



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, Person with Management or Control, Teachers, 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

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)
- *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: www.legislation.vic.gov.au/
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au/

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Mandatory – Quality Area 2

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 wearing a high visibility vest with Rangeview Pre-School's telephone number and the Bush Kinder mobile number. Children are a part of a smaller supervision group attached to one educator. Each small group of children will have an identifying colour hi-visibility vest for quick visual identification, that matches the group educator colour vest. Staff will wear vests to be easily identified as leaders of the group, and volunteers will be issued with vests on the day. Rangeview Pre-School will supply vests 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). Cones will be positioned around the free play area to identify the boundaries.

5. SOURCES AND RELATED POLICIES

Service policies

- Administration of First Aid Policy
- Child Safe Environment Policy
- Curriculum Development Policy
- Incident, Injury, Trauma and Illness Policy
- Occupational Health and Safety Policy
- Sun Protection Policy
- Water Safety Policy
- Road Safety & Safe Transport Policy
- Play Benefit and Risk Policy BK
- Supervision of Children BK
- Snake Awareness Policy BK
- Delivery and Collection Policy BK
- Dog Awareness Policy BK
- Extreme Weather Policy BK
- Identification and Visibility Policy BK
- Protective Clothing Policy BK
- Emergency Evacuation Policy BK
- Stranger Awareness Policy BK
- Dangerous Fauna and Flora Policy BK
- Excursions, Incursions and Service Events Policy BK



BUSH KINDER IDENTIFICATION AND VISIBILITY POLICY

Mandatory – Quality Area 2

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

The Nominated Supervisor or Persons in Day-to-Day Charge, Educators and other staff are responsible for:

- Placing bush kinder signage as detailed in this policy in the appropriate places at the Bush Kinder site
- Ensuring each child participating in the Bush Kinder program will wear a hi-visibility vest with a Rangeview Pre-School label and phone number on the back.
- Ensuring that children are a part of a smaller supervision group attached to one educator. Each small group of children will have an identifying colour hi-visibility vest for quick visual identification, that matches the group educator colour vest.
- Utilise safety cones where necessary to identify boundaries to the free play space.
- Positioning themselves appropriately to ensure suitable supervision of the children attending the Bush Kinder program.
- 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
- Reinforcing appropriate safety and behaviour strategies and expectations of the Bush Kinder program with your children e.g. Wearing the hi-vis vest, staying within the boundaries.
- Ensuring your child has on the hi-visibility vest at the beginning of the session.
- 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



BUSH KINDER IDENTIFICATION AND VISIBILITY POLICY

Mandatory – Quality Area 2

- Revisit the policy and procedures in light of the above as part of the service's policy review cycle, or earlier if required
- Notifying parents/guardians at least 14 days before making any changes to the policy or its procedures (Regulation 172 of the National Regulations) unless a shorter period is necessary due to a perceived or actual risk

ATTACHMENTS

Attachment 1: Sample wording for Bush Kinder signage

AUTHORISATION

The policy was adopted by the Approved Provider of Rangeview Preschool on 7 October 2015.

REVIEW

DATE	NEXT REVIEW DATE (2 YEARLY)
October 2021	October 2023
19 September 2022	19 Apr 2023
October 2023	October 2025



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Mandatory – Quality Area 2

ATTACHMENT 1

Sample wording for Bush Kinder signage

NOW IN PROGRESS

Bush Kinder program:

Rangeview Pre-School

"Our children at play in nature"

Thank you for sharing the park.

Please keep dogs on leads near our group.

For more information, please go to: