



BUSH KINDER IDENTIFICATION AND VISIBILITY POLICY

Mandatory – Quality Area 2

PURPOSE

This policy aims to clearly define:

- Ways in which Bush Kinder participants are clearly visible to staff and volunteers, and clearly identifiable to other users of Yarran Dheran Nature Reserve to protect the safety of all participants
- The manner in which the Bush Kinder is marked and signed to enable identification by users of Yarran Dheran Nature Reserve and to communicate some key messages to optimise the Bush Kinder program and experience

POLICY STATEMENT

1. VALUES

Rangeview Pre-School is committed to:

- Providing a safe and healthy environment for children and staff participating in the Bush Kinder program
- Being respectful of the community space that the Bush Kinder site offers, while ensuring the safety of participants at all times in response to external influences and risks
- Being respectful that members of the public may be interested in the Bush Kinder program, but ensuring that the program is not interrupted or disturbed by other park users

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Rangeview Pre-School.

3. BACKGROUND AND LEGISLATION

Background

Rangeview Pre-School's Bush Kinder Program is conducted in community parkland which is enjoyed by members of the public. It is important that children, staff and volunteers participating in the Bush Kinder program are easily identified to each other and parkland users as a distinct group. It is also critical that children participating in the program are clearly visible to all staff and volunteers.

In addition, appropriate signage must be visible to members of the public that dogs must be walked on leads in the vicinity of the Bush Kinder site, and that they respect and do not disturb the education program underway.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 204*

- *Occupational Health and Safety Regulations 2007*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Identifiable clothing: Children participating in the Bush Kinder program will be clearly identifiable by name tags with Rangeview Pre-School's printed address, telephone and mobile numbers. Alternatively, wrist bands with one of the kinder's mobile phone numbers printed on it may be offered. Staff will wear vests to be easily identified as leaders of the group, and volunteers will be issued with vests on the day. The intention is to have participants, children, staff and volunteers alike, clearly part of the same Bush Kinder group. Rangeview Pre-School will supply clothing to participants.

Visible Signage: visible signage will be posted at the drop off point at the Visitor Centre at Yarran Dheran Nature Reserve. The signage will be displayed to make it clear to other users of the parkland that there is a kindergarten session in progress, requesting that members of the public do not linger at the site so as not to disrupt the session, and that dogs are to be kept on leads in the vicinity of the Bush Kinder group. (sample wording for the signage is detailed in **Attachment 1**).

5. SOURCES AND RELATED POLICIES

Service Policies

- Administration of First Aid Policy
- Excursions, Incursions and Special Events Policy
- Child Safe Environment Policy
- Curriculum Development Policy
- Incident, Injury, Trauma and Illness Policy
- Occupational Health and Safety Policy
- Sun Protection Policy
- Supervision of Children Policy
- Water Safety Policy
- Bush Kinder Delivery and Collection of Children Policy
- Bush Kinder Extreme Weather Policy
- Bush Kinder Emergency Evacuation Policy
- Bush Kinder Protective Clothing Policy
- Bush Kinder Dog Awareness Policy
- Bush Kinder Snake Awareness Policy
- Bush Kinder Fauna and Flora Awareness policy
- Bush Kinder Stranger Awareness Policy
- Bush Kinder Play Benefit Policy

PROCEDURES

The Approved Provider is responsible for:

- Providing appropriate signage for the Bush Kinder site as detailed in this policy
- Providing appropriate identifiable labels/vests as detailed in this policy for Bush Kinder participants

- Ensuring staff are appropriately trained in procedures for dealing with onlookers, dogs etc
- Ensuring that all parents/guardians are aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Pre-School Website, and made available upon request

Certified Supervisors and other educators are responsible for:

- Placing bush kinder signage as detailed in this policy in the appropriate places at the Bush Kinder site
- Encouraging dog owners to keep dogs on leads and move away from the Bush Kinder session
- Requesting, very diplomatically, that interested onlookers move on so as not to interrupt or disturb the education program underway
- Ensuring all participants are wearing identifiable vests

Parents/guardians are responsible for:

- Reading and familiarising themselves with this policy
- Bringing any relevant issues to the attention of both Kinder staff and the committee

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Seek feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program. This can be facilitated through discussions, surveys and the Pre-School newsletter
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy
- Review the first aid procedures following an incident to determine their effectiveness
- Regularly review the policy and Pre-School practices to ensure they are compliant with any new legislation, research or best practice procedures
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Sample wording for Bush Kinder signage

AUTHORISATION

This policy was adopted by the Approved Provider of Rangeview Pre-School on 7 October 2015.

REVIEW DATE: 1/11/2017

This policy will be reviewed every year and is next due for committee review in 2017, unless deemed necessary earlier.

ATTACHMENT 1

Sample wording for Bush Kinder signage:

