



FOREST SCHOOL POLICIES & PROCEDURES	
Reviewed by:	Emma Travis and Lise Verdon – Forest School Leaders
Review Date:	September 2024
Next Review due:	September 2025



Forest School Specific Policies (abridged version)

DAILY PROCEDURES AT FOREST SCHOOL

Before any child may participate in Forest School activities, the following documents must have been completed, signed and returned by a parent/ guardian.

- **Forest School Consent form** (filed digitally)
- **Up-to-date medical form** (filed with School Nurse; summary taken to Forest School site)

(Consent must also be sought from parents of taster day pupils.)

Site check

Before each Forest School session, an adult will check the site for hazards. Risks such as broken glass will be removed. The Forest School leader will make a judgement about any other risks encountered e.g. in the event of a wasps' nest being discovered, the Forest School session will either move to another location within the school grounds, or the adults and children attending Forest School will be suitably informed to stay away from the area, which will be marked out. Grounds staff will also assist in this role. Children are also instructed to tell an adult straight away if they come across anything which could be hazardous.

Preparation of equipment (Forest School Leader and assisting staff)

Fill water container (for drinks and burns bucket), if needed. (There is an outside tap at one of the sites.)

Pack the following equipment:

- Charged mobile phones
- Walkie talkies
- iPad (for photographs, if desired)
- Forest School session register (pupils + staff; copy also sent to Reception)
- Any necessary personal medication e.g. Epipen, inhaler
- Copies of medical forms or medical summary for all children attending session

Pack any further equipment needed for session.

Preparing the children (Forest School Leader and assisting staff)

- Instruct children to use toilets
- Supervise children getting changed; encourage all to be adequately dressed for the weather.
- Register children as attending Forest School - copy of register taken to Forest School and also handed into Reception (see sample register on next page).
- Double check any personal medical equipment is packed to go to Forest School.
- Encourage children to bring their personal water bottle, especially in warm weather.
- Remind children about road safety and walking sensibly before leaving the School building.

Walking to the Forest School site

- The Forest School Leader or other member of staff will lead the group from the School buildings to the Forest School Site within the School grounds. Another member of staff will walk at the rear of the group. If a third member of staff is attending, they will position themselves in the middle of the line of children.
- Children may help to push or carry pieces of equipment (nothing too heavy).
- During the walk across the School grounds, staff will be mindful of any approaching traffic or other dangers. They may also encourage pupils to notice their surroundings, any signs of wildlife or the changing seasons.

At the Forest School site

The children and accompanying adults will wait while the Forest School leader (and/or another staff member) checks for any hazards. *(Risks such as broken glass will be removed. The Forest School Leader will make a judgement about any other risks encountered e.g. in the event of a wasps' nest being discovered, the Forest School session will either move to another location within the school grounds, or the adults and children attending Forest School will be suitably informed to stay away from the area, which will be marked out.)*

Concluding the session, packing up and returning to school buildings

- Count and carefully check off all tools. Lock them in toolbox.
- Place equipment back in trolley/ container.
- All pupils will sit around fire circle.
- A headcount will be completed against session register.
- Pupils will normally be invited to participate in a short reflection session.
- Pupils will be reminded about road safety as they return to the school buildings.

Arrival back at School

- They must then wash their hands.
- Children must remove muddy footwear.
- Forest School leader to record any notes from the session/organise photo record.
- Kit bags will be restocked if needed.

(Periodically tools will need to be cleaned/oiled; broken or worn tools will be replaced)

Sample register

Forest School Session Register - Thursdays 2pm - 4pm Year 4

Date: ____/____/____

Names of staff members /		
Emma Travis (Forest School leader)		Total number of staff attending Forest School session today: ____

Names of pupils /		
		Total number of pupils attending Forest School session today: ____

EMERGENCY PROCEDURES AT FOREST SCHOOL

In the event of **accident** or **injury** at Forest School, the following procedure will be followed:

- Immediately stop all activity;
- Telephone the School Nurse (07850 503483) and ask them to attend the Forest School site to help assess the casualty;
- The First Aider(s) will assess situation and care for the injured person (away from the main group if possible);
- Use walkie talkie on channel 2: inform Estates Team and Reception Team there is an emergency.
- If necessary, a member of staff will collect the defibrillator from the wall outside the Performing Arts Centre (left of main entrance);
- Other staff will calmly stay with the main group, escorting them away from the casualty if needed;
- If the injured person requires urgent medical assistance, a member of staff at the Forest School site will call emergency services on 999 or 112 and ask for an ambulance.

