



Jacaranda Preschool Inc

Bush Kinder Program



Bush Kinder

Specific Policies

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Jacaranda Preschool Policy: Delivery & Collection of Children (Special Circumstance Policy - Bush Kinder Specific)

Purpose

This policy is a special circumstance policy which augments the main Jacaranda Pre-School Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Jacaranda Pre-School Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

Jacaranda Pre-School is committed to:

1. Ensuring the safe delivery and collection of children participating in Bush Kinder
2. Fulfilling a duty of care to all children participating in Bush Kinder

2. Scope

This policy applies to parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

Legislation

Relevant legislation may include but is not limited to:

1. Education and Care Services National Law Act 2010
2. Children, Youth and Families Act 2005
3. Child Wellbeing and Safety Act 2005
4. Family Law Act 1995
5. Education and Care Services National Regulations 2011

4. Definitions

Attendance Book: The book provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the time of arrival and departure of each child being cared for or educated by the centre. At Bush Kinder, the attendance book is located with the nominated staff member.

Westgarthtown Bush Kinder Site: The Bush Kinder site is in Westgarthtown Lutheran Reserve, between Rosedale Drive and Mount View Road. Refer map at Attachment 1. Parking for drop off and collection is on German Lane the continuation of Rosedale Drive.

Delivery / Drop-off Point: The drop off will be near the Lutheran Church, at the area shown on the map at Attachment 1. Bush Kinder signage will be displayed.

Delivery/Drop-off Procedure: Refer to Procedures section.

Parking Area: Parking is available on German Lane. (See map at Attachment 1)

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at Westgarthtown Lutheran Reserve at the area shown on the map at Attachment 1. If the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather), parents/guardians will have been notified by broadcast SMS of the new location for collection, refer to evacuation plan policy.

Pick-up/Collection Procedure: Refer to Procedures section

Refusal of entry: On arrival at Bush Kinder for signing in, a child may be refused entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)

Huskisson Reserve Bush Kinder Site: The Bush Kinder site is located at Huskisson Reserve, which is located behind Jacaranda Preschool – Kingsway Drive.

Delivery / Drop-off Point and collection point: The children will be dropped off and collected from the kindergarten by their parents/ guardians. Staff will walk the children to the Bush Kinder site during their kindergarten session time.

5. Sources and related centre policies

Centre policies

1. Delivery & Collection of Children
2. Extreme Weather (Bush Kinder Specific)
3. Protective Clothing (Bush Kinder Specific)
4. Emergency Evacuation (Bush Kinder Specific)
5. Hygiene
6. Inclusion and equity
7. Participation of volunteers and students
8. Supervision of children
9. Excursions and service events

Procedures

General

The Approved Provider is responsible for:

1. Providing parents/guardians with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder.
2. Ensuring that a copy of this policy is available on request and is easily accessible to parents/guardians and staff at all times.
3. Providing staff with an attendance book that meets the requirements of the NR 158
4. Ensuring that all parents/guardians being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder website, and made available upon request.
5. Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

1. Reading this policy and ensuring that the procedures detailed in this policy are carried out.
2. Bringing relevant issues to the attention of the Approved Provider
3. Reminding parents/guardians of the policy content as required.

Parents/guardians are responsible for:

1. Reading and being familiar with the policy
2. Bringing relevant issues to the attention of both staff and Approved Provider
3. Supervising their child/ren who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder during drop off and pick up times.

Delivery**Staff are responsible for:****Westgarthtown Bush Kinder Program:**

1. Ensuring the attendance book is located with the nominated staff member
2. Checking the clothing of children arriving at Bush Kinder and refuse entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)
3. Checking the attendance book after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries as per the requirements of NR 158. This includes checking that children who are signed in are in attendance.
4. Reminding parents/guardians or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Bush Kinder

Huskisson Reserve Bush Kinder Program:

1. Checking the attendance book after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries as per the requirements of NR 158. This includes checking that children who are signed in are in attendance.
2. Taking the attendance book with them when they leave the centre to go to the Bush Kinder site.
3. Reminding parents/guardians or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Bush Kinder

Parents/guardians are responsible for:

1. Adhering to the following delivery procedure:
2. Sign the child in using the attendance book and record the time of arrival
3. Every child is to bring a bag/backpack with change of clothes (refer to Protective Clothing Policy) and a water bottle filled with clean drinking water.
4. Ensure the staff are aware your child is in attendance.

Collection**Staff are responsible for:****Westgarthtown Bush Kinder Program:**

1. Ensuring the attendance book is located with the nominated staff member.
2. Notifying parents by broadcast SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) advising them of the new location for collection.
3. Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of the NR 158
4. Requesting parents/guardians or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed

5. Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees

Huskisson Reserve Bush Kinder Program:

1. Ensuring the attendance book is placed back in the foyer after returning from Bush Kinder, for parents/guardians to access.
2. Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of the NR 158
3. Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees

Parents/guardians are responsible for:

Adhering to the following collection procedure:

1. Sign the child out using the attendance book and record the time.
2. Ensure the staff are aware you have collected your child.
3. Be responsible for the supervision of the child once signed out,
4. Collect the child's belongings (bag, water and hat) which may be wet/dirty.
5. **Being mindful of not distracting/speaking with staff until all of the children have departed.**
6. Refer to main Delivery and Collection of Children Policy for full procedures relating to collection by authorised person, late collection and late collection fees.
- 7.

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Westgarthown Bush Kinder Map

Attachment 2: Huskisson Reserve Bush Kinder Map

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018.

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

ATTACHMENT 1

WESTGARTHTOWN BUSH KINDER MAP



ATTACHMENT 2

HUSKISSON RESERVE BUSH KINDER MAP



Bush Kinder site

Jacaranda Preschool –
Kingsway Drive

Jacaranda Pre-School Policy: Dogs

(BushKinder Specific)

Purpose

This policy aims to clearly define:

1. Procedures for dealing with dogs off leads that may enter the Bush Kinder space
2. Guidelines for dealing with an angry or threatening dog and/or a dog in attack mode
3. The appropriate medical response to dog bites
4. A framework for the appropriate education and training of children, staff, parents/guardians and children on how to live safely with dogs.

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe and healthy environment for children and staff participating in the Bush Kinder program
2. Being respectful of the community space that the bush kinder site offers, including an awareness of dogs being walked off leads in the area.
3. Facilitating appropriate communication and education to staff, parents and guardians to minimise the risk of injury of a dog bite to children and staff during bush kinder.

