

JOURNAL

ADVENTURE

# Handbook



# Our vision for Jungle School

## Jungle School or Forest School

The official term for the learning that will be taking place at Hornbill School is Forest School. This is a methodology of learning in the outdoors as described by the Forest Schools Association. However, as we live in Brunei surrounded by Jungle, we felt that our programme should be named Jungle School. You will see both terms described in this handbook.

## What is Jungle School?

Jungle School is an inspirational process that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

At Hornbill School, through our Jungle School sessions, we aim to encourage and develop independent, enthusiastic and creative learners through a well-planned, engaging and holistic approach which is child-centered.

The official training for Forest School has six core principals. Here we share how they link to our jungle setting:

### Principle 1

Learning is carried out as a long term process of frequent and regular sessions. Currently, Jungle school is delivered to all age groups from FS 1 to Year 6. Each class will receive a 2 hour session every other week during term time.

### Principle 2

Learning takes place in a woodland or natural wooded environment. Sessions are being carried out in the school's specific Jungle School site. Due to heavy footfall, other areas are being developed around the site to provide wider opportunities and to improve sustainability of the main site. These include the Eco Garden and area around the FS field.

We aim to promote the holistic development in all of those involved, fostering resilient, confident, independent and creative learners.

We will offer learners the opportunity to take supported risks appropriate to the environment and themselves.

### Principle 5

Jungle Schools will be managed and overseen collaboratively by trained Forest School practitioners  
Our trained professionals are: Andrew Bowles, Rachael Smith, Yasmin Russell and Vlada Veljic.

Teaching uses a range of learner-centred approaches to create a community for development and learning.

### Principle 3

### Principle 4

### Principle 6

The Forest School Principles and other information can be located at: [www.forestschoolassociation.org/fu11-principles-and-criteria-for-good-practice/](http://www.forestschoolassociation.org/fu11-principles-and-criteria-for-good-practice/)



## Ethos of Jungle School

Jungle School is based on a fundamental respect for children and young people and for their capacity and desire to know more about the natural environment around them. It believes in the child's:

1. right to play;
2. the right to access a woodland setting and or outdoor environment on a regular basis;
3. the right to take appropriate and managed risk;
4. the right to experience a healthy range of emotions through all the challenges of a variety of types of social interaction.

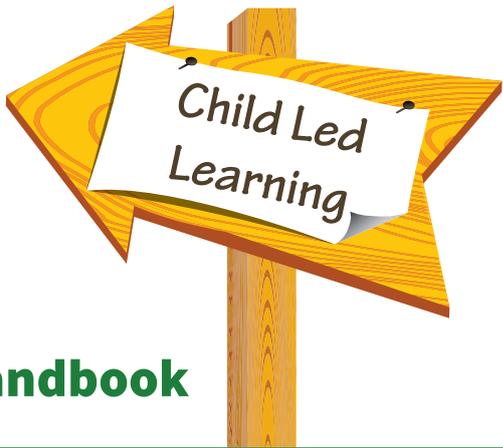
This is done in order to build confidence and a resilience that will enable children continued and creative engagement with their peers and enable them to fulfil their potential. It is an approach to education that makes use of the outdoor environment to create a unique learning experience.

Jungle School sessions provide increasingly diverse opportunities for children to benefit from a supportive curriculum that can help children build positive values and attitudes about themselves and others, about learning and the environment in which they live.

Children are given appropriately challenging and achievable tasks that build their confidence, skills and independence and are given the time to thoroughly explore their thoughts, feelings and relationships.

Learning in the outdoors and good use of reflective practice helps children develop inter and intra personal skills, which are well-documented as being directly linked to learning skills. At Hornbill School we believe that children learn best from first hand experiences and by putting what they learn into practice. Jungle school activities offer children the chance to learn through play-based learning opportunities that encourages exploration and imagination. Sessions are planned by the Jungle School Leader but then children take ownership of the sessions and approach activities in ways that are best suited to their development needs.

We aim to develop high self-esteem, build a sense of independence and learn new ways to co-operate and communicate. Learners of all ages and abilities find something special about the woodland environment and something which resonates with them. They learn that they can succeed and gain a feeling of self-worth.



Child Led Learning

## Expectations and Routes

All children at Hornbill School follow the schools values and ethos as set out in our Behaviour Expectations Policy. Jungle School is no exception to this policy.

Due to the outside location and use of tools our expectations of behaviour will be reminded to all pupils by the Jungle School Leader. Children will also be reminded about our expectations at the start of each session. Our expectations will include:

- Having respect for plants, trees, insects, animals and birds in the setting.
- Having respect for the outdoor environment.
- Staying within the designated areas at all times.
- Ensuring that there is adult supervision for any tree climbing activity.
- Ensuring that tools are only used when under adult supervision

All adults at Jungle School model appropriate behaviour and safe practices, whilst interacting with the children and each other.

