

BUSH KINDER SAFETY AND HYGIENE POLICY- Farm Road Pre-school

National Quality Framework – Quality Area 2

PURPOSE

This policy aims to clearly define the ways Farm Road Pre-School operates its Bush Kinder program to ensure the safety and hygiene of all participants including children, staff and volunteers.

POLICY STATEMENT

1. VALUES

Farm Road Preschool is committed to:

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

2. SCOPE

This policy applies to children, parents/guardians, educators, co-educators, staff, committee members authorised persons, volunteers and students involved with the Bush Kinder program.

3. BACKGROUND AND LEGISLATION

Background

Farm Road Pre School's Bush Kinder program is conducted in the community parkland of Kingston Heath Reserve. The natural setting offers unique and varied opportunities for children but also presents some challenges and increased risk that would not be present in the normal kindergarten environment. The area is enjoyed by members of the public and has a leash free dog area and a pond.

To ensure the needs of the children, staff and volunteers are adequately met and potential risks are managed as effectively as possible, equipment and strategies have been put in place.

It is important that children, staff and volunteers participating in the Bush Kinder program are easily identifiable 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 and that they respect that an educational program is underway.

Legislation and standards

Relevant legislation may include but is not limited to:

- The Children’s Services Act 1996 (CSA)
- Education and Care National Regulations 2011 (CSR)
- Occupational Health and Safety Act 2017
- Occupational Health and Safety Regulations 2017
- Occupational Health and Safety Compliance Codes, First Aid in the Workplace 2017

4. DEFINITIONS

High visibility (Hi Vis) Clothing: a type of personal protective clothing that has highly reflective properties or a colour that is easily discernible from any background. Educators, parent helpers and volunteers will be provided with and required to wear fluorescent vests while on the Bush Kinder site.

Visible Signage: Visible signage will be posted at the meeting point and then at the play space of 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.

5. SOURCES AND RELATED POLICIES

Service policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursions & Service Events
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Injury, Trauma & Illness Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

PROCEDURES

General

The Committee of Management is responsible for:

- Providing appropriate signage for the Bush Kinder site as detailed in this policy
- Providing high visibility, identifiable vests for the Educators, parent helpers and volunteers who are working in the Bush Kinder program
- Ensuring staff are appropriately trained in procedures for dealing with onlookers, dogs etc.
- Providing equipment including toilet facilities, water, soap, and toweling, shelters, tarpaulins, trolley and other equipment as required to ensure the comfort, safety and hygiene of children, staff and volunteers
- Ensuring Bush Kinder risk assessment is completed annually and is reviewed and updated as necessary (**Attachment 1**)

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

- Ensuring the Bush Kinder risk assessment is completed and continually reviewed and documented (**Attachment 1**)
- Ensuring that the Kinder mobile phone is with them at all times at Bush Kinder
- Wearing High Visibility vests so as to be easily identified as leaders of the group.
- Ensure that all volunteers and parent helpers that are signed in wears a high visibility vest
- Ensure that each child signed in is wearing a bracelet that clearly states the preschool name, phone number and address.
- Completing the Bush Kinder OHS check list including important set up, site preparation and pack up procedures
- Ensuring the equipment, tarpaulins etc. are laid out to provide a clean space for children to sit and eat snacks as well as a place where children can change clothing and rest
- Ensuring clean and fresh water for hand washing and drinking is accessible
- Setting up signage at the drop off/pick up location and at the Bush Kinder site
- Being aware of interested onlookers as asking them to move on should they be disturbing the educational program
- Ensuring the emergency management trolley is stocked and onsite in case of emergencies, and that it contains:
 - First aid kit
 - EMP complete with contact details for families, emergency services and staff
 - Torch
 - Drinking water
 - Blankets
 - Spare Epi-Pen and Asthma medication
 - Spare clothes
 - Whistle
- Ensuring medical management plans are laminated and kept on site for each child as required (this includes Asthma and Anaphylaxis care plans)
- Ensuring first aid supplies kept on site include extra Bush Kinder specific items such as self cooling ice packs, large bandages, insect repellent, first aid cream and saline solution
- Provision of extra spare clothes, stored onsite for children if needed. This is in addition to child's own spare clothes kept in their bag.