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Jacaranda Pre-School's Bush Kinder program is conducted in community parkland which allows dogs to be walked off leads in designated areas. It is important that children, staff and parents/guardians are aware of the recommended behaviour around dogs and that appropriate communication and training is undertaken to minimise the risk of dog attack injury.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Services National regulations 2011
3. Occupational Health and Safety Act 2004
4. Children's Services Act 1996 (CSA)
5. Occupational Health and Safety Act 2004
6. Occupational Health and Safety Regulations 2007
7. Occupational Health and Safety Compliance, First Aid in the Workplace (2008)

4. Definitions

Safe behaviour around dogs: The following rules are recommended by the Department of Primary Industry's 'Living Safely With Dogs' program and reinforced by the Victorian Government's Better Health Channel Website:

1. Always supervise children and dogs
2. If you are unable to supervise even for a short time, separate children from dogs.
3. Never approach a strange dog
4. When approaching dogs, ALWAYS:
5. ASK the permission of the owner
6. Always let the dog smell the back of your hand first.
7. Pat dogs gently and calmly from the collar to the tail

8. Do not pat a dog on its head.
9. Stand still if a dog approaches (don't make direct eye contact, hands in fists by your side with thumbs on the inside)
10. Never intervene between dogs that are fighting
11. Never disturb a dog that is eating or sleeping

5. Sources and related centre policies

Better Health Channel Website: Child Safety 'Children & Animals'

Victorian Department of Primary Industry's 'Living Safely With Dogs' Education Program

Centre policies

1. Incident, injury, trauma and illness
2. Hygiene
3. Curriculum development
4. Supervision of children
5. Excursions and service events
6. Occupational Health and Safety

Procedures

General

The Approved Provider is responsible for:

1. Running a 'Living Safely with Dogs' education session for each four year old kinder group, parents and staff. Particular attention in the session is given to recognising the warning signs given by dogs, the correct way to approach a dog and what to do if approached by an aggressive dog
2. Supplying a First Aid Kit on site at Bush Kinder to administer first aid in response to dog bites or for any other purpose
3. Encouraging parents, through this policy, to practice safe dog behaviours at home and to teach children on an ongoing basis how to behave around dogs to minimise risk of dog bites.
4. Ensuring staff are appropriately educated on procedures in the event of an aggressive or threatening dog at the bush kinder site and in the event of a dog attack.
5. Following all procedures as set out in the Incident, injury, trauma and illness Policy (including notice of notifiable incidents, appropriate record keeping in the event of an incident, maintain first aid kit etc)

Staff are responsible for:

1. Continually educating children on the appropriate behaviours around dogs, including recognising warning signs, the correct way to approach a dog, and what to do if approached by an aggressive dog
2. Ensuring the bush kinder sign is clearly visible when operating in parklands, to encourage owners to responsibly leash their dogs.
3. Administering first aid in the event of a dog attack
4. Follow procedures in the event of a dog in attack mode.
5. Ensuring incidents are reported in log
6. Ensuring children wash hands if they touch a dog
7. Carrying out the following specific procedures in the event of one of the following incidents occurring:

If a dog off a lead enters the Bush Kinder site

1. Remind children to stand still and not to touch or encourage the dog or make any sudden movements
2. Locate the owner if possible and encourage the owner to move the dog away the bush kinder site and put the dog on a lead

If an aggressive and threatening dog enters the Bush Kinder Site

3. Remind children to keep quiet and still, look down (no eye-contact with dog), and put arms by sides with hands in fists with thumbs on the inside
4. Encourage children to keep calm and not run
5. Wait until the dog leaves the area before resuming activities
6. Locate the owner if possible and encourage the owner to put the dog on a lead and move the dog away from the bush kinder site
7. If staff are concerned please note breed of dog and any identifying details, eg red collar to alert Whittlesea Council.

If a dog attacks a child

1. The following procedures in response to a dog bite are listed on the Victorian Government's Better Health Channel Website
2. Calm the child.
3. If the skin has been broken, wash the area under cold running water.
4. Apply an antiseptic and cover the bite with a clean dressing.
5. Notify parents of the need to take the child to the doctor, as a tetanus booster and antibiotics may be necessary.
6. If a piece of flesh has been bitten off, call an ambulance.
7. Control the bleeding by applying firm pressure to the wound using a sterile dressing or clean cloth until the ambulance arrives.
8. If the child is pale or drowsy, lie them down and raise their legs on a pillow or folded blanket.
9. Do not give the child any food or water.
10. Staff are to follow procedures as set out in Incident, injury, trauma and illness Policy, including contacting parent/guardian, calling ambulance etc

Parents/guardians are responsible for:

1. Practising safe dog behaviours at home and outside of the kinder
2. Teaching children on an ongoing basis how to behave around dogs to minimise risk of dog bites
3. If possible, attending the 'Living Safely With Dogs' education session as provided by the committee children, parents and staff
4. Collecting their child as soon as possible when notified of an incident or medical emergency involving their child (such as a dog bite)
5. Reading and being familiar with the policy
6. Bringing relevant issues to the attention of both staff and Approved Provider

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Nil.

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

Jacaranda Pre-School Policy: Emergency Evacuation (Bush Kinder Specific)

Purpose

This policy is a special circumstance policy which augments the main Jacaranda Pre-School Emergency Management Policy and the Incident & Medical Emergency Management Policy and should be read in conjunction with those policy. This Bush Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

1. Set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency situation of any type
2. Increase awareness and implementation of emergency and evacuation procedures at Bush Kinder amongst staff and the broader kindergarten community
3. Provide an appropriate mechanism for communication of the evacuation procedures for requirements for Bush Kinder sessions to parents/guardians and to children

Policy statement

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe environment for children, staff and volunteers participating in the Bush Kinder program
2. Ensuring that an appropriate response is provided, which meets the needs of participants during and following emergency incidents
3. Providing effective procedures in place to manage emergency incidents at the Bush Kinder site.

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

There are a multitude of possible emergency situations that may arise at Bush Kinder. These include, but are not limited to:

1. Fire / Bushfire
2. Chemical hazards
3. Missing child
4. Aggressive dogs off leads
5. Other animal intruders
6. Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
7. Toxic leak
8. Hostage/siege
9. Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
10. The involvement of firearms or other weapons
11. Hazardous substances incidents
12. Medical emergency (refer to Incident and medical emergency management policy).
13. Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011
3. Occupational Health and Safety Act 2004

4. Definitions

Assembly point: A predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation. [Refer to Attachment 1 for Westgarthtown Bush Kinder assembly points. Refer to Attachment 2 for Huskisson Reserve Bush Kinder assembly points.]

Emergency: A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

Emergency evacuation: Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

Evacuation route: A predetermined and mapped safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency/danger. [Refer to Attachment 1 for Westgarthtown Bush Kinder evacuation routes. Refer to Attachment 2 for Huskisson Reserve Bush Kinder evacuation routes.]

Hazard: The potential to harm a person's health or safety that can arise from the environment, equipment and substances, poor work design and inappropriate practices and procedures.

5. Sources and related centre policies

Centre policies

1. Extreme Weather (Bush Kinder Specific)
2. Delivery & Collection of Children (Bush Kinder Specific)
3. Emergency Management Policy
4. Incident, injury, trauma and illness Policy
5. Hygiene
6. Inclusion and equity
7. Participation of students and volunteers
8. Supervision of children
9. Excursions and service events

Procedures

General

The Approved Provider is responsible for:

1. Following all requirements in Jacaranda Pre-School Emergency Management Policy and Incident and Medical Emergency Management Policy
2. Establishing, monitoring and reviewing the Bush Kinder Risk Register which identifies a number of potential hazards and risks and mechanisms for their treatment.
3. Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations [Refer to Attachment 1 for Westgarthtown Bush Kinder evacuation procedures, routes and assembly points. Refer to Attachment 2 for Huskisson Reserve Bush Kinder evacuation procedures, routes and assembly points.]
4. Ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kinder
5. Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment
6. Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush Kinder.
7. Providing a fully equipped portable first-aid kit

8. Developing a regular training schedule for Bush Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
9. Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
10. Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in their induction procedure
11. Ensuring procedures are in place at Bush Kinder to identify which staff is in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

Staff are responsible for:

1. Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush Kinder
2. Being aware of the Bush Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points in the different emergency scenarios as set out in Attachment 1.
3. Providing awareness and support to children before, during and after emergencies
4. Providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident
5. Informing the Approved Provider and reporting notifiable incidents section 174 of Education and Care Services National Law Act 2010
6. Recording incidents in the centre's incident book NR 87
7. Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation

Parents/guardians are responsible for:

8. Reading and being familiar with the policy
9. Bringing relevant issues to the attention of both staff and Approved Provider
10. Ensuring children are signed in and out as per the requirements of the centre's Delivery and collection of children policy and NR 158
11. Supporting children's awareness and education in emergency situations
12. Following the directions of staff during an emergency, incident or drill.