All adults will:

- Promote the safety and well-being of the children at all times.
- Carry out necessary risk assessments before and during sessions.
- Carry a first aid kit and administer first aid as required.
- Create a positive learning environment, based on each child's needs.
- Encourage good relationships, based on respect of and for each other.
- Promote, honesty, politeness and kindness through example.
- Use encouraging language and show appreciation of each child's contributions and effort.
- Ensure all those involved in the Jungle School sessions are treated equally, regardless of age, gender, ability or race, in line with the MOD and Hornbill School's Equality Policy.



### FOREST SCHOOL EQUAL OPPORTUNITIES POLICY

In line with the Hornbill School Equal Opportunities Policy and MOD Equal Opportunities Policy, no child or adult will be discriminated against on any grounds including gender, age, background, race, religion or ability including learning needs.

Wherever possible, adjustments will be made to accommodate children with allergies, medical conditions or specific behavioural issues. This may include additional adult helpers, adapting the site if physically possible or adapting activities.



## Jungle School Clothing

Jungle School lessons will take place in all weathers unless the safety of the participants is in question, e.g. due to high winds, risk of storms and lightening etc.

***'There is no such thing as bad weather, just bad clothing'.***

Suitable clothing is essential for everyone participating; we need to be adequately dressed in order to gain the full learning potential of the session. Depending on the activities the children may be asked to wear:

- Long sleeved t-shirt.
- Trousers, to reduce the risk of bites, stings and scratches.
- Long socks, wellies or trainers or other suitable shoes for outdoors.
- A sun hat with a brim wide enough to cover the sides and back of the head.
- Sunscreen should be applied prior to coming to school.
- Mosquito repellent should be applied prior to coming to school.

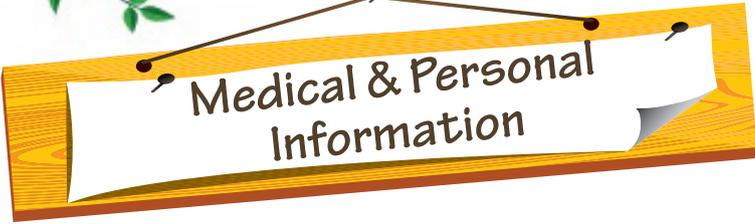
All Jungle School Kit should be named and taken home regularly to be washed. Children with Jungle School first thing in the morning can come to school in the Jungle School outfit if they wish. All other children should change into their kit at the start of their session. Jungle School outfit should NOT be worn all day. Those children with Jungle School first thing in the morning will need to change out of their kit following their session.





## Confidentiality Policy

All Jungle School staff and volunteers adhere to the schools confidentiality policy at all times.



## Medical & Personal Information

All adults will be made aware of any medical details such as allergies affecting the children attending on a need to know basis and kept confidentially within the school's Jungle School Handbook.

In case of emergency, contact numbers of each child are kept in the school office and staff will follow the school protocol for medical emergency.

Only trained staff will apply first aid to children and adults attending; volunteers must make staff aware if they are approached by a child needing care.

Any adults attending, with medical conditions, must disclose to the Jungle School Leader; this information will be treated with the utmost confidentiality.



## Photographic & Video Permission

Upon arrival at Hornbill School, all parents are required to give permission for photographs and/or videos to be taken for promotional, celebratory, educational or observational purposes. Any student without this permission will be omitted from photographs or their photographs will not be publicised carrying out any Jungle School activity.

Only school cameras and/or memory cards and iPads are used for the purpose of collecting evidence for the Jungle School Leaders.

Mobile phones are only used for emergency purposes as per our Child Protection Policy.





## Observations

Trained staff will be required to undertake observations and assessments of the children attending, as part of our curriculum and well-being assessments.

All observations will be kept in school and remain confidential to that child and family.

Volunteers may give oral feedback to a staff member regarding an activity; this must be in strict confidence.

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Safeguarding at Jungle School is in line with Hornbill Primary School's Safeguarding Policy & Child Protection Policy which are updated yearly. These are available on the school website or from the school office.



## Safeguarding

A quick summary of our expectations over safeguarding whilst children are participating in Jungle Schools:

- Every child has the right to be kept safe from danger and learn in a safe and secure environment.
- All staff involved in Jungle School hold relevant DBS checks and local police checks.
- All Jungle School staff attend regular updated safeguarding training.
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders (DSL) and necessary agencies, if appropriate.