The member of staff must give the following information:

- Location: Ballard School, Fernhill Lane, New Milton, Hampshire BH25 5SU. Provide what3words reference or Grid Reference.

Forest School SITE	6 Figure Grid Reference
Corner behind concrete rectangle where pavilion used to be (near tap)	SZ242957
In woods at far end of main carpark behind where old chicken coop was	SZ242957

At ring of tree stumps on far side of astro	SZ240957
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- Nature of incident/injury
- Name, age and gender of casualty/casualties
- Condition of casualty/casualties
- Location of casualty/casualties
- Known medical conditions or history

The Forest School leader* should also use a walkie talkie or mobile phone to call the **School Reception office** and state:

- Their location;
- Nature of incident/injury;
- Names of pupils/staff involved;
- Condition of casualty/casualties;
- Location of casualty/casualties;
- Action taken so far.

They should request for two additional members of staff to come to the site to direct the ambulance and to help escort the main group of children back to School. Staff member directing the ambulance should wear a high vis jacket if possible.

**If the Forest School leader is dealing with the casualty, they will delegate this task to another member of staff.*

The School Nurse or a member of Reception office staff will then contact the person's parents/next of kin to inform them of the situation and action taken. If deemed necessary, the School Nurse or a member of Reception staff will also inform the parents of other children in the group and brief them as appropriate.

In order to direct ambulance to casualty, a member of staff will stand at entrance to School site by Senior School and another member of staff will stand at entrance to Forest School site. They will wear high-visibility jackets to make themselves visible, if possible.

In accordance with the **First Aid Policy**, any accidents will be recorded in the accident book kept in the School Nurse's office. A RIDDOR form will also be completed if necessary and shown to Health and Safety officer at School.

If a child has received a **significant blow to the head**, the School Nurse will be telephoned (07850 503483) to come out and attend to the child. If the child has had a lesser bump on the head, a member of staff will escort the child to the School Nurse, in order that they receive constant supervision. The School Nurse will decide what treatment is required. Parents will be contacted. The child will either be collected from School or an ambulance called.

Minor accidents or injuries

Minor accidents or injuries (e.g. small cuts) will be treated at the Forest School site. Accidents will be recorded in the accident book kept in the School Nurse's office or on an accident form in Pre-Prep department.

In the event of **lockdown**, the Forest School team might not hear the alarm but will carry a radio. The Estates Team will relay the message through the radio. The Forest School staff will keep the group hidden inside the woods and move slowly, if safe to do so, towards the domestic house on the driveway. Here the staff can link up with police on a cordon or be called out by the Estates Team when the all clear comes

through. Forest School Staff will ensure all pupils and staff are registered and accounted for. If a campfire is lit, an adult will put it out before joining the group in the hidden area.

ENVIRONMENTAL IMPACT ASSESSMENT & MONITORING

The aim at Forest School, as far as possible, is to leave the site as we find it.

Before a series of sessions begins, it is a good idea to take a walking video of the site. Every half term, any detrimental changes to the site will be noted, often in consultation with the Director of Facilities. Activities will be reviewed, and locations rotated if necessary.

Learners will be educated in the 'leave no trace' concept and in the sustainability of the site.

In order to minimise compaction of soil and ground level vegetation across the site, pupils and staff will keep to the pathways as much as possible.

Build-up of ash from the campfire will be dispersed around the woodland, in order that it can degrade naturally.

Litter will always be collected and disposed of safely in the appropriate bins.

Hazel saplings and other tree species may be planted by the children to teach them about sustainability and to help replenish this valuable resource.

See Ecological Impact Assessment.

See Woodland Management Site Survey.

See Woodland Management Plan.

FIRE POLICY AND PROCEDURE AT FOREST SCHOOL

Fire/Evacuation of School buildings

In the event of the alarm sounding, Reception office staff will take the Forest School Register to the fire assembly point. (It is unlikely Forest School participants will hear the fire alarm, although they will follow instructions relayed via the walkie talkies.)

If a child or member of staff need the toilet during the session or need to enter the School building for any other reason, they will notify Reception. (They will use the toilets next to Reception.)