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Westgarthtown Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

Attachment 2: Huskisson Reserve Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018.

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

Attachment 1:

Westgarthtown Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes.

Evacuation Procedures

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers

1. Blow whistle
2. Keep children calm
3. Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
4. Count / check off against the sign in sheet to ensure all children are accounted for
5. With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
6. En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group.
7. Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
8. Notify emergency services if required
9. On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
10. Notify parents via broadcast SMS of new location for collection (if required) and notify DET (if required)
11. If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
12. If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes.
13. Safe Zone Assembly Points and Routes
14. The safe zone assembly points will differ depending on the nature of the emergency:

A. TORRENTIAL RAIN, HAIL, ELECTRICAL STORM, EXTREME WINDS.



In the event that deems it unsafe to evacuate to the Lutheran Church, we will evacuate to Ziebell Farmhouse – Assembly Point B



Figure 1 – Assembly Point B Ziebell Farm House

If the need arises to evacuate the site fully, we will walk to the Thomastown Recreation Reserve – Assembly Point C.



Attachment 2:

HuskiSSon Reserve Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes.

Evacuation Procedures

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers

1. Blow whistle
2. Keep children calm
3. Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
4. Count / check off against the sign in sheet to ensure all children are accounted for
5. With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
6. En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group.
7. Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
8. Notify emergency services if required
9. On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
10. Notify parents via broadcast SMS of new location for collection (if required) and notify DET (if required)
11. If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
12. If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes.
13. Safe Zone Assembly Points and Routes
14. The safe zone assembly points will differ depending on the nature of the emergency:

A. TORRENTIAL RAIN, HAIL, ELECTRICAL STORM, EXTREME WINDS.



Assembly point A:
Shelter at
playground.

Group to wait here
until torrential rain,
hail, electrical storm,
extreme winds pass,
and it's safe to resume
normal activities.

In the event that deems it unsafe to evacuate to the playground shelter, we will evacuate to the site and return to kinder- Assembly Point B.

If Assembly Point B is deemed unsuitable, then the kindergarten's Emergency Management Plan will take over.



**Assembly point B:
Kindergarten**

Group to evacuate and return to kinder due to flooding or an emergency.

If Assembly Point B is deemed unsuitable, then the kindergarten's Emergency Management Plan will take over.

Jacaranda Pre-School Policy: Extreme Weather (Bush Kinder Specific)

Purpose

This policy aims to:

1. Provide a framework around which well-informed decisions may be made by Jacaranda Pre-School to cancel bush kinder session/s in response to forecast weather conditions, and ensure that parents/guardians understand this framework
2. Ensure the health and safety of all children and staff when the weather conditions become extreme during a session
3. Provide guidelines for staff in the event of extreme weather during a Bush Kinder session
4. Provide an appropriate mechanism for communication of session cancellations in extreme weather conditions
5. Impress upon parents/guardians that they may collect their child from a Bush Kinder session at any time in response to the weather conditions (or for any other reason)

Policy statement

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe and healthy environment for children participating in the Bush Kinder program
2. Facilitating a bush kinder experience in a variety of (safe) weather conditions, including rain, to allow children to experience nature across as broad a spectrum as possible and without compromising the safety of the participants
3. Accessing appropriate resources to enable well-informed determinations to be made regarding weather conditions
4. Facilitating effective and timely communication to parents and guardians regarding weather conditions, cancellations or relocation of children in the event of extreme weather
5. Respecting the right of parents/guardians to remove their child from a Bush Kinder session at any time in response to the weather conditions (or for any other reason).

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Jacaranda Pre-School's Bush Kinder program is intended to operate across a broad spectrum of weather conditions, allowing the children to experience nature and its elements across the seasons. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a bush or natural environment. However, extreme weather conditions may arise periodically which can put the wellbeing and safety of the children and staff at risk. This policy provides the parameters within which the kindergarten can make determinations to cancel bush kinder sessions in response to forecast extreme weather conditions and ensure appropriate communication channels are in place to inform participants. It also provides a framework for staff in the event that extreme weather conditions arise during a session and provides procedures for effective evacuation to a safe location.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Service National Regulations 2011
3. Occupational Health and Safety Act 2004

4. Definitions

Bureau of Meteorology: Australia's national weather, climate and water agency. Website www.bom.gov.au
Various iphone/ipad apps use BOM data (eg Pocket Weather)

Extreme Weather: weather that threatens the immediate or long-term safety of individuals, as a result of rain, lightning, wind or heat. The risk to individuals' wellbeing is guided by the Bureau of Meteorology's forecast conditions. An extreme weather table is shown below. Bush kinder sessions will be cancelled if any of these determinants are met:

Weather Condition	Extreme weather determinant causing cancellation 36 degrees Celsius or greater
Forecast temperature	Note there is no pre-set minimum temperature. Thermals and clothing layers should be worn on very cold days (Refer Protective Clothing Policy)
Forecast wind speed	50km per hour
Forecast of electrical storm activity	Thunder storm/electrical storm forecast
Flooding at or near the Bush Kinder site BOM weather warnings of extreme storm conditions and excessive rainfall	On warning issued by the Bureau of Meteorology

In addition to the above, the Approved Provider has the discretion to cancel a session/s if it views the weather to be poor for Bush Kinder purposes, even if the extreme weather determinants in the above table are not reached. Weather warnings from the Bureau of Meteorology for the area would also necessitate cancellation.

Further, the City of Whittlesea Parks and Open spaces officers has the authority to override the Approved Provider determination on safety and request cancellation of a session should they feel the Bush Kinder site be unsafe.

Protective Clothing: Refer to Protective Clothing Policy

5. Sources and related centre policies

Victorian Government 'Better health channel website

Centre policies

1. Protective Clothing (Bush Kinder specific)
2. Emergency Evacuation (Bush Kinder specific)
3. Play Benefit & Risk Policy (Bush Kinder specific)
4. Incident, injury, trauma and illness.
5. Emergency Management Plan (EMP)
6. Excursions and service events

Procedures

General

The Approved Provider is responsible for:

1. An Extreme Weather Policy which gives clear guidelines to staff and parents about extreme conditions that will necessitate cancellation of a bush kinder session/s and provides guidance and procedures for staff in the event of extreme weather during a Bush Kinder session
2. All parents/guardians being aware of this policy and are provided access to the policy upon request

The staff is responsible for:

1. Monitoring the weather forecast via the Bureau of Meteorology website (or via mobile phone app) the day prior to the Bush Kinder session
2. Ensuring communication channels are in place to facilitate notification to parents/guardians in the event of cancellation of a Bush Kinder session or if the group has been evacuated to a safe location in response to extreme weather conditions.
3. Ensuring the weather forecast for the Bush Kinder is posted near the sign in book by the conclusion of the session the group attends immediately before bush kinder.
4. Ensuring that on high wind days (forecast wind speed > 40km/h) that at least two volunteers be tasked with managing gear and tents on that day

Parents/guardians are responsible for:

1. Ensuring they are comfortable at all times with the forecast weather conditions, while their child is attending a Bush Kinder session. If for whatever reason, a parent/guardian feels concern for the wellbeing of their child due to the weather conditions, they should consider withholding their child from the session and collect their child from a session in the event that extreme weather arises during a session.
2. Ensuring protective clothing is worn by their child to suit the weather conditions and ensure a change of clothes is provided (including shoes) (Refer to Protective Clothing Policy)
3. Ensuring they carry a mobile phone with them and be contactable at all times while their child's Bush Kinder session is in progress
4. Reading and being familiar with the policy
5. Bringing relevant issues to the attention of both staff and Approved Provider

In the event of forecast extreme or bad weather

In cases of forecast extreme weather (see definition above), Jacaranda Pre-School will make the decision to cancel the bush kinder program for the sessions affected.

