieved of some of the unknowns and worries was huge. For many this was the first time they’d had an opportunity to speak with fellow colleagues in similar situations which I think in itself was brilliant.

The openness and practical support of the tutors and providing workshops in different locations and for different stages was outstanding (further lockdown in Aberdeen was frustrating as it prevented workshops from occurring).

In terms of ahead, I still think these workshops will be relevant for schools and other bodies, as the move to outdoor working is seen as positive and achievable”. Grace Banks, Freelance Storyteller & Forest School Leader
8. Appendix 1

OWLNEG School Return CPD Proposal July / Aug 2020

Introduction

The Aberdeen City Local Delivery Phasing Plan (LDPP) states that children should spend more time outdoors on their return to school in August, adding that ‘effective outdoor learning can be delivered across many subject areas in the 3-18 learner journey’.

OWLNEG and NESOLG have received many enquiries for outdoor learning training over the last few months. Given the wide range of foci within outdoor learning, requests were put onto social media by OWLNEG asking teachers what areas they would like training on.

Using this information, the following programme of training is proposed:

Training programme:

A series of 9 one-day workshops, 3 at each of the following locations:
- Dunnottar Woods
- Hazelhead Park, Aberdeen City
- Huntly

During the one-day workshop, all participants will attend 4 sessions:
- Using the outdoors for nurture, health & wellbeing
- The practicalities of being outdoors with COVID-19
- Using outdoor space to deliver the curriculum
- Numeracy & literacy outdoors

Session timings:
- 9.30 – 10.00: introductions
- 10.15 – 11.15: Session 1
- 11.15 – 12.15: Session 2
- 12.15 – 13.00: Lunch
- 13.00 – 14.00: Session 3
- 14.00 – 15.00: Session 4
- 15.15 – 15.45: Evaluation

At each workshop, the content will be repeated but with a different school level focus – Early Level, First Level and Second.

Proposed dates:

Early Years:
- Tuesday 14th July, Stonehaven
- Thursday 16th July, City
- Friday 17th July, Huntly

First Level:
- Tuesday 28th July, Stonehaven
- Thursday 30th July, City
- Friday 31st, Huntly

Second Level:

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Tuesday 4th August, Stonehaven  
Thursday 6th August, City  
Friday 7th August, Huntly

Each session will be delivered by two leaders, one of whom will have completed their PGDE.

To ensure consistency across the programme, one person will develop and oversee the session content, although they may not be present at all training days. These people are as follows:

- Nurture: Julia
- Practicalities: Jill
- Space: Dawn
- Numeracy & Literacy: Claire

A 2-hour training day for session leaders will be held on Monday 6th July at Mucky Boots Forest Kindergarten, Maryculter, again to ensure consistency of content and delivery.

Charging:
Each participant will be charged £30, with bookings taken via EventBrite. A small charge is made by EventBrite, but given the large number of participants and the complexity of the programme, this is felt to be justified.

The event will be cancelled if the pace of the lockdown release is changed, and all monies received will be refunded. Again, using EventBrite will make this much easier.

Principles:
Each workshop will ensure it supports staff to identify learning outcomes, CfE Es&Os and assessment. The use of flipped learning will also be covered.

Version 1: 21.6.20
Appendix 2
Appendix 3
Appendix 4

Title: Numeracy & Literacy Outdoors

Level: Second

Aim: To increase confidence in supporting numeracy & literacy outdoors through Second Level

Expected Outcomes:

- Participants will take part in a variety of practical approaches to outdoor numeracy & literacy
- We will discuss and share ideas for developing an outdoor curriculum
- We will talk about assessment of learning, and fitting the outdoor work into the day
- We will look at the core resources for outdoor curriculum work

CfE Learning Outcomes: It is possible to deliver much of the numeracy & literacy curriculum outdoors, but we will be focusing on the following areas:

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<th>LITERACY:</th>
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<td>Sharing thoughts &amp; experiences LIT 1226a</td>
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<td>Measurement MNU 2-11a</td>
<td>Creating stories &amp; ideas with others LIT 2-09b / 2-31a</td>
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<td>Number &amp; number processes MNU 2-02a / MNU 2-03a</td>
<td>Patterns and sounds of language LIT 2-01a / 2-11a / 2-20a</td>
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Session Plan (1hr):

10 mins: introduction and reminder of Covid procedures
25 mins: numeracy
15 mins: literacy
10 mins: resources, round-up of ideas and experiences

Further information:

*Juliet Robertson’s website, Creative Star – full of ideas. Also her books, Dirty Teaching & Messy Maths*
https://creativestarlearning.co.uk/

*Juliet is sharing the amazing work of Sue Dixon, The Thinking Child, on her website at the moment – these are really good for second level:*
https://creativestarlearning.co.uk/resources/the-thinking-child-free-outdoor-numeracy-and-literacy-resources/

*Learning through Landscapes has lots of lesson plans*
https://www.ltl.org.uk/free-resources/

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What’s in a Space?

Level: Early

In this workshop, we will be looking at the value of the outdoor spaces we have, whether that is a concrete playground, a grassy field, a sandy beach, a park or a woodland. We will identify play possibilities, curriculum links and how we manage risk in a variety of settings and during a variety of activities. In considering the role of the adult during play, we will explore the many ways in which learning can be supported and extended, identifying next steps and further work which can be followed up in the nursery playroom or the classroom. We will collectively identify a few easy to source, cheap and easy to carry resources which will potentially become your ‘must haves’ for any outdoor time!

Expected Outcomes:

- Attendees will be more comfortable taking children outdoors for free play.
- Attendees will become more confident, trusting that free play can meet the demands of the curriculum.
- Attendees will be equipped with an understanding of how to extend and support learning through free play, both through their own interactions and observations, and through use of the play cycle as a reflection tool.
- Curricular resources and list of materials will provide a starting point for building up a ‘toolkit’ for outdoor time.

CfE Learning Outcomes: The possibilities are endless!!!!!!

Session Plan (1hr):

- Identify variety of spaces to be used (5 minutes)
- Discuss Anna Ephgrave list of interaction types, Levels of Involvement, Play Cycle (10 minutes)
- Joint assessment of a play space, reflect on four themes: (15 minutes)
  1- How the children would use the space
  2- Role of the Adult
  3- Helpful resources
  4- Links to curriculum/flipped learning opportunities
- Dynamic risk benefit assessment (5 minutes)
- Small groups identify play potential in an identified space, record on whiteboard sheet. (15 minutes)
- Sharing and reflection (10 minutes)
Appendix 6

COVID-19 : Outdoor Practicalities for Learning Outdoors

Level: Second

In this workshop we will look at practical, protective ways to manage the risk posed by COVID-19 when taking learning outdoors, whether within school grounds or when going offsite. Taking the routine of a typical outdoor session, we will identify potential routes for viral transmission and consider the controls needed to reduce that risk. We’ll use these ideas to help you develop a COVID-19 Risk Assessment for your own setting, presenting simple strategies to help achieve safer, successful learning and fun outdoors. There will be an opportunity to discuss challenges that individual settings may face and to consider how we can help children to understand the need for the measures we put in place. With an increased demand for outdoor activity, we will look at simple ideas we can share with children to help protect our natural environment and consider the positive contribution it offers children as we adjust to living with COVID-19.

Expected Outcomes:

- Raise awareness and identify the risks for COVID-19 transmission outdoors
- Provide practical ideas for control measures to safeguard staff and children
- Assist the development of individual COVID-19 Risk Assessments
- Raise awareness of best practice to safeguard our outdoor spaces and local wildlife

CfE Learning Outcomes –

Facilitating outdoor learning for a wide range of curricular benefits, including:

**HWB 2-19a** - Opportunities to carry out different activities and roles in a variety of settings have enabled me to identify my achievements, skills and areas for development. This will help me to prepare for the next stage in my life and learning; **HWB 2-16a** - I am learning to assess and manage risk, to protect myself and others, and to reduce the potential for harm when possible; **HWB 2-11a** - I make full use of and value the opportunities I am given to improve and manage my learning and, in turn, I can help to encourage learning and confidence in others.