Fire Safety Policy

Campfires are an integral part of Forest School, and small campfires will be lit during some sessions for the purposes of cooking, warmth and nurturing a sense of community. Through regular sessions, children will learn how to behave appropriately around a fire and how to manage risks associated with fire in order to stay safe. Children under the age of seven will generally observe management of a campfire and the Kelly kettle, rather than participate. Hair will be tied back.

Location of fires

Campfires will be confined to the fire square. The border of the fire square will be marked out with logs. (This will create a clear boundary and also stop the fire from spreading.)

The Kelly Kettle will be used on flat ground (or a flat base) and after any dry leaves and twigs have been swept away. The person/people tending to the Kelly Kettle will ensure the spout is facing away from them. The group must be made aware of where the Kelly Kettle is located and the importance of moving around it slowly and at a suitable distance will be emphasised. A boundary (at least 1.5m away from it) may be marked out to aid this (e.g. with red markers).

Positioning of children and adults around the fire

The area of seating around the fire square is known as the 'fire circle' and situated at least 1.5m away from the edge of the fire square.

Children are never permitted to enter the fire circle without permission from a member of staff, even when the fire is not lit.

When children are invited to sit down around the fire, they must approach their seat from the outside of the fire circle. They are encouraged to then remain seated.

If a child wishes to change position around the fire circle (e.g. as part of a reflection session), they must do so via the outside of the fire circle.

(Fire circle games will be played with each group in order to make this safe movement around the fire square 'automatic'.)

A child may only approach the edge of the fire square with permission and if they are under constant supervision from an adult. They must position themselves in a stable position (e.g. one foot, one knee) when they get to the edge of the fire square. They must be wearing a long sleeved top and trousers for protection. A maximum of two-five children will be allowed inside the fire circle at any one time, depending on age and experience.

Lighting the fire

Children may only light the fire if under close 1:1 supervision from an experienced adult. Flint and steel and cotton wool are used to light the fire. (Children may light cotton wool on a clipboard placed on top of a fire circle tree stump and call a member of staff to transfer the lit cotton wool to campfire.)

Feeding the fire

Children may be invited to feed the fire and may only do so under the direct supervision of a suitably experienced adult. Sticks must be placed on the fire from the side (never dropped or thrown over the flames).

Supervision of the fire

The fires must be supervised at all times by an adult and never left unattended.

Extinguishing the fire

Fires must always be put out at the end of the session. Those tending the fire will try to ensure that it burns down to ash during the session.

The fire must be extinguished with water (e.g. use of watering can).

Any remaining logs or twigs will be separated from one another.

Periodically, ash will be collected from the fire square and positioned around different areas of the forest area in order that it can degrade naturally.

Use of Kelly Kettle

The Kelly Kettle must be positioned on flat ground or on a flat base. Dry leaves and twigs must be swept away before positing the Kelly Kettle.

The cork MUST be removed before boiling water. The cork is just for transporting the water. This will be explained and emphasised to all assisting adults and children. (This is a serious risk; the Kelly kettle is likely to explode and cause burns if the cork is left in.)

Children must be at least 1.5m away from the Kelly Kettle, unless they are feeding the fire as described below.

As with the campfire, children may only light the Kelly Kettle if under close 1:1 supervision from an experienced adult.

After demonstration from a suitably experienced adult, children may be invited to feed the fire under direct supervision from a trained adult.

The child will be shown never to position their hand or arm over the top of the kettle or to peer within close proximity into the kettle; if they wish to observe the progress of the fire, they must view from a standing height (not to be kneeling over it) and with caution.

Children must feed the fire from the side. They should place the far end of a twig on the edge of the kettle and gently tip it in.

Ideally, the Kelly Kettle will be allowed to burn out naturally. If this is not possible, it should be put out with water.

FIRST AID AT FOREST SCHOOL

See ['Emergency Procedures'](#)

Please refer to Ballard School's First Aid Policy.

First Aid Qualification

The Forest School leaders will hold a current two-day first aid qualification, ideally in outdoor first aid. The Forest School leader working with pre-prep pupils will hold a paediatric first aid qualification.

Lyme Disease

Lyme disease is caused by [tick bites](#) and can be treated effectively with antibiotics if detected early on. If treatment is delayed or not given, there is a risk of severe and long-lasting symptoms [developing](#).

Ticks are ground-dwelling, and do not fly or jump. They may climb onto a host if they brush past something they are on, such as a blade of grass. They then attach themselves to the host to feed. The tick must be attached for 36-48 hours before the bacteria for Lymes can spread, so early detection is important. There is no vaccine to prevent Lyme disease, so the following precautions must be taken.

Lyme Disease Policy

Children are strongly encouraged to wear a long-sleeved top and trousers that cover the skin.

Children should avoid playing in long grass.

It should be explained to the children that if they find a tick attached to their skin, they should keep calm and approach a teacher, who will take them to the School Nurse. The parents will be informed and arrangements will be made for the tick to be safely removed. (Children should be reassured that this is not any more likely to happen at Forest School than when they play outside at break time.)

It is suggested to parents in the Forest School parents' leaflet that children wear long sleeves and trousers and that they check their child for ticks after each Forest School session.

Tick Removal Procedure

If a tick is found on a child's skin, they will be escorted to the School Nurse, who will ensure that the tick is removed gently using a tick remover. The parents will be informed.

(The tick must be pulled steadily at 90 degrees away from the skin, without twisting or crushing the tick. Afterwards, the person who has removed the tick will wash their skin with soap and water. The child will also wash their skin with soap and water. A lit cigarette end, match head, essential oil, perfume, alcohol or petroleum jelly should NEVER be used to force the tick out.)

FOOD SAFETY AT FOREST SCHOOL

Please also refer to Ballard School's Catering and Food Hygiene Policy

'No pick, no lick'

Children will be told that they should not pick, lick or eat any berries or other plant part, without invitation from the Forest School leader. (Consent must also be sought from parents before the Forest School leader invites the children to eat any foraged food.)

Hand washing

Everyone attending Forest School should wash their hands with the soap and water or hand sanitiser provided before eating food.

Cooking food

During some sessions, items such as popcorn, porridge, waffles, toast, pancakes or marshmallows* may be cooked over the fire.

Cooking implements will be positioned on clean plates on top of a blue wipe clean tarp during the cooking process.

Eating food

Children's medical forms will be checked for any food allergies or dietary requirements. Pupils will be reminded to allow food to cool sufficiently before eating it.

* vegetarian/vegan marshmallows may need to be purchased

HEALTH AND SAFETY AT FOREST SCHOOL

Please also refer to Ballard School's Health & Safety Policy.

Site Check

In accordance with the Daily Procedures, the Forest School staff will ensure that the site is checked before each session.

Risk Assessments, Policies and Procedures

The Forest School leaders will ensure that appropriate risk assessments are established, carried out and reviewed regularly.

The Forest School leader will ensure that staff assisting with the Forest School programme are aware of their responsibilities, the risks associated with each activity and the control measures that need to be in place.

The Forest School leaders will write and review Forest School policies and procedures.

The Forest School leader will always be accompanied by at least one other member of staff. The School will ensure that high adult-child ratios are maintained. Ratios may vary slightly, depending on the experience of the adults and of the children, along with the nature of the activities being undertaken. However, they should never fall below the following:

Year group	Minimum adult-child ratio
Nursery - Kindergarten (2 - 4 years)	1:4 (if at Forest School site)
Reception - Year 4 (4 - 9 years)	1:6
Year 5 (9 - 10 years)	1:8

Children in Years 3 to 5 tend to favour the use of tools. An adult-child ratio of at least 1:5 is therefore recommended for health and safety reasons.

Recording of Accidents

In line with the Emergency Procedures, the Forest School leader or School Nurse will investigate and record any accidents in the accident book held in the School Nurse's office. The Forest School leader will use this opportunity to reflect and improve practice, if necessary, e.g. by updating risk assessments and policies/procedures.

Alternative Arrangements

The Forest School leaders should ensure that alternative plans are in place in the event of health and safety concerns e.g. due to high winds/lightning.

Maintenance of Equipment

The Forest School leaders should ensure all equipment is maintained. This includes tools. They will liaise with the School Nurse to ensure the First Aid Kit is fully stocked and up to date.