In addition to the extreme weather determinants detailed in the table under 'Definitions', Jacaranda Pre-School staff has the discretion to cancel the session if it views the weather to be unsuitable for Bush Kinder purposes, and the City of Whittlesea Parks and Open Spaces Officers also has the authority to cancel a session due to extreme weather conditions at the site.

Staff are responsible for:

1. Monitoring the weather forecast via the Bureau of Meteorology website (or via mobile phone app) the day prior to the session and placing forecasted weather next to the sign in book the day prior to the Bush Kinder session
- 2 Making a determination to cancel or conduct the bush kinder sessions the next day based on the weather forecast

AND if the session is cancelled:

2. By broadcast SMS to the Bush Kinder group session, as soon possible
3. Notifying the Approved Provider if a Bush Kinder session has been cancelled.
4. Keeping their mobile phone with them on day of the session to receive notice of cancellation in cases of extreme weather updates which necessitate cancellation

Parents/guardians are responsible for:

3. Accessing the Jacaranda Pre-School website (Bush Kinder page) for a weather forecast,
4. Keeping their mobile phone with them on day of the session to receive notice of cancellation in cases of extreme weather updates which necessitate cancellation

In the event of weather becoming extreme during a session

Staff is responsible for:

5. Undertaking the following actions in the each of the weather conditions listed in the table below:

Weather condition	Staff Actions
Heat Risks include sunburn, heat stress, heat stroke, dehydration,	<ol style="list-style-type: none">1. monitor children for heat exhaustion/heat stroke (see Attachment 1 for symptoms and treatments)2. offer water for hydration at regular intervals3. establish activities in shaded areas and encourage children to play in the shade4. ensure application of sunscreen every two hours5. ensure appropriate protective clothing including hats. [Refer Protective Clothing Policy for more information]
Rain/Hail/Cold Risks include child getting wet (and onset of hypothermia), injury from hailstones	<ol style="list-style-type: none">6. Monitor children for wet clothing and change if necessary (with assistance of volunteers)7. Ensure appropriate clothing is worn (eg, waterproof clothing, gloves)8. Encourage wearing of appropriate clothing, including coats, gloves, scarves etc9. Seek shelter in heavy rain or in hail [See Relocation Procedures below]
Electrical storm activity / Lightning Risks include lightning strike, trees/tree limbs falling as a result of lightning strike	<ol style="list-style-type: none">10. Move children away from trees11. Seek indoor shelter [See Relocation Procedures below]12. See Attachment 2 for Lightning Safety Fact Sheet
High winds Risks include falling trees/tree limbs, blowing particles (sand dirt) into eyes, Bush Kinder structures blowing down/away etc.	<ol style="list-style-type: none">13. Ensure structures and dangerous items are secure14. Move children away from trees15. Seek shelter if necessary [See Relocation Procedures below]16. Any equipment/structures must be moved by at least two staff/volunteer to minimise risk of injury

17. If the children are being moved, follow the 'Relocating to a safe position' instructions below

6. In the event of illness or injury during a session as a result of weather conditions, the Illness Policy and Incident and Medical Emergency Management Policy must be followed.
7. Contacting parent/guardian in the event that a child is ill or injured in accordance with the Illness Policy and Incident and Medical Emergency Management Policy.

Parents/guardians are responsible for:

8. Collecting their child at any time during the session if they are not comfortable with the weather conditions

Procedures for Relocating to a Safe Position

If the Bush Kinder group is required to relocate to a safe position in response to the weather conditions, the following procedures are to be followed by staff (with the assistance of volunteers):

- ! Blow whistle
- ! Keep children calm
- ! Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
- ! Count / check off against the sign in sheet to ensure all children are accounted for
- ! With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
- ! En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group.
- ! Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- ! Notify emergency services if required
- ! On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- ! Wait for the extreme weather to pass and when it does, resume normal activities, following same relocation procedures to return to the Bush Kinder site
- ! If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes.

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Review the centre's actions in response to extreme weather conditions
3. Ask staff to share their experiences in cases of extreme weather (in cases where sessions were cancelled, and in cases where extreme weather arose during a session)
4. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1 Heat Exhaustion and Heat Stroke – Symptoms and Treatments

Attachment 2: Lightning Action Guide and First Aid Guidelines

Attachment 3: Bush Kinder site map showing safe relocation zones in the event of extreme weather.

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

ATTACHMENT 1

Heat Exhaustion and Heat Stroke – Symptoms and Treatments

Department of Human Services December 2008

Heat exhaustion is a serious condition that can develop into heat stroke. Warning signs may include:

- Pale and sweating
- Rapid heart rate
- Muscle cramps, weakness
- Dizziness, headache
- Nausea, vomiting

Heat stroke is a life-threatening emergency. It occurs when the body is unable to prevent the temperature rising rapidly.

The symptoms may be the same as for heat exhaustion, but the skin may be dry with no sweating, and the person's mental condition worsens. They may stagger, appear confused, have a fit, or collapse and become unconscious.

What to do for heat exhaustion

- Get the person to a cool area and lie them down
- Remove outer clothing
- Wet skin with cool water or wet cloths
- Seek medical advice

What to do for heat stroke

- Call an ambulance
- Get the person to a cool area and lie them down
- Remove clothing and wet skin with water, fanning continuously
- Position an unconscious person on their side and clear the airway

ATTACHMENT 2

LIGHTNING ACTION GUIDE AND FIRST AID GUIDELINES

LIGHTNING ACTION GUIDE

Source: Emergency Management Australia

Be Prepared

9. Check with your local electrical contractor for advice on surge protectors and lightning conductors.
10. Have an emergency kit on hand, including a battery operated radio, torch and spare batteries.
11. Keep a list of emergency numbers handy.

Act Safe

If caught outdoors:

12. Seek shelter in a hard top vehicle or solid building.
13. Never shelter under a tree or a group of trees.
14. If far from shelter crouch down, don't lie flat.
15. If boating or swimming, leave the water immediately.
16. Avoid metal objects such as ladders, umbrellas, fences and clothes lines.
17. Secure pets in a safe place.

If indoors:

18. Disconnect computers, televisions and other electrical/electronic appliances.
19. Avoid using fixed line telephones unless essential.
20. Keep clear of windows.
21. Avoid metal fixtures, such as roofs, guttering, downpipes and taps.

After the lightning

22. Keep your radio tuned to local media for updated weather reports and power outages.
23. Confirm location and safety of family members and immediate neighbours.
24. Check operation of essential household items and check fuse box for surge protection/fuse/circuit breaker impact

For further information contact your local State Emergency Service office.

www.ema.gov.au

FIRST AID RECOMMENDATIONS FOR LIGHTNING VICTIMS

Source: Department of Sport & Recreation, Government of Western Australia

Most lightning victims can survive their encounter with lightning, especially with timely medical treatment. Individuals struck by lightning do not carry a charge and are safe to touch in order to render treatment.

The following First Aid is recommended:

First

Call 000 or nearest Emergency Service and provide directions and information about the likely number of victims.