- Thoroughly check the site prior to the session for snakes, sharps, animal faeces, dead wild animals, rubbish and waste
- A rubbish bin is provided for use during the session for paper towels, tissues, used gloves, wipes etc. Children and visitors are to take any other rubbish with them.
- Ensuring supervision of children's play is of a high level due to the unpredictable nature of playing outdoors. Staff are to position themselves so that the boundaries are being supervised at all times.
- Ensuring children's play is safe and does not damage plants, trees, or interfere with the habitat
- Encourage children to climb trees with an adult nearby for support and encouragement. Staff are encouraged not to lift or support a child up the tree so as to minimise risk of back injury
- Engaging children in discussions with the educators both at circle times and in small groups throughout sessions regarding safe and appropriate play. Educators also role model safe play. Encourage children to watch where they walk, check for snakes in their path and up trees, use sticks safely when building and walking, check puddles before walking through them, look for spider webs and nests, and to stay within the boundaries.
- Ensuring children wash their hands with water and soap and dry their hands with sheets of paper towel before eating meals
- Ensure that after the toilet children wash their hands with water and soap and/or hand sanitiser
- Ensuring any volunteers, students and visitors sign in and are familiar with the Bush Kinder Visitor Information Sheet
- Ensure a mobile phone is available for family members to ring and speak with an educator during the Bush Kinder session. It is also to be used to call a family, and communicate via SMS from the Kindergarten's mobile phone, to report any updates or concerns and to phone emergency services quickly and efficiently

Parents/guardians are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Supervising their child/ren who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder.

EVALUATION

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

ATTACHMENTS

Attachment 1: Bush Kinder Risk Assessment

AUTHORISATION

This policy was adopted by the Farm Road Pre-School Committee of Management on 8th March 2022

REVIEW DATE: 8th March 2023 or as dictated by changes in regulations.

ATTACHMENT 1

**FARM ROAD PRE-SCHOOL BUSH KINDER RISK ASSESSMENT /
BENEFIT ASSESSMENT**

Potential Risks	Risk Reduction Strategies	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Treatment
Dog Bite	<p>-Dog safety awareness session provided annually. - Staff will be on alert for “dogs off lead” and alert children if a dog is in range</p> <p>-Staff will remind children “NO OWNER, NO LEASH, NO TOUCH”</p> <p>-Staff to ensure that children follow appropriate procedure –</p> <ul style="list-style-type: none"> •Stand still •Arms by side •Look down <p>Staff will manage controlled and supervised interactions with dogs where appropriate</p>	Unknown	Moderate	Rare	<ul style="list-style-type: none"> • Follow first aid procedure immediately • Call parent/guardian as soon as possible • Notify Local Law Officer, City of Kingston – 1300 653 356 as soon as possible • Note breed of dog, write description of dog • Take down contact details of dog’s owner if possible • Complete incident report, as soon as possible and notify DET within 24 hours • Responsible person/s – Educators

Snake bite	-Stay a recommended distance from long grass in summer -Staff to remain on alert at all times -Clothing requirements advised to parents e.g. closed in shoes, long pants	Unknown	Major	Unlikely	<ul style="list-style-type: none"> • First Aid • Call Ambulance • Call parent/guardian • Notify City of Kingston Local Law officer 1300 653 356 • Complete incident report and notify DET within 24 hours
Snake bite	-Stocked first aid kit and operational mobile phone to be with staff at all times -Children to be reminded regularly about what to do if they see a snake – tell a teacher immediately, not to touch the snake and not to put their hands in hollow logs or into thick, long grass without prior inspection	Unknown	Major		
Child getting lost	-Adult/child ratio will be kept at all times and constant supervision -Program planning, selection of appropriate location and ensuring that children are familiar with the boundaries of Bush Kinder -Children will be wearing bracelets with the kinder name and phone number -Children will be taught procedure if lost, stay in one place and to call out -Staff will be wearing high vis vests and children will be taught that they should be able to see a staff member at all times -Staff will do regular head counts of the children	Unknown	Major	Rare	<ul style="list-style-type: none"> • Call police and parent/guardian • Send volunteer/s to look for the child