MISSING CHILD PROCEDURE AT FOREST SCHOOL

- As soon as it is suspected that a child is missing, the Forest School leader/ other staff member claps their hands or bangs the drum, indicating all children and staff must immediately return to the Forest School fire circle.
- The Children are asked to sit down, while staff members complete a headcount and register to verify that a child is indeed missing, and that no other child has also gone astray.

See 'CHILD MISSING FROM EDUCATION POLICY - Main School and EYFS'

PUBLIC ACCESS PROCEDURE AT FOREST SCHOOL

The Forest School site is on private land at Ballard School, which is unfenced in places. Members of the public should not be entering the site.

Members of the public/ intruders

In the event of a member of the public wandering onto the site, the Forest School leader will make a judgement either to question the intruder or straight away use walkie talkies to inform the Estates Team and Reception. A member of staff will come to investigate and assist. If necessary, the lock down procedure will be followed.

Dogs

Please refer to Pets in School Policy for further information. If a dog is running loose on the site and approaches the children, the children will calmly be instructed to stand still, keep their arms by their sides and their voices low.

RISK ASSESSMENT AND MANAGEMENT AT FOREST SCHOOL

Risk Assessments

- Risk assessments are put in place by the Forest School leaders.
- These are based on noting possible hazards, who may be harmed and how, and implementing precautions/control measures.
- They will be reviewed regularly and findings recorded. The risk assessments will be revised if necessary.

Site Check and Assessment

The site will be checked prior to each session. Discoveries such as fallen branches or weather conditions may mean the Forest School leader needs to respond by changing the planned activities for the session.

Risk/Benefit Assessments

All of the activities undertaken at Forest School offer a range of benefits. Many also contain an element of risk. Recognising and taking risk is an important part of development and life-long learning. Forest School at Ballard offers the opportunity for pupils to learn to manage risk within a supportive environment.

Risk/benefit assessments are carried out by the Forest School leaders for each activity. Control measures are put in place to minimise risk. These are reviewed regularly, and always following a 'near-miss' or accident.

Any staff member assisting with an activity will be provided with the appropriate risk/benefit assessment and trained in safe tool use.

SANITATION PROCEDURE AT FOREST SCHOOL

Toileting

Pupils will be encouraged to go to the toilet prior to leaving the School buildings.

If a child needs to use the toilet while at Forest School, they will normally be escorted back to the School buildings (toilets next to Reception) in order to do so. If absolutely necessary, they may perform a 'wild wee' just out of sight of others. They should inform a member of staff first and the staff member will check they have rejoined the group.

Handwashing

There is a handwashing facility with soap and water/ hand sanitiser on site for pupils to use if required, and always before eating.

Litter

Any litter will be collected and deposited in the appropriate bins at School. Eco Ambassadors and Eco Monitors in Lower Prep will help to oversee this.

TOOL USE POLICY AND PROCEDURE AT FOREST SCHOOL

Tool Use Policy

Aims

To allow pupils and staff to use tools safely at Forest School

Method

- A tool talk is given to each child or adult before they may use that particular tool.
- Assisting staff must attend training before they may use tools with the children.
- The script for each tool talk is stored with each tool. Adults should use this as a guideline when introducing the tool to a child for the first time.

Maintenance of tools

Tools will be checked regularly for wear or damage:

- Wooden handles will be checked for cracks and splinters
- Metal heads will be checked that they are firmly in position
- Blades will be checked for rust, chips and dents
- Damaged tools will be repaired or disposed of safely.
- Tools will be cleaned and maintained regularly:
- Sheaths and guards will be kept clean
- Wooden handles will be oiled or waxed
- Blades will be brushed clean with a dry toothbrush or wiped with a cloth (ensuring blade is dried)

- WD40 will be used to maintain moving mechanisms and applied to cloth in order to wipe blades which may be wet (e.g. if tool has been used in the rain)
- Rust will be sanded off
- Blades will be sharpened by a member of staff using a sharpening stone

Tool Use Procedure

Using tools safely is an important part of the Forest School experience. Children learn to use tools effectively and safely in order to develop practical skills, important for their life-long learning. They learn to select the right tool for the job.

Children will use tools such as bow saws, knives, palm drills, mallets and hammers.