## Communication

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Clear communication is essential for the smooth running of Jungle School. Children and adults need to listen carefully to rules, boundaries and instructions, linked to safety procedures and activities.

There is always time set aside for questions or comments from children and adults before the session begins.

All adults attending will have received a copy of the Emergency Action Plan which will be kept in the school's Jungle School Handbook

Any staff or volunteers attending Jungle School meet prior to sessions to review ratios, health and safety and risk assessment for the day. If any adult cannot attend the session and if a replacement cannot be found the session will be cancelled due to inadequate ratios of child to adult.

A copy of this Handbook will be available on the school website. Parents will receive general information letters before sessions begin and will sign a permission slip on arrival at Hornbill School.

The Jungle School Leader will be responsible for communicating between School and the school office and then they will be responsible for liaising with the Garrison should the need arise.

The Forest School Practitioner will be responsible for visiting the site before the children arrive to risk assess the area..



## Staffing Adult to Child Ratios

At Hornbill School we ensure your child is in the best possible hands at all times. This also means that activities only take place with sufficient ratios of staff to children. In Jungle school these ratios are:

- FS1 - 1 adult to 6 pupils
- FS2 and Years 1 to 3 - 1 adult to 8 pupils
- Years 4 to 6 - 1 adult to 10 pupils.

There will always be a minimum of two adults on site at all times.

Please note: Jungle School's will be cancelled if the correct ratio of adults to pupils cannot be achieved. Jungle School will also be cancelled if the Jungle School Practitioner is absent.

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Hornbill School aims to develop children's self-esteem, independence and motivation to learn in a safe environment. In order that these aims

can be met, the Jungle School Leader will consistently apply the five-step approach to risk assessment for all Jungle School activities:

1. Look for hazards.
2. Decide who may be harmed and how.
3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
4. Record findings, including daily amendments to standing risk assessments based on site visits or observations.
5. Review risk assessments on a regular basis (or if circumstances change, which may affect the rigour of the risk assessment) and revise if necessary.

Furthermore:

- Carry out Site Risk Assessments on each site where Jungle School activities will take place on a seasonal basis
- Weekly pre-visit checks will be carried out by the Jungle School Practitioner on the Jungle School site to be used prior to a day's activity, as near to the start of the activity as is reasonably practical.
- Complete an Activity Risk Assessment for activities as appropriate.
- Ensure all staff and volunteer helpers have read the relevant Site and Activity Risk Assessments prior to a session.
- Jungle school sessions will be cancelled in the event of extreme weather.
- Inform staff, volunteers and children of potential hazards and methods of working in order to minimise their risk further.
- Involve staff, volunteers and children in risk assessments, as appropriate, as part of learning.
- Ensure that all staff, volunteers and children are aware of the emergency procedures for the Jungle School.
- Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.
- Ensure children and adults will have access to drinking water during sessions.



## Risk Management

## First Aid

The Jungle School Leader is responsible for First Aid and is qualified in Paediatric First Aid and Outdoor First Aid, as delivered by MOD Schools' appointed trainers. In addition, the Jungle School Leader has received training in administering first aid medications such as Adrenaline via auto-injectors and in operating asthma inhalers.

Should additional children be present with other pre-notified medical conditions, further training will be sought.

An emergency first aid kit is on hand at all Jungle School sessions. It is the responsibility of the appointed First Aider to check the contents of the First Aid Kit prior to every Jungle School session.

## Accident & Emergency Procedures

All staff, volunteers and participants will be briefed on what to do in case of an emergency. A call of 'Muster, Muster, Muster' will be used as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions.

The Jungle School Leader will assess the situation, the nature and extent of the injury/accident. They will ensure that the rest of the group are safe from danger and are adequately supervised. They will attend to any casualties, giving First Aid as necessary. An Accident Form will be completed later at the School Office. A record will be created, along with an Accident Report in accordance with MOD Schools, MOD & HSE Accident Reporting Procedures.

If the Jungle School Leader is injured or becomes ill, the Class Teacher will take charge of the situation as above and will call for one of the First Aiders from school to attend. They will then follow the schools Health and Safety Procedures as indicated in the Health & Safety Policy.

### In the event of injury

If anyone sustains an injury or illness which cannot be treated by First Aid on-site and requires medical assistance then the following will be followed.

- In serious cases, the Emergency Services should be contacted. School protocol will be followed.
- The remainder of the group will be supervised away from the incident and if in danger, will be moved to safety.
- One member of the SLT will meet the ambulance and direct the crew to the incident site. If required, an additional First Aider from school will be requested to assist at the Jungle School site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by a member of the School office staff.
  - In minor cases, the Forest School Practitioner will contact the school office who will arrange to contact the injured party's emergency contact so that they can be collected from the site and taken to the hospital, doctor or home, as appropriate.