Child hit by car	-Adult/child ratio and constant supervision - Children to be holding hands at all times when near the carpark -Bush kinder boundaries are away from the carpark -Inform parents to be vigilant and to drive slowly when entering and leaving the carpark	Satisfactory	Major	Rare	<ul style="list-style-type: none"> • Follow first aid procedure • Call ambulance • Co-operate with Emergency Services • Remove other children from environs Organise de-brief counselling for educators, parents and children as necessary
Child hit by car					

Stranger interference	-Adult/child ratio maintained at all times and constant supervision -Protocol established for Kinder staff to model appropriate interactions with other users of the park and to limit contact with other parties that could disrupt the program -High vis vests for all Educators and volunteers working in the program	Satisfactory	Major	Rare	<input type="checkbox"/> Call police/parents <input type="checkbox"/> Notify DET
Child hit by tree/branch, other serious injury	-Council does regular tree audits and pruning -Selection of appropriate area for Bush Kinder - First Aid kit and operational mobile phone carried at all times -Staff trained in First Aid	Satisfactory	Moderate	Rare	<input type="checkbox"/> First Aid <input type="checkbox"/> Call Ambulance if serious <input type="checkbox"/> Call parent/guardian <input type="checkbox"/> Complete incident report and notify DET within 24 hours if necessary

Child falls from tree	-Adult/child ratio maintained at all times and constant supervision -Educate the children about risk taking -Stocked first aid kit and staff trained in First Aid -Operational mobile phone	Satisfactory	Moderate	Unlikely	<ul style="list-style-type: none"> ☐ First Aid ☐ Call ambulance if necessary ☐ Call parents/guardians ☐ Complete incident report and notify DET within 24 hours if necessary
Sunburn/Heat exposure Extreme weather conditions Sunburn/Heat exposure	-Monitor weather conditions ahead of each session -Stocked First Aid kit and operational mobile phone -Staff have First Aid training -Children and staff will wear appropriate clothing including protective clothing if necessary -Children will bring water bottles and there will be extra water available	Satisfactory	Moderate	Unlikely	<ul style="list-style-type: none"> ☐ First Aid ☐ Staff will move children to a safe place (as per Bush Kinder Emergency Evacuation policy) ☐ Parents/guardians notified to come and collect children in the event of extreme weather that may suddenly occur
Extreme weather conditions	-Apply Kinder Sun Safety policy -Sunscreen provided and parents briefed on need to apply sunscreen before arriving at Bush kinder and to dress children appropriately according to weather conditions				

Exposure to bodies of water	<p>-The pond which is quite deep is not in the bush Kinder site but there may be times when we take the children to the pond as a group</p> <p>-Child/staff ration will be maintained at all times to ensure that the children are well supervised around water at all times</p> <p>-Dry creek bed. This occasionally has water in it but not very often</p> <p>-Ensure children are wearing waterproof gear when near the water</p> <p>-Children to have a spare set of clothing in case they get wet</p>	Satisfactory	Moderate	Unlikely	<ul style="list-style-type: none"> ☒ If wet change children's clothes. If ☒ injured seek medical assistance and notify parents & DET
Insect bite/sting	<p>-Protective clothing /education of children as part of Bush Kinder program</p> <p>-Stocked first aid kit and operational mobile phone carried at all times -Staff trained in First Aid</p> <p>-Request allergy information from parents as per normal Kinder procedure</p> <p>-Carry Emergency Action Plans and Epi-pens, (if applicable) and Asthma Medication plans for relevant children</p>	Satisfactory	Minor	Unlikely	<ul style="list-style-type: none"> ☒ First Aid ☒ Call ambulance if child has a severe reaction ☒ Call parent/guardian ☒ Inform parents whose children are not appropriately dressed
Insect bite/sting					
Needle stick injury	<p>-Staff to carry out site inspection of site prior to the commencement of the Bush Kinder session - Any syringes that are found are removed using tongs and placed in a sharps container</p>	Unknown	Moderate	Unlikely	<ul style="list-style-type: none"> ☒ Flush the injured site with flowing water ☒ Wash the site with soap and water ☒ Put antiseptic on the wound and cover with a waterproof bandage ☒ Call parent/guardian

