



BUSH KINDER: IDENTIFICATION AND VISIBILITY POLICY

PURPOSE

The purpose of this policy is to clearly provide:

- Ways in which Bush Kinder participants are clearly visible to staff and volunteers, and clearly identifiable to other users of South Kingsville Preschool to protect the safety of all participants
- The manner in which the Bush Kinder site is marked and signed to enable identification by users of south Kingsville Preschool and to communicate some key messages to optimize the Bush Kinder program and experience

POLICY STATEMENT

1. Values

South Kingsville Preschool Children's Centre is committed to:

- Providing a safe and healthy environment for children, staff and volunteers participating in the Bush Kinder program;
- Being respectful of the community space that the Bush Kinder site offers, whilst 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 children, parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at South Kingsville Preschool.

3. Background and legislation

BACKGROUND

South Kingsville Preschool's Bush Kinder program is conducted at Newport Lakes Reserve, a community parkland which is enjoyed by members of the public and allows dogs to be walked off leads in designated areas. It is important that children, staff and volunteers participating in the Bush Kinder program are easily identified to each other and other parkland users as a discrete 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 so that they respect the education program underway and not disturb the program in any way.

Relevant legislation includes but is not limited to:

- *Education and Care Services National Law 2010 (Vic)*
- *Education and Care Services National Regulations 2011 (Vic)*
- *Occupational Health and Safety Act 2004*

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- *Occupational Health and Safety Regulations 2007*
- *Occupational Health and Safety Compliance Codes,*
- *First Aid in the Workplace (2008)*

4. DEFINITIONS

Identifiable Labels: Children, staff and volunteers participating in the Bush Kinder program will be clearly identified with South Kingsville Preschool's tags with the centre's address, telephone and mobile numbers printed on the card and worn either attached to clothes or on safety lanyards. Pre printed wristbands will also be available for any children inclined to possible remove their own identification lanyard.

Kinder-issued Sun Smart Hats: these are the hats provided to all 4 year old kindergarten children at the start of the year. Pursuant to the Sun Protection Policy this hat is required to be worn when UV rating is 3 or above.

Visible signage: Visible signage will be posted at the Percy Street entrance/path to the Bush Kinder Site and on the path around the 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 don't linger at the site so as not to disrupt the session.

Suggested/sample wording for the signage is detailed in Attachment 1.

5. SOURCES AND RELATED CENTRE POLICIES

Centre policies

- *Bush Kinder Program: Extreme Weather Policy*
- *Bush Kinder Program: Protective Clothing Policy*
- *Bush Kinder Program: Dogs Policy*
- *Bush Kinder Program: Emergency Evacuation Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Hygiene Policy*
- *Supervision of Children Policy*
- *Excursions and Service Events Policy*
- *Sun Protection Policy*
- *Occupational Health & Safety Policy*

PROCEDURES

The Approved Provider is responsible for:

- Providing appropriate identifiable labels as detailed in this policy for Bush Kinder participants; and
- Ensuring staff are appropriately trained in procedures for dealing with onlookers, dogs etc.

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Nominated Supervisor, Certified Supervisors and all other Bush Kinder Staff are responsible for:

- Providing appropriate signage for the Bush Kinder Site as detailed in this policy;
- Placing Bush Kinder signage as detailed in this policy in appropriate places at the Bush Kinder Site;
- Ensuring children are wearing their Identifiable Labels, and when UV rating is 3 or above their Kinder-Issued Sun Smart Hats; and
- Requesting in as diplomatic fashion as possible that interested onlookers move on so as not to disturb the education program underway.

Parents/guardians are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee

EVALUATION

In order to assess whether the policy has achieved the values and purposes the Committee of Management will:

- Where deemed appropriate, 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 and the annual parent satisfaction survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre 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 substantial changes to this policy, which would impact on the supervision or care of children.

ATTACHMENTS

Attachment 1: Sample wording for Bush Kinder signage

AUTHORISATION

This policy was adopted by the Committee of Management of South Kingsville Preschool at a committee meeting on 18th April 2017

REVIEW DATE: April 2019

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ATTACHMENT 1 - SAMPLE WORDING FOR BUSH KINDER SIGNAGE

BUSH KINDER SESSION IN PROGRESS

South Kingsville Preschool runs Bush Kinder programs at this site every **Monday and Thursday morning 8.30-11.30am.**

We respect that Newport Lakes reserve is a community space, but we ask for your co-operation in the following ways:

- Please be mindful that we are running an education program, and ask that you refrain from lingering at the site or disturbing the program in any way
- We welcome your interest in the program, but our staff will be unable to discuss it while supervising children.

We thank you for sharing your parklands with us and for your co-operation.