## Hornbill School Jungle School - Handbook

## Assessment & Reporting Arrangements

During Jungle School sessions, children will be observed and assessed in an unobtrusive way as within the classroom. Evidence will be gathered using photographs, videos and written observations as appropriate. All staff involved in Jungle school will be responsible for gathering evidence; volunteers will be asked to feedback to the Jungle School Leader.

Information gathered will be used to plan activities and next steps for the children, in order to provide the best opportunities for their learning and development. Observations will also be shared with parents as appropriate.



The Jungle School has adequate access to toilet facilities for all children and adults on the school site. The Jungle School Leader will make arrangements prior to the sessions for pupils to visit the toilets.



Whenever possible, soap and water will be used. Children will visit the toilet facilities to wash hands thoroughly before returning to class.



During snack time or cooking activities, food hygiene regulations will be adhered to in line with the school policy.

Children will wash and dry hands and sit off of the floor when consuming any food or drink.

Drinking water will be available throughout the session.

# Practical Skills & Safe Tool Use

## General Guidance for tool use.

- All tools have a separate risk assessment.
- The Jungle School Leader is nominated to ensure safe storage of tools on school premises.
- All staff ensure safe storage whilst at the Jungle School Site.
- All tools should be signed out if used beyond the Jungle School Site.
- Tools will be kept clean with oily rag, sharp and checked before every use.
- Tools will only be used with a designated trained adult.

## Knives

- Children will be supported 1:1 or 1:2 depending on age range by an adult initially, preferably the Jungle School Leader demonstrating good practice.
- Users will be sat down in a designated area adhering to safety points regarding usage.
- Knives will be used away from the body.
- The Jungle School Leader will ensure knives are clean and covered when not in use.
- Knives will only to be accessed with permission from the Jungle Schools Leader.

## Bow Saw or Pruning Saw

- Children will be supported 1:1 by an adult preferably the Jungle School Leader and good practice demonstrated.
- Guard is in place when not in use.
- Use in a designated area away from others adhering to safe usage policy.
- Use with a glove on the non-sawing hand.
- Use a saw-horse where possible with the bow saw.

## Loppers

- Children Will be supported 1:1 by an adult initially, preferably the Jungle School Leader and good practice demonstrated.
- Use in a designated area, away from others.
- Loppers must be kept closed except when in use.
- Loppers must only be used above the ground if possible.

## Fire

- Fires must only be lit in designated area and surrounded by a safe zone.
- Safe fire-lighting equipment must be used with no accelerants.
- An adult must be located at the fire at all times.
- Suitable accident prevention and management should be next to site including fire blanket.
- Tools, extinguisher and water will be available to extinguish fire.
- Site to be made safe on completion of activity (inform the fire brigade).
- Appropriate age related ratios will be used for cooking or other activities located near the fire.
- Remind children and adults of the safety position when near the fire which is: on one knee to enable a quick retreat if needed.

## Ropes & Knots

- All equipment to be regularly checked for fraying etc.
- Children should not wrap rope around their bodies.
- Children should be encouraged to learn to tie and undo simple knots.
- If tying between trees, the rope should be able to be seen and not cause a trip hazard. It must only be tied with regard to safeguarding and preserving the life of the trees.



# Fire Safety Policy

Campfires and the use of storm kettles are an important part of Jungle School and can be used in many sessions. Hornbill School aims to ensure that all children and adults participating in Jungle School sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

## Location

- Only the fire pit on the school's Jungle School site will be used for campfires. Camp Fires are NOT permitted in any other location without permission from the Headteacher.
- Our campfire areas is enclosed by stones to prevent the spread of fire.
- Storm kettles are only used on flat ground and any woodchip or leaf litter must be brushed away before use.

## Positioning of children and adults

- Fire areas are surrounded by seating logs at least 1 metre from the fire pit.
- When the campfire is in use, children are not permitted to access the area without permission.
- When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over. Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.
- Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Children are not permitted to throw anything onto the fire unless specific permission is given by the Jungle School Leader and is closely supervised.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them).
- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If wind direction is variable, the leader should rearrange the seating if at all possible.

## Types of Fire

- Training is provided for leaders regarding the best fire lay to use for a session:
- Criss-cross fires are used to provide a large amount of heat and light and are fast burning.
- Long Log fires are good for cooking as they are slow burning and require little fuel.
- Indian fires are good for boiling as they are very slow and use very little fuel.