Needle stick injury	-If a needle is difficult to retrieve call the Local Law Officer, City of Kingston 1300 653 356				<ul style="list-style-type: none"> ☒ Seek medical attention for an assessment of the risk of infection and appropriate treatment ☒ If the needle and syringe cannot be retrieved, mark the area so others are not at risk ☒ Complete incident report and notify DET
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RISK BENEFIT PLAN – BUSH KINDER – FARM ROAD PRE-SCHOOL

<u>Hazard</u>	<u>Risk</u>	<u>Benefit</u>	<u>Comment</u>
Dog Bite	Child, staff member or volunteer is bitten	<ul style="list-style-type: none"> • Opportunities created for learning and responsibility • Children become aware of nature and the outside world • Children learn about how to be safe when around dogs • Children begin to understand and recognise warning signs and dangers • Creates self-awareness in children 	<ul style="list-style-type: none"> _Children are reminded regularly about how to be safe around dogs -We provide an incursion annually for the Kindergarten children in regards to being safe around dogs -Educators will be vigilant about keeping an eye on dogs in the park -Educators to keep children calm and verbalise instructions if they come into contact with a dog -Children are aware of where the Bush Kinder boundaries are

Snake bite	Child, staff member or volunteer is bitten	<ul style="list-style-type: none"> • Children become aware of nature and the outside world • Children begin to understand and recognise warning signs and dangers • Children come to respect the creatures that share our world 	-Children will be educated about how to avoid snakes and what to do if they come across one
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Being outdoors in all weather (except for extreme weather)	Children may become sunburnt, cold.	<ul style="list-style-type: none"> ☐ Children play in different environments ☐ Teaching opportunities about the importance for sun safety and keeping hydrated ☐ Children develop a clear understanding of the natural environment and changes throughout the year ☐ Children learn about how to dress appropriately according to the weather 	<ul style="list-style-type: none"> -The kindergarten will provide wet weather gear for all of the children -Playing outdoors promotes social interactions between children -Children develop an understanding of their own bodily needs, (e.g. cold/hot/ wet/thirsty)
Being outdoors in all weather (except for extreme weather)			

<p>Insects, plants and other materials</p>	<p>Children, staff or volunteers suffer an insect bite/sting</p>	<ul style="list-style-type: none"> ❑ Learning opportunity to learn about different types of insects and their dangers, if any Children learn to respect, appreciate and understand animals in their natural environments ❑ Animals are an endless source of wonder to children, fostering caring attitudes and a sense of responsibility towards living things ❑ Learning opportunities to learn more about plant species Recognise the difference between living and non-living plants 	<p>-Educators to make sure that children are visually aware of dangerous insects and spiders that they could come into contact with</p> <p>- Discuss with children the habitats of insects, spiders etc and the importance of leaving them untouched e.g. ant hills, spider webs</p> <p>-Educators to monitor children while they are at Bush kinder to make sure that they do not come into contact with dangerous insects and spiders</p>
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		<ul style="list-style-type: none"> ❑ Children to visually recognise the differences between poisonous and harmless spiders ❑ Greater understanding of the outside world and nature ❑ Opportunities to further explore the environment using magnifying glasses, bug catchers, digital camera etc. 	
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		<ul style="list-style-type: none"> ☐ Developing an understanding of the key concepts of Earth science such as rocks, sand, soil etc. 	
Falling tree limbs/falling out of trees	Child, staff member or volunteer is hurt	<ul style="list-style-type: none"> ☐ Physically experiencing changes within nature allows children to connect holistically and spiritually with nature, allowing them to discover their innate sense of relatedness and connectiveness to the natural world” (Phenice & Griffore 2003) ☐ “Regular interactions with nature help children develop understanding and respect for the environment, its dangers and delights.” (Wilson 1996) ☐ Risk taking and challenging themselves helps children to build resilience and confidence. 	
Unfenced boundaries	A child wanders off outside the boundaries	<ul style="list-style-type: none"> ☐ Children develop an understanding of boundaries 	
		and the potential risks of leaving the educators	

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| | | <ul style="list-style-type: none">❑ Promoting independence and trust in the children❑ Exposure to reasonable risk within nature gives children opportunities to learn to assess and manage their own risk, to self-regulate and manage their own activity and to become independent decision makers | |
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