Response

The first tenet of emergency care is 'make no more casualties'. If the area where the victim is located is a high-risk area (mountain top, isolated tree, open field, golf course etc) with a continuing thunderstorm, the rescuers may be placing themselves in danger.

Evacuation

It is relatively unusual for victims who survive a lightning strike to have major fractures that would cause paralysis or major bleeding complications unless they have suffered a fall or been thrown a distance. As a result, in an active thunderstorm, the rescuer needs to choose whether evacuation from very high-risk areas to an area of lesser risk is warranted and should not be afraid to move the victim rapidly if necessary. Rescuers are cautioned to minimise their exposure to lightning as much as possible.

Resuscitation

If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them. Determine if the victim has a pulse by checking the pulse at the carotid artery (side of the neck) or femoral artery (groin) for at least 20"30 seconds. If no pulse is detected, start cardiac compressions as well. In situations that are cold and wet, putting a protective layer between the victim and the ground may decrease the hypothermia that the victim suffers which can further complicate the resuscitation.

ATTACHMENT 3

**WESTGARTHTOWN BUSH KINDER SITE MAP SHOWING SAFE RELOCATION ZONES
IN THE EVENT OF EXTREME WEATHER**

Assembly Point A



**HUSKISSON RESERVE BUSH KINDER SITE MAP SHOWING SAFE
RELOCATION ZONES IN THE EVENT OF EXTREME WEATHER**



Assembly Point A:
Playground shelter

Group to wait here
until torrential rain
and/or hail has
passed and it is safe
to resume normal
activities.

Jacaranda Pre-School Policy: Identification & Visibility (Bush Kinder Specific)

Purpose

This policy aims to clearly define:

1. Ways in which bush kinder participants are clearly visible to staff and volunteers, and clearly identifiable to other users of Westgarthtown Lutheran Reserve to protect the safety of all participants
2. The manner in which the Bush Kinder site is marked and signed to enable identification by users of Westgarthtown Lutheran Reserve and to communicate some key messages to optimise the Bush Kinder program and experience

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe and healthy environment for children, staff and volunteers participating in the Bush Kinder program
2. 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
3. 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, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Jacaranda Pre-School's Bush Kinder program is conducted in 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 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 requesting that dogs be walked on leads in the vicinity of the Bush Kinder site and that they respect the education program underway and not disturb the program in any way.

Relevant legislation includes but is not limited to

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011
3. Occupational Health and Safety Act 2004
4. Education and Care Services National Law Act 2010
5. Occupational Health and Safety Act 2004
6. Occupational Health and Safety Regulations 2007
7. Occupational Health and safety Compliance Codes, First Aid in the Workplace (2008)

4. Definitions

Identifiable clothing:

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. Jacaranda Pre-School will supply this clothing to participants.

Visible signage:

Visible signage will be posted at the Bush Kinder site. 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 and that dogs are to be kept on leads in the vicinity. Suggested/sample wording for the signage is detailed in Attachment 1.

5. Sources and related centre policies

Centre policies

1. Extreme Weather (Bush Kinder Specific)
2. Protective Clothing (Bush Kinder Specific)
3. Dogs (Bush Kinder Specific)
4. Incident, injury, trauma and illness
5. Hygiene
6. Program participation
7. Supervision of children
8. Excursions and service events
9. Occupational Health and Safety

Procedures

General

The Approved Provider is responsible for:

1. Providing appropriate signage for the Bush Kinder site as detailed in this policy
2. Providing appropriate identifiable clothing as detailed in this policy for Bush Kinder participants
3. Ensuring staff are appropriately trained in procedures for dealing with onlookers, dogs etc.

Staff are responsible for:

1. Placing Bush Kinder signage as detailed in this policy in appropriate places at the Bush Kinder site
2. Attempting to locate owners of dogs off leads and encourage the owner to move the dog away from the bush kinder site and/or put the dog on a lead
3. Requesting in as diplomatic fashion as possible that interested onlookers move on so as not to disturb the education program underway
4. Ensuring all staff are wearing identifiable vests

Parents/guardians are responsible for:

5. Reading and being familiar with the policy
6. Bringing relevant issues to the attention of both staff and Approved Provider

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Sample wording for Bush Kinder signage

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

ATTACHMENT 1

Sample wording for Bush Kinder signage

1).

now in progress

Bush Program:

Jacaranda Pre-School

Our children at play in nature.

Thank you for sharing the park.

Please keep dogs on leads near us.

for more information go to

www.jacarandakinder.com.au

Sample wording for Bush Kinder signage

2). BUSH KINDER SESSION IN PROGRESS

A Bush Kinder program is in progress. The program is held exclusively outdoors. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a bush or natural environment.

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

1. 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
2. Please leave your dogs on leads in the immediate vicinity of our Bush Kinder site
3. We welcome your interest in the program, but our staff will be unable to discuss it while supervising children. Feel free to view our Bush Kinder website at www.jacarandakinder.com.au

Bush Kinder Policy - Play Benefit and Risk Jacaranda Pre-School

Policy: Play Benefit & Risk (Bush Kinder Specific)

Purpose

This policy aims to:

1. Detail the benefits of outdoor play in the Bush Kinder environment, including the types of activities to be undertaken
2. Give parents/guardians comfort that while aiming to develop the children's self awareness in managing risks, that appropriate play supervision is provided to ensure the safety and wellbeing of participants at all times
3. Detail procedures for staff and volunteers to ensure that children are appropriately supervised and assisted during play and to ensure the safety of participants.

Policy statement

1. Values

Jacaranda Pre-School is committed to delivering a bush kinder program which:

4. Offers children opportunities to safely explore rich, diverse natural play environments while developing self confidence, teamwork and social skills and an understanding of their surrounding environment.
5. Allows children, through play, to experience challenge and develop self awareness in managing risk according to ability and confidence
6. Fosters child-led play at the child's pace
7. Gives participants freedom to explore using multiple senses which is fundamental for encouraging creative, diverse and imaginative play.

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School

3. Background and legislation

Contact with the outdoors is often limited for many children in modern society, and the vital experience of using the outdoors and being comfortable in nature is being lost. We have also developed an over reliance on digital and electronic sources for recreation, learning, socialising.

Jacaranda Pre-School Bush Kinder program is intended to support young children through play, to develop responsibility for themselves and others. It will even encourage early risk management strategies that will ensure that young children start to consider the impact of their actions on themselves and on others. In so doing, children learn to take on challenges and accept responsibility.

Under this policy, tree climbing, for example, is encouraged on those trees deemed safe by staff in liaison with Parks and Open Space Officers advice given at regular inspections, with support and guidance offered to children as required. Walking across logs, for example, may require staff support to provide stability until the child feels comfortable to manage the task on their own.

In a Bush Kinder setting, children learn important lessons – what is slippery, what you can trip over or fall from, how to climb.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011
3. Occupational Health and Safety Act 2004

4. Definitions

Appropriate clothing: (Refer Protective Clothing Policy)

Footwear: It is important that children wear appropriate footwear (closed toe with a flexible sole to facilitate effective tree climbing, balancing on rocks, logs etc) Refer to Protective Clothing Policy

Play (examples): Play activities at Bush Kinder are diverse and vast, but typical activities and goals may include (though not limited to):

Activity	Developmental benefit
Playing imaginative games using the resources nature provides	Open ended learning allows children to explore at their own pace and with their own challenges
Role play	Shared imagination, drama, team work, recollection of models of behaviour This requires goal definition, planning, engineering, teamwork and perseverance
Building shelters or other large structures from branches, with the help of other children and adults	Mathematics, visual recognition
Counting objects or looking for mathematical patterns	Memory, naming objects
Memory games using naturally available objects	Art, drama, concentration
Listening to stories; singing songs and rhymes	
Arranging items to make a picture, or building a toy	
Drawing scene	Art, creativity, accurate inspection and copying
Climbing trees, walking on logs and rocks, and exploring the bush (See Attachment 1 for Tree Climbing Risk Benefit Analysis)	Improves strength, balance and physical awareness

Tree Climbing: See Attachment 1: for Risk Benefit Analysis and Strategies to Mitigate Risk.