The following guidelines for tool use should be followed:

- The Forest School leader will check the tools are safe before use.
- Correct use of tools will be demonstrated to staff and children using the tool talk scripts as a guide.
- Tools will be counted out carefully during the session and counted back in at the end of the session.
- Children will be closely supervised by Forest School staff when using tools to ensure correct usage. Appropriate child-adult ratios must be adhered to at all times. Children must never be left alone with tools.
- Tools may only be used in the designated area.
- Appropriate safe working distances must be maintained.
- Immediately after use, sheaths will be correctly replaced over knife blades and drills; guards replaced over saws. No person may walk around carrying sharp, unprotected tools.
- A child should generally work with an adult or more experienced pupil to use a bow saw, encouraging good teamwork.

Knife usage (to be followed in conjunction with the above guidelines):

- Following the knife tool talk and demonstration, children will be closely assessed on correct and safe use of a knife.
- Knives may only be used in the approved whittling zone.
- Knives must always be carried sheathed and as shown in the demonstration.
- The sheath must always be correctly replaced when the knife is not in use.
- Knife users must sit in the appropriate position and maintain a safe working distance from other Forest School participants.

WEATHER POLICY AT FOREST SCHOOL

At Ballard Forest School, we embrace the saying *“There is no such thing as bad weather, just bad clothing.”* Parents are given clear guidance regarding how their child should be dressed in each season. We will endeavour to take pupils out in all weathers across every season. However, even when children are dressed appropriately, there may be times when Forest School sessions need to relocate or be adapted in some other way (e.g. change from planned activities) due to certain weather conditions. As outlined below, in certain very rare situations, the session will be cut short and the children returned to School.

High Winds

High winds greatly heighten the risk of falling trees or branches, especially after a period of prolonged wet weather. In such conditions, Forest School will relocate to the School fields or outdoor classroom away from the trees.

After high winds, the Director of Estates will inspect the trees. If there is any doubt about the safety of particular trees, the opinion and advice of a tree surgeon will be sought by the Director of Estates.

Heavy Rain

If it is raining heavily at the beginning of a session, the session will go ahead. However, if it is especially cold or the rain ceases to subside during the session, the group will seek shelter if needed.

If it starts to rain heavily during the course of a session, the group will take shelter under a tarpaulin in the forest (assuming one is in place). If heavy rain and high winds develop during the session, the group will return to the School buildings or relocate to outdoor classroom/canopy.

It is important to be mindful of pupils and staff who wear glasses, as their vision may be impaired by heavy rain, making it unsafe and difficult to undertake certain activities.

Heavy rain can also lead to very **muddy conditions** underfoot. If the site becomes excessively muddy to the extent that slipping could cause injury around the fire square or when working with tools, Forest School will relocate.

Extreme cold

(e.g. -4 degrees centigrade; high wind chill factor)

In extreme cold, highly physical activities will be chosen in order to keep the children moving as much as possible so that they stay warm.

For their own safety, nursery children, pupils with certain physical disabilities and pupils who experience difficulty in regulating their body temperature will not attend Forest School in extremely cold conditions. (Alternatively, they may attend Forest School for a short period of time.)

In extreme cold, the campfire will be lit if possible, and hot drinks may be provided. Blankets and insulation bags can also be available for any pupils who become particularly cold.

If a child is showing distress at feeling particularly cold, and is not able to warm up, they will be escorted back to the school buildings.

Snow

See measures in place for extreme cold. The Forest School leader will discuss health and safety issues relating to snow and ice (e.g. appropriate behaviour regarding the throwing of snowballs) before children choose their activities. Snow presents a wonderful opportunity for play, exploration and enjoyment of the outside environment.

Electrical Storms

In an electrical storm, Forest School will relocate to the school fields away from the trees (due to risk of a lightning strike), the outdoor classroom or indoors.

Strong Sun

The Forest School parents' leaflet indicates that pupils should wear long sleeved tops and trousers, sun hats and high factor sun cream in the summer. The Forest School site offers shade under the trees. These measures will help to keep participants cool and protected from the sun. Pupils and staff will be encouraged to drink plenty of water during warm, sunny periods.

OTHER DOCUMENTS TO REFER TO

- Behaviour Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Code of Conduct – Staff
- Complaints Policy – Parents
- E-Safety and Data Protection Policy
- Fire Procedure
- Equal Opportunities Policy
- Lone Working Policy

Emma Travis and Lise Verdon
Forest School Leaders
September 2024

Policy Log:
September 2021 updated ETR
September 2022 updated ETR
September 2023 updated ETR