

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 Pre-school 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 and Wellbeing 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 Pre-school 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.

AUTHORISATION

This policy was adopted by the Farm Road Committee of Management on 2nd March 2026.

REVIEW DATE: 2nd March 2028 or as dictated by changes in regulations.