Session Plan (1hr):

- Introduction
- Routes of COVID-19 transmission in the outdoors
- Developing individual COVID-19 Risk Assessments to suit participants’ settings. Taking an outdoor session from beginning to end - examining routines, finding new ones that will reduce risk of transmission. Achieving good site layout and hygiene protocols.
- Looking after our outdoor spaces – reducing environmental impact
- Discussion

Further information: In addition to items listed on EventBrite, please bring a **clipboard & pen and warm clothes / hot drink** as we will be seated for most of the workshop. Proforma Risk Assessments for use in the workshop (with helpful links and information) will be provided.

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
Using the Outdoors for Nurture, Health & Wellbeing

Level: Second

The aim of this workshop is to implement a mindful approach to support learning outside the classroom through connecting with nature in our local natural environment. Through participating in nature-based activities and play, we will demonstrate how this will enrich the curriculum as well as the health and wellbeing of you and your pupils.

Expected Outcomes:

- CfE Learning Outcomes: Build teachers’ confidence and knowledge in a nurturing approach to outdoor learning.
- Provide activities linked to health & wellbeing experiences & outcomes in an outdoor setting
- Providing support and guidance to identify a local green space if required

CfE Learning Outcomes:

I am aware of and able to express my feelings and am developing the ability to talk about them - HWB 2-01a

I know that we all experience a variety of thoughts and emotions that affect how we feel and behave and I am learning ways of managing them - HWB 2-02a

I am learning to assess and manage risk, to protect myself and others, and to reduce the potential for harm when possible - HWB 2-16a

Opportunities to carry out different activities and roles in a variety of settings have enabled me to identify my achievements, skills and areas for development. This will help me to prepare for the next stage in my life and learning. HWB 2-19a

Session Plan (1hr):

- Introduction into the benefits of being/playing in nature and finding that special place
- Discovering that special place (natural or hard standing) and finding out how we can be safe physically, emotionally and mentally
- Opportunities to take ownership of that special place can reawaken the joy of learning
## Appendix 8

### Risk Benefit Analysis – CPD Training Session, Huntly Nordic Outdoor Centre on 07/08/2020

<table>
<thead>
<tr>
<th>Activity</th>
<th>Benefit</th>
<th>Hazard</th>
<th>Risk</th>
<th>Level</th>
<th>Control Measures</th>
<th>New Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpark arrival &amp; departure Access to site</td>
<td>Raising awareness of social distancing and other vehicles</td>
<td>collision with other vehicles, hugs &amp; kisses slips &amp; trips</td>
<td>Injuries to all participants bodily contact transmission of Covid - 19 Participants lose their balance and fall causing sprains, broken limbs, head injury.</td>
<td>H</td>
<td>All participants be aware of other drivers, take into consideration possibly 40 cars to park. There is 1 carpark area close to the site (see map) and another overspill carpark at the football pavilion Location details will be sent to all participants and there will be a member of Aberdeenshire staff present to direct participants/traffic. You may have other colleagues/friends attending and not seen each other for some time. Avoid close contact, keep to the 2m social distancing on arrival – Covid 19 risk assessment in place.</td>
<td>L</td>
</tr>
</tbody>
</table>

Group details: Max 24 participants and 9 OWLNEG members

Maximum 40 adults Total - Group Leader – Julia Mackay 07427952925

Address: Huntly, Nordic Outdoor Centre, Hill of Haugh, Huntly, AB54 4SH

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
All participants will be directed to the registration gazebo by OWLNEG members wearing HI-VIS vests - 2m distancing applies when walking to the site and in workshop bubbles.

Be aware of uneven ground.

Wash hands on arrival and leaving site at workshop bubbles

Personal hand sanitiser applied before driving home

Contact with gates cleaned with disinfectant by OWLNEG members.

Information signs raising awareness of training day will be displayed for the general public at site entrance points by OWLNEG members

<table>
<thead>
<tr>
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<th>Risk</th>
<th>Level</th>
<th>Control Measures</th>
<th>New Level</th>
</tr>
</thead>
</table>

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
<table>
<thead>
<tr>
<th>Session groups</th>
<th>Increased awareness of health &amp; safety</th>
<th>Lack of knowledge and understanding, supervision and PPE</th>
<th>Spread of Covid-19</th>
<th>H</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increased awareness of health &amp; safety</td>
<td>Lack of knowledge and understanding, supervision and PPE</td>
<td>Spread of Covid-19</td>
<td>Participants organised into 4 session (bubble) groups max 8 in total including OWLNEG members – 2m adhered to unless government guidance has changed. Participants asked to stay in their bubbles at lunch time and keep to 2m social distancing. Participants offered a sit mat to use if they haven’t brought their own. Site health &amp; safety procedures discussed by team leaders in bubbles. All participants have received risk assessment and participant attendance (covid) form before the session, participant attendance form handed in on arrival at registration. Participants asked to bring their own drink, snack, seat mat, tissues, hand sanitiser, appropriate outdoor clothing and face mask. in case of an emergency – Nordic Outdoor Centre protocol will be adhered to – OWLNEG members will discuss site procedures in their bubbles. First aid &amp; additional PPE on site near workshops.</td>
<td></td>
</tr>
</tbody>
</table>
Authors: Julia Mackay, OWLN EG Chairperson and Claire Hudson, OWLN EG Treasurer - August 2020

<table>
<thead>
<tr>
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<th>Hazard</th>
<th>Risk</th>
<th>Level</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session activities</td>
<td>Raising awareness and sharing knowledge &amp; ideas to ensure consistency of delivery</td>
<td>Slips &amp; trips, cuts &amp; scrapes</td>
<td>Uneven ground and field &amp; shrub layer</td>
<td>M</td>
<td>Participants made aware of site hazards before the workshop starts in their bubbles</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Bubble participants are 2m apart identified by a plastic dome</td>
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<td></td>
<td>Participants take due care and attention when moving and gathering natural materials, keeping</td>
</tr>
</tbody>
</table>

Personal hygiene - sneeze into elbow or tissue (binned) and coughs covered by hand - hands washed/hand sanitiser applied - covid risk in place

Participants will be e-mailed Covid 19 participant attendance form that requires signed and dated at registration. This document is held in the possession of Julia Mackay (OWLN EG Chairperson) in accordance with OWLN EG Covid 19 Data Protection Policy July 2020. Participants will also receive a copy of this document.
to social distancing (signs tied on trees as a reminder)

Participants will move clockwise between each workshop – keeping to social distancing

Participants wash their hand on arrival and at every workshop and after the event finishes

Facemasks may be required for close contact

Evaluation takes place in bubbles at last workshop

Covid-19 risk assessment adhered to

<table>
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<tr>
<th>Activity</th>
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<th>Risk</th>
<th>Level</th>
<th>Control Measures</th>
<th>New Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilets/handwashing</td>
<td>Increased awareness of health &amp; safety</td>
<td>Lack of knowledge and understanding of Covid 19 virus</td>
<td>Spread of Covid 19</td>
<td>H</td>
<td>Covid-19 risk assessment adhered to Hand washing stations are positioned at the toilet and 4 workshops - hand washing instructions are displayed and discussed/support by OWLNEG members Each workshop has a Covid-19 box with plastic gloves, disposable face masks, hand sanitiser,</td>
<td>L</td>
</tr>
<tr>
<td>tissues, anti bac soap &amp; wipes, plastic bag for disposal of waste</td>
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<td></td>
<td></td>
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<tr>
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</tr>
<tr>
<td>Participants are encouraged to wash hands before and after training and at every workshop.</td>
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<tr>
<td>Two porta loos have been hired and positioned at the Nordic Centre building. Toilet procedures and instructions of use displayed inside. Facemask to be worn inside.</td>
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</tr>
<tr>
<td>Regular cleaning of toilet facilities - a cleaning rota is in place.</td>
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</tr>
<tr>
<td>An additional handwashing station will also be outside the toilets.</td>
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</tr>
<tr>
<td>Toilets are only for participant use and not the general public – a sign will be displayed.</td>
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<td></td>
</tr>
</tbody>
</table>