Note this activity has been singled out as it is an activity likely to cause the most unease amongst parents/guardians.

Water play: Water play during Bush Kinder will take place from time to time in cases where water occurs naturally, for example, looking and playing with puddles, play in the rain and on walks wearing Rain sets. There are some bodies of water in Westgarthtown Lutheran Reserve (large ponds, streams etc) which may be encountered by the Bush Kinder group during a supervised walk. Children will be taught an awareness of bodies of water and associated risks, and will learn appropriate behaviour around water. See Attachment 2 for Risk Benefit Analysis and Strategies to Mitigate Risk for Water.

5. Sources and related centre policies

1. Forest School at Duffryn Nursery booklet (Wales), (<http://www.newportlearn.net/duffryninfants/mod/resource/view.php?id=54>)
2. 'Benefit-Risk Assessment of Tree Climbing' MindStretchers Pty Ltd (October 2009)
3. A Marvellous Opportunity for Children to Learn ' Liz O'Brien and Richard Murray, Forestry Commission (2006)
4. Wikipedia – 'Forest Kindergarten'.

Centre policies

6. Extreme Weather (Bush Kinder Specific)
7. Protective Clothing (Bush Kinder Specific)
8. Hygiene
9. Inclusion and equity
10. Program participation
11. Supervision of children
12. Excursions and service events

Procedures

General

The Approved Provider is responsible for:

1. Implementing and maintaining a Play Benefit & Risk Policy which provides clarity to parents/guardians and staff as to types of activities the children may be undertaking in bush kinder, while highlighting the benefits of these activities, including improved self esteem, co-operation and ability to assess and respond to risks.
2. Providing a safe environment for all participants in the Bush Kinder program
3. Ensuring that all parents/guardians being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder website, and made available upon request.
4. Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

1. Supervising children at all times and ensuring their safety
2. Assess potential tree climbing trees for sturdiness in liaison with park rangers.
3. Ensure strategies to mitigate the risks and hazards of tree climbing (as set out in Attachment 1) are carried out as required.
4. Education of children on water risks, providing an awareness of bodies of water and associated risks, and teaching them appropriate behaviour around water. Ensure strategies to mitigate risks and hazards in relation to water (as set out in Attachment 2) are carried out as required.
5. Encouraging the children to do things for themselves e.g. putting on clothes, climbing and holding back branches, assessing risk through conversation with staff
6. Talking and listening to the children as much as possible
7. Offer help and encouragement during play whenever needed (for example, a more timid child may need support when playing Hide & Seek for the first time)
8. Encouraging the children during play to help each other, share and to solve problems together, and give praise when this occurs.
9. Encouraging children during play to reflect on how they have changed (for example, how they can now walk along a log by themselves)
10. Pointing out features, insects, plants, weather, sounds etc that children may not have noticed.
11. Take opportunities to reinforce safety routines applicable to play where ever possible

Parents/guardians are responsible for:

12. Ensuring protective and appropriate clothing is worn to Bush Kinder by their child in line with this policy, including closed toe footwear with a flexible sole to facilitate effective tree/log climbing and balancing on uneven surfaces.
13. reinforcing appropriate safety and behaviour strategies
14. Reading and being familiar with the policy
15. 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 Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Tree Climbing Risk Benefit Analysis and Strategies to Mitigate Risk.

Attachment 2: Exposure to water risk/benefit analysis.

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

ATTACHMENT 1

TREE CLIMBING RISK BENEFIT ANALYSIS

Source: 'Benefit-Risk Assessment of Tree Climbing' Mind Stretchers Pty Ltd (October 2009)

Benefits of Tree Climbing

1. Knowledge: tree characteristics (bark/wood/branches), seasonal changes, weather implications
2. Develop physical motor skills
3. Build self confidence
4. Group co-operation
5. Group awareness
6. Aesthetics/spirituality

Risks/Hazards and Strategies to Mitigate

Hazard	Precaution
Material on the floor beneath tree	1. Inform children of the hazard to allow self evaluation 2. Remove where appropriate (staff/children)
Dead wood	3. Remove dead wood branches when found 4. Inform children of the fragility of dead wood - likely to break, encourage children to monitor
Slippery surfaces	5. Check condition of climbing surfaces prior to activity 6. Evaluate weather conditions linked to hazard and desist if necessary 7. Inform children of the hazards and allow self monitoring
Drop heights	8. Children self assess abilities 9. Children & staff monitor landing spaces for obstacles and remove or change landing location as required 10. Staff support children when required/requested- hand held etc.
Protruding branches	11. Children self assess climbing location 12. Change climbing location or remove branches if deemed too high risk

ATTACHMENT 2

EXPOSURE TO WATER RISK/BENEFIT ANALYSIS

Source: 'Benefit-Risk Assessment of Pond and stream in Auchlone woodland', Mind Stretchers Pty Ltd (October 2010)

Benefits of Exposure to Water (Lakes, Ponds, Streams)

1. Children become aware of open water and associated risks and learn appropriate behaviour around water.
2. Awareness of seasonal and weather changes to still water and running water.
3. Group care and awareness
4. Children self risk assess open water
5. Raised awareness and appreciation of wild life on and near lake pond/stream
6. Calming effect of being near open water
7. Group co-operation
8. Group awareness

Risks/Hazards and Strategies to Mitigate

Hazard	Precaution
Open water – lake/pond/stream: falling in the water, drowning.	<ol style="list-style-type: none">1. Staff discuss the dangers of deep water with children2. Staff have a raised awareness of the risks of the pond/lake/stream3. Children have an awareness of the risks having done their own risk assessments of the lake/pond.4. Children are monitored and supervised by staff who are extra vigilant in the vicinity of water and staff/child ratios strictly adhered to.5. Adults count children at regular intervals while children are engaged in activities in the vicinity of water
Slippery banks on pond and stream: children falling in	<ol style="list-style-type: none">6. Raise awareness of slippery surfaces near water edge7. Ratio of 1 adult to 2 children near banks of lake/pond when increased risk8. No access to banks after heavy rain or flooding and on recommendation by park ranger
Contaminated water: illness when consumed	<ol style="list-style-type: none">9. Children have limited access to pond or stream water. Staffs raise awareness of contamination. Children wash hands in clean running water after contact with lake/pond/stream water

Bush Kinder Policy - Protective Clothing

Jacaranda Pre-School Policy: Protective Clothing (Bush Kinder Specific)

Purpose

This policy aims to:

1. Set out clear guidelines for parents/guardians and staff regarding appropriate clothing to be worn by children attending Bush Kinder in various weather conditions to ensure their safety and wellbeing (including a description of clothing which should not be worn)
2. Provide clear guidelines regarding the change of clothes requirements for Bush Kinder participants
3. Provide an appropriate mechanism for communication of the protective clothing requirements for Bush Kinder sessions to parents/guardians

Policy statement

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe and healthy environment for children participating in the Bush Kinder program
2. Facilitating a Bush Kinder experience in a variety of (safe) weather conditions, including rain, to allow children to experience nature across as broad a spectrum as possible and without compromising the safety of the participants
3. Ensuring clothing worn by children in the program allows for free movement and does not obstruct the children in their activities in the Bush Kinder setting, through assisting them in remaining comfortable.
4. Facilitating communication to parents and guardians to ensure compliance with this policy

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Jacaranda Pre-School Bush Kinder program is intended to operate across a broad spectrum of weather conditions, allowing children to experience nature and its elements across the seasons. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a bush or natural environment.