## Safety & Responsibility

- Fires are lit by adults or pupils using fire sticks. When a pupil is selected to light the fire, they will be under direct supervision to use the strike-stick.
- Fires are lit using a strike stick, cotton wool, petroleum jelly, and occasionally fire lighting blocks and matches.
- No flammable liquids will be used to light or accelerate fires.
  - No plastics will be burnt.
  - If sessions involve children adding fuel to the fire, it will be done under adult supervision.
  - Sticks/wood will be placed, not thrown, from the side of the fire. The hand should never go over the fire.
  - Fire gloves will also be used by adults and pupils.



### Extinguishing

- All fires will be extinguished at the end of a session.
- Water will always be to hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- Jungle School Leaders will ensure that any large remains of wood, especially when using a long log fire, are separated from one another.
- At the end of the session, the fire will be doused down with water and stirred until all smoke and steam has ceased.
- Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

### Storm Kettle

- Children should not normally light fires for storm kettles as there is additional risk from hot metals. However, the Jungle School Leader's discretion may be used when working with older pupils, depending on the maturity of the group and the child-adult ratios on the day.
- The storm kettle must be placed on flat, clear ground.
- Children must be seated at least 1 metre away from the storm kettle.
- Children can feed the fire with supervision but they must have been shown how to do so safely (stick held at the end and dropped in from the side; hand should never be placed over the top of the kettle).
- If additional draft is required, this should be achieved with a fanning motion (with a tool mat or similar) with warnings about sparks. The vent hole should not be blown into due to the risk of sparks being thrown out and landing on the person's back or head.
- Fuel should burn itself out, but if it doesn't it must be extinguished with water (see above).
- Storm kettles should never be boiled with the cork in.
- If older children (in Year 5 and 6 only) are to pour liquid from the storm kettle, they must be shown how to do this safely whilst the kettle is still cold, so that they have a chance to practise without the danger from steam and scalding. The cork chain must always be used to tilt the kettle.





## Roles & Responsibilities

### Responsibility of the Jungle School Leader

- To plan and lead all Jungle School activities.
- To ensure that planned activities are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum in its broadest sense.
- To take responsibility for discipline during Jungle School sessions
- To have an up to date First Aid qualification.
- To ensure all children's medicines are stored safely and are easily accessible to trained staff during the Jungle School sessions.
- To ensure that all participants follow the advice for appropriate clothing.
- To carry out daily risk assessments as described in the Risk Assessment Policy.
- To ensure all Jungle School policies are regularly reviewed and that review is informed by observations and developing knowledge of the Jungle School setting.

### Responsibilities of all accompanying adults

- To take an active role in Jungle School activities and assist with any discipline issues within the group.
- To assist with the Jungle School Leader in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately.
- To assist the Jungle School Leader in teaching children to maintain their own and others' health and safety.
- To report accidents or hazards to the Jungle School Practitioner immediately.
- To take responsibility for making themselves aware of safety issues, such as the whereabouts of the first aid kit.
- To provide their own suitable outdoor clothing and footwear.

### Responsibilities of the children

- To take personal responsibility for their own safety as well as the safety of others.
- To listen to and follow safety information given to them.
- To bring appropriate clothing and footwear to Jungle School sessions.
- To care for the jungle school environment for their peers and themselves.





## Normal Operating Procedures

### Before the Jungle School Lesson

A Session Plan will be completed, taking into account observations, interest areas and learning points from previous sessions. All adults will read the Session Plan form prior to the session.

- All staff will have read the latest Site Risk Assessment and risk assessments relevant to the activities taking place, which will be relevant to the current season.
- The Jungle School Leader will check that enough adults are present for the session to go ahead and that the weather conditions allow it to take place.
- The Jungle School Site will be checked and the area set up (seating, fire pit, tool storage and working areas).
- The equipment required for the session will be assembled, checked and readily available.
- The class teacher will inform the Jungle School Leader of how many children are present.
- Pupils will get changed for Jungle School (for session2) , go to the toilet and apply additional sun cream and mosquito repellent, where necessary.

### During the Jungle School Session

- A headcount check will be undertaken whenever the group is brought together.
- Risks will be continually assessed and appropriate action taken to reduce or remove any risks found.

### After the Jungle School Session

- A headcount check will be undertaken at the end of the session, before returning to the class.
- The Tool Bag and/or Tool Box and its contents will be checked by the Jungle School Leader a to ensure no items are missing, that everything is in order and that no damage has occurred during the session.
- Children will get changed out of Jungle School clothing (Group 1)
- After the children are back in the classroom the Jungle School Leader will check and maintain tools, as required.
- At the end of each session, the pupils will be involved in reviewing the session.