



## **Bush Kindy Policy**

### **Purpose**

This policy clearly defines the process and procedures for Cubby House on Campus's Bush Kindy Program, including:

- Delivery and collection of children
- Emergency evacuation
- Dog awareness
- Snake awareness
- Protective clothing
- Visibility of children
- Extreme weather
- Communication between staff and parents
- Respect for the environment

This policy is a special circumstance policy which augments and should be read in conjunction with the other Cubby House on Campus policies.

### **Policy Statement**

#### **1. Values**

Cubby House on Campus is committed to:

- Providing a Bush Kindy programs that allows children to learn, play and develop in a natural outdoor environment.
- Ensuring safety and wellbeing of children attending the Bush Kindy program
- Being respectful of the Bush Kindy space
- Facilitating open communication between families and staff to ensure the Bush Kindy program operates effectively.

#### **2. Scope**

this policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisors, Persons in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the Bush Kindy program and activities of Cubby House on Campus.

#### **3. Background and Legislation**

Cubby House on Campus's Bush Kindy program will operate in local parklands which are also accessible by members of the public.

##### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law ACT 2010
- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- National Quality Standards

#### 4. **Sources and Related Policies**

##### **Service policies**

- Accidents and Emergencies Policy
- Asthma Policy
- Children's Health and Safety Policy
- Clothing and Comfort Policy
- Critical Incidents/Emergency Policy
- Collaborative Partnerships with Families and Communities Policy
- Communication/ Family Participation Policy
- Delivery and Collection of children Policy
- Diversity, Equity and Anti-Bias Policy
- Education Program and Practice Policy
- Emergency and Evacuation Policy
- Environmental Sustainability Policy
- First Aid Policy
- Food and Nutrition Policy
- Food Safety Policy
- Hygiene and Infection Control Policy
- Interactions with Children Policy
- Occupational Health and Safety Policy
- Participation of Students and Volunteers Policy
- Physical Environment Policy
- Sleep, Rest and Relaxation Policy
- Staffing Arrangement Policy
- Sun (UV) Protection Policy
- Supervision Policy
- Travel and Excursion Policy
- Water Safety Policy

#### **Procedures and Information**

The information below forms the policies and procedures of Cubby House on Campus's Bush Kindy program. The services other policies (including those listed above) should be read in conjunction with this policy.

#### **Clothing**

Parents/guardians are responsible for ensuring that their children are dressed appropriately for Bush Kindy and for the forecast weather. Appropriate clothing includes sturdy shoes (no thongs or sandals), long pants and long sleeves. Skirts and dresses are not recommended and may be deemed unsuitable. If you would like your child to wear gumboots, please pack sturdy shoes as well as children will be climbing and running. Parents are also required to bring a second change of clothes. In addition, clothing should:

- Allow children to move freely and undertake activities such as climbing, balancing and running
- Keep children warm/cool according to the weather
- Protect children from the sun

### **Emergency evacuation/Relocation**

In the event that an emergency, incident or situation occurs that necessitates evacuation of the Bush Kindy site, staff will follow the procedure below.

- Keep children calm.
- Notify emergency services if required
- Ensure first aid kit and any medication are in the teachers backpack.
- Count children and ensure all children are accounted for.
- With the exception of the teachers backpack, leave all other Bush Kindy gear at the site unless teacher deems that it is safe and appropriate to collect.
- Calmly walk children to the evacuation/relocation point, and ensure all children are accounted for
- Position an adult at the front and end of the group, as well as interspersed amongst the group as appropriate.
- Notify Cubby House on Campus Office of the situation. Office staff will notify the Department of Education if necessary.
- If the evacuation/relocation is due to weather conditions, wait for the extreme weather to pass. When it does, normal activities may be resumed if it is safe to do so.

### **First aid**

All Cubby House on Campus staff are training in first aid (including CPR), and asthma and anaphylaxis management. Staff will always carry a portable first aid kit with them while at the Bush Kindy location. Staff will also complete yearly CPR refresher training and ensure that their first aid certificate is always current.

### **Location**

Cubby House on Campus will utilize a number of Bush Kindy sites which may include but not limited to the National Arboretum, Corrin Forrest, local nature playgrounds, Yerrabi Ponds and Sullivan Creek. Regular outing permission notes will be signed at the start of each year/ start of enrollment which will cover the above-mentioned locations. As we go to new or different locations permission notes will be required to be signed for each outing. Each of the locations visited will have their own individual risks assessment completed before leaving the premise and are available to parents upon request.

### **Toilets**

Children will have access to permanent or portable toilets at all the sites that we visit, and nappy change facilities will also be available for children who require it.

### **Snake awareness**

Snakes are known to inhabit all the above-mentioned locations. Snakes are most

prevalent during warmer months and are less likely to be encountered during the warmer months and are less likely to be encountered during the colder months. During the Bush Kindy program children will be taught snake awareness practices such as:

- Wear appropriate clothing, including covered shoes
- Never put hands inside a hollow log or thick grass without looking first.
- If you see a snake, back away from it slowly. Do not touch it and inform an educator.

Staff are trained in appropriate first aid procedures for snake bites.

### **Water safety**

Some of the above-mentioned locations contain bodies of water. Staff will educate children about water safety prior to commencing any planned experiences near water and will ensure that supervision is adjusted appropriately when children are playing or completing an experience in water.

### **Weather**

Bush Kindy is intended to run during a broad spectrum of weather conditions, including rain. However, Bush Kindy may be cancelled or postponed in the event of extreme weather forecast, as detailed below.

- Temperature: if the temperature is forecasted to be above 35 degrees or below 5 degrees
- Wind: if the wind speed is forecast to be more than 50km per hour (moderate gale), and the kindergarten teacher determines that there is a significant risk associated with strong wind at the chosen location.
- Storm: If there is an electrical storm forecast
- Other: Any weather warning issued by the Bureau of Meteorology will be considered by the kindergarten teacher to determine its impact on the Bush Kindy location.

### **Responsibilities**

#### **The Approved Provider and Persons with Management or Control are responsible for:**

- Ensuring that all staff participating in the Bush Kindy program are familiar with their responsibilities under this policy and other related service policies
- Providing appropriate training for all staff participating in the Bush Kindy program in areas such as (but not limited to) first aid, snake awareness, dog awareness, appropriate management of onlookers.
- Ensuring that adult to child ratios are appropriate to allow for safe running of the Bush Kindy program
- Providing a fully equipped first aid kit to be taken to each location
- Ensuring that all parents/guardians of children participating in the Bush Kindy program are given/have access to this policy.

#### **Staff are responsible for:**

- Completing any additional training identified as necessary for participating in the delivery of the Bush Kindy program
- Ensuring permission notes are signed by a parent/guardian for all children participating in the program

- Following appropriate first aid procedures in the event of a first aid incident during the Bush Kindy program
- Ensuring that the site is safe at the beginning of each session, and noting any additional risks on the risk assessment
- Checking the weather forecast the night before and on the morning of a Bush Kindy day.
- Ensuring all children are dressed appropriately.

**Parents/guardians are responsible for:**

- Reading this policy
- Complying with the requirements of this policy
- Ensuring that children are dressed appropriately for their Bush Kindy days.
- Raising any concerns about the Bush Kindy program with their child's teacher or the Centre Manager.

**All staff, students on placement, volunteers, parents/guardians and children attending the Bush Kindy program are responsible for following this policy and its procedures.**

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