For this reason, there are some particular clothing requirements in the Bush Kinder setting that may differ from requirements in a centre-based environment.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011
3. Occupational Health and Safety Act 2004

4. Definitions

Protective and appropriate clothing & footwear:

It is important that Bush Kinder participants wear appropriate and protective clothing and footwear which:

1. allows children to move freely and undertake activities such as climbing, balancing, running
2. keeps children warm and dry in cold/wet weather
3. protects children from the damaging effects of the sun, UV rays in warm weather and high UV conditions.
4. prevents sunburn, bites, scratches and stings. (Even in warm weather, long sleeve tops and long pants are recommended - this clothing should be loose fitting and light).
5. Where possible is made from natural fabrics which allow the body to breathe and is comfortable against the skin
6. In the case of footwear, keeps feet and toes covered and has a flexible sole to allow children to climb and balance on uneven surfaces

The following table provides examples of recommended clothing, clothing which is not recommended and unacceptable clothing:

	Warm Weather	Cold Weather/Rain
Recommended clothing and footwear	Light loose fitting long sleeve tops and long pants, broad brimmed hat*, closed toe shoes	Rain sets*, long pants, long sleeved top, beanie*, waterproof gloves, thermals in very cold weather
Not recommended	short sleeved tops, long skirts or dresses, shorts	Skirts, dresses (Not compatible with the rainsets)
Not recommended	Open toe shoes, sandals, thongs, crocs, singlet tops	Non-waterproof clothing. [rain sets on top of non waterproof clothing acceptable]

- ☐ Rain sets and Bush Kinder identification will be provided by Jacaranda Pre-School.
- ☐ Change of clothes: All children participating in Bush Kinder are required to bring a change of clothes and footwear as these may become wet and muddy. It is recommended that the spare clothing include:

1. Spare top and bottoms of appropriate thickness/weight for the weather on the day
2. Spare underpants (and singlet in winter)
3. 2 pairs of socks
4. 1 pair of gumboots (it is not recommended that gumboots are worn at all times due to the restriction of movement they impose).
5. The Bush Kinder 'on-site kit' will contain some spare clothing, rain sets for general use.

Rain set: Light rainproof suit worn over clothing, which includes a jacket, and pants which zip up over clothing.

5. Sources and related centre policies

Centre policies

1. Extreme Weather (Bush Kinder Specific)
2. Hygiene
3. Inclusion and equity
4. Program participation
5. Supervision of children
6. Excursions and service events

Procedures

General

The Approved Provider is responsible for:

1. Implementing and maintaining a Protective Clothing Policy which provides clarity to parents/guardians and staff as to the appropriate clothing children are required to wear to Bush Kinder in various weather conditions to ensure their safety and wellbeing (including a description of clothing which should not be worn)
2. All parents/guardians being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder website, and made available upon request.
3. Ensuring the weather forecast for the Bush Kinder session is posted on the Kinder notice board by the conclusion of the session the group attends immediately before Bush Kinder This will assist parents/guardians in their choice of clothing.
4. Supplying Rain sets
5. Ensuring staff are appropriately educated on procedures in the event that children are not wearing compliant clothing
6. Ensuring the Bush Kinder 'on-site kit' contains spare clothing, Rain sets.

Staff are responsible for:

Ensuring all children being dropped off to Bush Kinder / Kindergarten are wearing appropriate clothing in line with this policy. If inappropriate clothing is worn, staff are to:

1. Highlight to the parent/guardian dropping off the child which clothing is inappropriate and the reasons for it;
2. Determine if the change of clothing brought by that child is appropriate and request the parent change the clothes on the child if need be (or draw on spare clothing in the Bush Kinder 'on-site kit' if available);
3. If the clothing has the potential to put the child's safety and wellbeing at risk and there is no suitable alternative clothing, refuse the child's entry to Bush Kinder
4. Checking children's clothing periodically (or asking children if their clothes are wet), on wet days, and changing from the child's change of clothing if need be.
5. Encouraging children to tell a staff member if they have wet clothing
6. During orientation sessions, advising parents/guardians of the clothing requirements for Bush Kinder
7. Checking the contents of the Bush Kinder 'on site kit' prior to the next day's session to ensure it contains spare clothing and Rain sets.

Parents/guardians are responsible for:

6. Ensuring protective and appropriate clothing is worn to Bush Kinder/ Kindergarten by their child in line with this policy
7. Changing their child's clothing as instructed by the teacher to enable their child to participate in the Bush Kinder session.
8. Ensure their child's change of clothes includes items as set out in this policy
9. Reading and being familiar with the policy
10. Bringing relevant issues to the attention of both staff and Approved Provider

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments Nil.

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on 12th December, 2018

Bush Kinder Policy - Snake Awareness and first aid

Jacaranda Pre-School Policy: Snake Awareness & First Aid (Bush Kinder Specific)

Purpose

This policy aims to clearly define:

1. The risk of snakes in the Bush Kinder space
2. Procedures for preventing snake bite
3. The appropriate medical response to snake bites
4. A framework for the appropriate education and training of children, staff, parents/guardians and children on minimising the risk of snake bite.

1. Values

Jacaranda Pre-School is committed to:

1. Providing a safe and healthy environment for children, staff and volunteers participating in the Bush Kinder program
2. Being respectful of wildlife in and around the Bush Kinder space, including an awareness of the presence of snakes in the area in the warmer months
3. Facilitating appropriate communication and education to staff, parents/guardians and children to minimise the risk of injury of a snake bite during Bush Kinder sessions.

2. Scope

This policy applies to children, parents/guardians, staff, Approved Provider members, authorised persons, volunteers and students on placement working at Jacaranda Pre-School.

3. Background and legislation

Jacaranda Pre-School's Bush Kinder programs are conducted in parkland in which there have not been any reports of snakes in the area and the risks are very low.

Snakes are most prevalent in the warmer months between (October to April) but could be encountered at other times.

Unprovoked, snakes rarely attack humans and are generally shy, timid animals that will avoid conflict if given the opportunity. It is recommended that particular care be taken in warm weather, near long grass or hollow logs, near water or near rocks in sunny positions.

Snakes are protected under the Wildlife Act 1975, and should not be harmed or killed. Bites can occur if people try to kill snakes.

Relevant legislation includes but is not limited to:

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011
3. Occupational Health and Safety Act 2004
4. Children's Services Act 1996 (CSA)
5. Occupational Health and Safety Act 2004
6. Occupational Health and Safety Regulations 2007
7. Occupational Health and Safety Compliance Codes, First Aid in the Workplace (2008)
8. Wildlife Act 1975

4. Definitions

Australian Venom Research Unit (AVRU) is an internationally recognised interdisciplinary research unit focused on the problem of venomous injury in Australia and the Asia-Pacific. Located within Melbourne University, the Australian Venom Research Unit aims to provide world-class expertise on the problem of Australia's venomous creatures, their toxins and the care of the envenomed patient.