Signed ...Julia Mackay                  Date...03/08/2020                  reviewed ......20/08/2020

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
Appendix 9

Participant Details – To be filled in 24hrs before the organised event and

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Postcode
Contact number
Date of Birth
e-mail

COVID 19: Information

Date of Outdoor Learning Training Event:

Location:

Have you been advised by to self-isolate at this time?  

Yes/No

Have either yourself or any household members or someone you have been in close contact with, less than 2 metres for more than 15 minutes in one day, experienced day, experienced the following symptoms in the past 24hrs:

- New continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) and/or
- Fever/high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- Loss of/change in sense of taste or smell – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have answered Yes to any of these questions, do not attend the training event, self-isolate and contact the NHS and arrange to be tested https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-trace-and-isolate/coronavirus-covid-19-testing or call 0800 028 2816

Consent details:

I understand that due to the potential presence of Covid-19 in the community I am taking a risk by participating in this event. I understand that OWLNEG event leaders will ensure that current Scottish Government guidelines are followed to keep these risks to a minimum. I have read the risk assessment and agree to follow all health and safety instructions accordingly.

If I develop symptoms of Covid-19 within 7 days of attending this event, I agree to contact Julia Mackay (see below).

In light of an outbreak, I agree to my details being passed to NHS Grampian and Public Health Scotland to assist in contact tracing

I give consent for:

- Photographic images of me to be taken  …………………………………….. Yes/No

Signature…………………………………………………………… Date…………………………………………………………

Data Protection: -

In order to conduct the business of registration, training & Covid-19 responsibilities, OWLNEG will only share relevant and appropriate parts of this information with other event attendees, its partner network, Aberdeenshire Council, Aberdeen City Council, NHS Grampian and Public Health Scotland. In any published report, individual names and contact details will not be given unless explicit consent to do so has been received.

The information on this form will be treated in confidence and held in accordance with the requirements of the Data Protection Act 2018. OWLNEG will not share with or reveal this information to any third party except where we are legally obliged to do so.

Julia Mackay, OWLNEG Chairperson, Briach Stanes, Dallas, Forres, IV36 2RW – julia.m4cay@gmail.com
Appendix 10

COVID-19: OWLNEG responsibilities and actions

This document describes the data approach taken by OWLNEG as part of its COVID-19 strategy. It addresses the data collected prior to an OWLNEG training event, how this data will be stored and how it will be used in the event of a positive coronavirus test from one of its participants or leaders.

Collected data:
- Personal details: name, address including postcode, date of birth, phone number and emergency contact information
- Declaration of Covid-19 symptom-free status
- Agreement to allow details to be shared with listed organisations in the event of developing symptoms

Holding the data:
The data will be collected on registration forms and received either electronically or in paper form. Julia Mackay will hold this data. The registration forms will be destroyed 2 months after the event.

Using the data:
An event participant or leader is required to contact Julia Mackay if they develop symptoms of Covid-19 within 14 days of the event. Julia will check if they have been tested for Covid-19 – if they haven’t they will be encouraged to do so via the NHS Test & Protect programme (this test is only useful up to 3 days of the start of symptoms).