Pressure Immobilisation Bandage (also known as Compression Bandage): Bandage used for the purpose of applying pressure to the site of a wound such as snakebite and to the affected limb. Refer definition below of Pressure Immobilisation Bandaging.

Pressure Immobilisation Bandaging: The principle of pressure-immobilisation bandaging as a first aid measure is to prevent the spread of toxins through the body. This is done by applying enough pressure to compress the lymph vessels, and by preventing movement of the affected limb. Correct application of the technique can buy valuable time to get the patient to medical assistance. [Refer to Attachment 1 for correct application of pressure immobilisation technique.

Victorian Poisons Information Centre (VPIC): Located at the Austin Hospital, the role of the VPIC is to provide the people of Victoria with a timely, safe information service in poisonings and suspected poisonings. For members of the public this includes telephone assessment, advice on first aid, with or without referral to a doctor or hospital. Information is given to health professionals about formulations of products and management of poisoned patients.

5. Sources and related centre policies

Bites & Stings web resource, Victorian Poisons Information Centre, Austin Health (www.austin.org.au)

Australian Venom Research Institute (University of Melbourne) www.avru.org

Bushwalking Victoria Snakebite web resource <http://www.bushwalkingvictoria.org.au>

Centre policies (needs to be revised following all policy completion)

1. Incident and Medical Emergency Management
2. Emergency Evacuation Policy (Bush Kinder Specific)
3. Hygiene
4. Program participation
5. Supervision of children
6. Excursions and service events
7. Occupational Health and Safety

Procedures General

The Approved Provider is responsible for:

1. Supplying a First Aid Kit on site at Bush Kinder to administer first aid in response to snake bites or for any other purpose which includes pressure immobilisation bandages (also known as compression bandages) for medical treatment of snake bites.
2. Ensuring staff are appropriately educated on procedures to prevent snakebite and to deliver First Aid in response to a Snake Bite (see below).
3. Following all procedures as set out in the Incident and Medical Emergency Management Policy (including notice of notifiable incidents, appropriate record keeping in the event of an incident, maintain first aid kit etc)
4. Encouraging parents, through this policy, to teach children snake bite prevention behaviours outside of Bush Kinder (for example, on family walks in the bush)

Staff are responsible for:

1. Continually practicing and educating children on snake bite prevention behaviours while at Bush Kinder, without fostering an unnatural fear or paranoia of snakes. This includes practising and highlighting to children the following key points:

Snake Bite Prevention Behaviours (Source: Victorian Poisons Information Centre, Austin Health)

1. Leave snakes alone
2. Wear adequate clothing and stout shoes (not sandals/thongs) in 'snake country'
3. Never put hands in hollow logs or thick grass without prior inspection
4. When stepping over logs, carefully inspect the ground on the other side
5. Ensure children are reminded on a regular basis that if they encounter a snake, to move away quietly and report the sighting immediately to a teacher.
6. In the event that a snake is encountered at Bush Kinder, calmly moving children away from the snake. [Staff must not attempt to touch or harm the snake]
7. Administering first aid in the event of a snake bite
First aid for snakebite (Source: Victorian Poisons Information Centre, Austin Health, and Australian Venom Research Institute, Melbourne University))
9. Stay calm and call for help. Have someone phone an ambulance. If unable to phone, send someone for help.
10. Reassure the patient and encourage them to remain calm and still. Do not move the patient.
11. Do not attempt to catch or kill the snake
12. DO NOT WASH the bite. Traces of venom that are left on the skin can be used to identify the snake, and therefore the type of antivenom that should be used if required.
13. Venom is injected deeply so there is no benefit in cutting or sucking the bite. A tourniquet is not an effective way to restrict venom movement.
14. The most effective first aid for snakebite is the [pressure-immobilisation technique](#). (Refer to Attachment 1 for instructions on the application of this technique). The principle is to minimise the movement of the venom around the body until the victim is in a hospital by applying a firm bandage (or suitable alternative) to the bitten area and limb, and to immobilise the victim. When applied properly, this method can trap the venom in the bitten area for many hours. The victim might not suffer any effects of the venom until the compression is released, which is done in hospital where antivenin can be administered if required.
15. Staff are to follow procedures as set out in Incident & Medical Emergency Management Policy, including contacting parent/guardian, calling ambulance etc

Parents/guardians are responsible for:

1. Teaching children on an ongoing basis safe snakebite prevention behaviours outside Bush Kinder, for example, on family walks in the bush
2. Reading and being familiar with the policy
3. Bringing relevant issues to the attention of both staff and the Approved Provider

Evaluation

In order to assess whether the policy has achieved the values and purposes the Approved Provider will:

1. 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 centre survey.
2. Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
3. Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Pressure Immobilisation Technique (Detailed instructions with diagram on application of this technique in the event of a snake bite). Source: Australian Venom Research Institute (Melbourne University)

Authorisation

This policy was reviewed by the Approved Provider of Jacaranda Preschool on Thursday 25th October, 2018

This policy was adopted by the Approved Provider of Jacaranda Preschool on
12th December, 2018

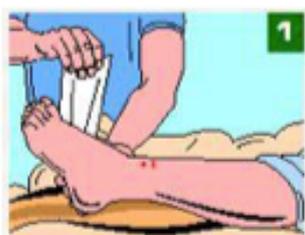
ATTACHMENT 1

Pressure Immobilisation Bandaging Fact Sheet

Source: Australian Venom Research Unit, University of Melbourne (www.avru.org)

The principle of pressure-immobilisation bandaging as a first aid measure is to prevent the spread of toxins through the body. This is done by applying enough pressure to compress the lymph vessels, and by preventing movement of the affected limb. Correct application of the technique can buy valuable time to get the patient to medical assistance.

First Aid for Bites to the Lower Limb



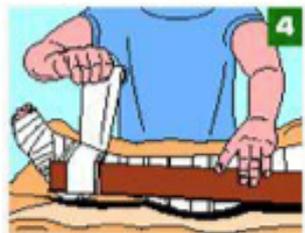
1 As soon as possible, apply a broad pressure bandage from below the bite site, upward on the affected limb (starting at the fingers or toes, bandaging upward as far as possible). Leave the tips of the fingers or toes unbandaged to allow the victim's circulation to be checked. Do not remove pants or trousers, simply bandage over the top of the clothing.



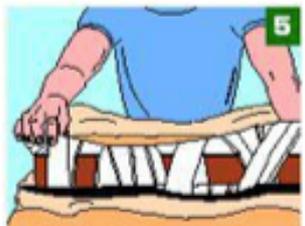
2 Bandage firmly as for a sprained ankle, but not so tight that circulation is prevented. Continue to bandage upward from the lower portion of the bitten limb



3 Apply the bandage as far up the limb as possible to compress the lymphatic vessels.



4 It is vital to now apply a splint. Bind a stick or suitable rigid item over the initial bandage to splint the limb. Secure the splint to the bandaged limb by using another bandage, (if another bandage is not available, use clothing strips or similar to bind). It is very important to keep the bitten limb still.



5 Bind the splint firmly, to as much of the limb as possible, to prevent muscle, limb and joint movement. This will help restrict venom movement. Seek urgent medical assistance now that first aid has been applied.

First Aid for Bites on the Hand or Forearm



1 As soon as possible, apply a broad pressure bandage from the fingers of the affected arm, bandaging upward as far as possible. Bandage the arm with the elbow in a bent position, to ensure the victim is comfortable with their arm in a sling. Leave the tips of the fingers unbandaged to allow the victim's circulation to be checked.

2 Bind a splint along the forearm.

3 Use a sling to further prevent limb movement.