In the event of someone developing symptoms, Julia Mackay will contact Health Protection Scotland, NHS Grampian, and the relevant landowner. She will inform them of the situation, and provide personal details as requested. She will also contact:
- All event attendees and leaders to let them know that someone has developed symptoms – no personal details will be shared.
- Due to a higher risk of exposure, the people who were in a group with the positive participant will be told it was someone in their group. No personal details will be shared.

Review frequency & date: Monthly.

NEXT REVIEW DATE: 5.8.2020

Signed: _____________________ Date: _____________
Julia Mackay, Chair

Signed: _____________________ Date: _____________
Joanne Evans, Secretary

Signed: _____________________ Date: _____________
Claire Hudson, Treasurer

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
Appendix 11
Huntly CPD 7th August 2020 – Introduction and Evaluation

Registration 9.00 – 9.30am

Introduction 9.30 – 9.40am in group bubbles

Good morning. This is your safety briefing. We are delighted to see you all here, keen to improve your outdoor practice. Whilst we are gathered together like this, we need to be hyperaware of protecting ourselves, and protecting the others we are with.

This is your bubble for today – the 4/5 of you will spend the day together, moving around the site and having lunch together to reduce the number of people you are interacting with.

Please keep your distance – we have 2m sticks, cones and other reminders around to ensure we stick to that – it is very easy to drift together. Be brave – if someone is getting a bit too close, gently remind them, or take a step backwards. If you are doing the drifting, please don’t be offended. We all need reminding.

You washed your hands on arrival on site, and again on arrival at this workshop. Please wash your hands as you arrive at each workshop, and try to avoid touching your face at all. If you do, wash your hands again or sanitize. And remember to sneeze or cough into your sleeve.

Please avoid moving around the site if possible unless you need to go to the toilet. We will direct you onto your next workshop. You will move in a clockwise direction around the site.

At lunchtime, stay in your bubble, and have lunch together, with some distance from the other groups. There are plenty of green spaces around the centre, so you’ll have no trouble finding yourself some space.

To avoid queues at the toilet at lunchtime, please try to spread your visits out across the day, including during workshops. When visiting the toilet, wear a mask, put the toilet seat down when you flush, and use the handwashing station outside the toilet. There are 2m markers on the ground for the queue.

In case of a serious emergency/incident and we require to take a register, the muster point is at the car park, we will then follow OWLNEG’s emergency procedures. There is a first aid kit with Jill, and the Nordic Centre has one as well.

A 2-beep whistle will indicate there are 5 minutes before the end of each workshop, and 1 long whistle will indicate the time to move to the next workshop or lunch.

In line with Scottish Government guidance, we have planned the workshops to use as few resources as possible. We are also trying to keep you moving around, to further avoid risks. If you are concerned at all, please wear a mask.

Other notes:

- Inform participants to be at the 3rd workshop sharp at 12.30pm
- Group introductions (where have people travelled from)
- First Session starts at 9.40am
- Evaluation will be at your final workshop

Authors: Julia Mackay, OWLNEG Chairperson and Claire Hudson, OWLNEG Treasurer - August 2020
Session timings:
- 9.30 – 9.40: introductions
- 9.40 – 10.40: Session 1
- 10.50 – 11.50: Session 2
- 11.50 – 12.20: Lunch
- 12.30 – 1.30: Session 3
- 1.40 – 2.40: Session 4
- 2.40 – 3.00: Evaluation

Evaluation Questions at your last workshop – please ask the questions and take notes

Pre-course
1. Was the information advertising the course appropriate?
2. Were you clear about the aims and objectives?

Course delivery
3. Did you feel safe?
4. Were the presentation methods easily understood?
5. Was the content relevant to your needs?
6. Were all workshops covered in sufficient detail?

Impact
7. Were the outcomes of the course fully met?
8. Were you given a clear idea how to implement what you have learnt?
9. Are satisfied that you can implement the learning from the course?

Additional information
10. Is there anything we could improve for future courses?
11. Do you have any further comments?

You might want to take a note of a name and where that person comes from if the comment is good. Ask permission if it would be ok to use the comment in a report or future promotion.