

# BUSH KINDER POLICY

QUALITY AREA 2, 3 & 6 | ANMK VERSION 1.0



## PURPOSE

This policy will provide guidelines for Alfred Nuttall Memorial Kindergarten to operate Bush Kinder at the Darebin Parklands.

This policy will act as an addendum to other existing ANMK policies to provide clear guidelines for the establishment and running of the ANMK Bush Kindergarten Program. The underlying policies should be read in conjunction with this policy as the Bush Kinder Policy will only outline those requirements which are in addition or differ to the underlying policy.

Where there is an inconsistency between this policy and the underlying ANMK policy to which this policy acts as an addendum:

- so far as it relates to the ANMK bush Kindergarten Program carried, this policy will apply;
- so far as it relates to any other ANMK Kindergarten Program, the underlying policy will apply.



## POLICY STATEMENT

### VALUES

Alfred Nuttall Memorial Kindergarten is committed to providing a high-quality bush kindergarten program that supports the benefits associated with outdoor learning. This includes,

- providing a safe and healthy environment for children, staff and volunteers participating in the Bush Kinder program;
- fulfilling a duty of care to all children participating in the ANMK Bush Kindergarten Program;
- being respectful of wildlife in and around the Bush Kinder Site
- being respectful of the community space that the Bush Kinder Site offers
- providing adequate supervision of all children during Bush Kinder.

Alfred Nuttall Memorial Kindergarten seeks to support and embed these values into our program via the specific Bush Kinder Policies set out in the *Attachments*.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

<b>RESPONSIBILITIES</b>					
R indicates legislation requirements					
Implementing a risk assessment, considering risks posed by the bush kinder setting, activities, and the physical environment.	R	R	√		
Being respectful of the community space that the Bush Kinder Site offers, while always ensuring the safety of participants in response to external influences and risks.	√	√	√	√	√
Being respectful that members of the public may be interested in the ANMK Bush Kinder Program but ensuring that the program is not interrupted by other park users or their pets and that participants of the ANMK Bush Kinder Program are safe.	√	√	√	√	√
Facilitating appropriate communication and education to staff, parents and children to minimise the risk of injury of a snake, dog or insect bite during a bush kinder session.	√	√	√		
Providing effective procedures in place to manage emergency incidents at the Bush Kinder site.	√	√	√		
Ensuring that an appropriate response is followed in the event of an emergency incident, which meets the needs of participants, and that effective procedures are in place to manage emergency incidents at the Bush Kinder Site.	√	√	√		
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.	√	√	√		
Ensuring clothing worn by children in the program allows for maximum comfort, free movement, protection against the weather and physical environment and does not obstruct the children in their activities in the Bush Kinder setting.	√	√	√	√	
Ensuring the safe delivery and collection of children participating in the ANMK Bush Kindergarten Program.	√	√	√	√	
implementing a transparent and fair enrolment process for ANMK Bush Kinder Program.	√	√	√		
Being respectful of wildlife in and around the Bush Kinder Site, including an awareness of the presence of snakes in the area in the warmer months.	√	√	√	√	√
Facilitating appropriate communication to parents to ensure compliance with this policy.	√	√	√	√	



## PROCEDURES

Each of the policy attachments sets out the specific procedures relevant to the Bush Kinder specific policies.



## BACKGROUND AND LEGISLATION

### BACKGROUND

In 2020 ANMK commenced offering bush kindergarten for children enrolled in the four-year-old government funded program. Given the nature of the Bush Kindergarten Program being off site and subject to additional risk factors and program variants, additional policies and procedures have been established to govern the running of the program where an aspect has not already been addressed in the other existing ANMK policies. These are set out in the *Attachments*.

The roll out of the busk kindergarten has been a great success and in 2023 ANMK commenced offering bush kindergarten to some 3-year-olds.

ANMK acknowledges the resources made available by the Early Childhood Outdoor Learning Network and Doug Fargher of Westgarth Kindergarten which have supported the development of this policy.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standards, including Quality Area 2 – Children’s health and safety, Quality Area 3 – Physical environment and Quality Area 6 – Collaborative Partnerships with Families and Communities.
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *ANMK Policy General Definitions*.

**Bush Kindergarten Program or Bush Kinder Program** means the 4-year-old & 3-year-old bush kindergarten program run by ANMK at the Darebin Parklands in Alphington, Victoria.

**Bush Kinder Site** means the site at which the ANMK Bush Kindergarten Program is carried out in the Darebin Parklands in Alphington, located at the north-west end of the Darebin parklands near Yarana Road between Separation and Smith Streets. This includes two sites referred to as Site A and Site B. Refer to the map in Attachment 1.

**Home Kindergarten or Home Kinder Site** means kindergarten run at ANMK’s facility at 34 Separation Street, Fairfield, Victoria.

**Home Program** means the 4-year-old & 3-year-old kindergarten program run at ANMK’s facility at 34 Separation Street, Fairfield, Victoria.

Definitions specific to each Bush Kinder Policy are included in the relevant Attachments.



## SOURCES AND RELATED POLICIES

### SOURCES

- Belonging, Being & Becoming – The Early Years Learning Framework for Australia:  
<https://www.acecqa.gov.au/ngf/national-law-regulations/approved-learning-frameworks>
- Educators' Guide to the Early Years Learning Framework for Australia:  
<https://www.acecqa.gov.au/resources/resource-finder>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au)

### RELATED POLICIES

- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Administration of First Aid Policy
- Emergency & Evacuation Policy
- Excursions & Service Events Policy
- Incident, Injury, Trauma and Illness Policy
- Safe Environment Policy
- Sun Protection Policy
- Supervision of Children Policy
- Water Safety Policy

## EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## ATTACHMENTS

- Attachment 1: Bush Kinder Site Map
- Attachment 2: ANMK Bush Kinder Delivery and Collection of Children Policy
- Attachment 3: ANMK Bush Kinder Protective Clothing Policy
- Attachment 4: ANMK Bush Kinder Identification and Visibility Policy
- Attachment 5: ANMK Bush Kinder Extreme Weather Policy
- Attachment 6: ANMK Bush Kinder Emergency Evacuation Policy
- Attachment 7: ANMK Bush Kinder Snake Awareness Policy
- Attachment 8: ANMK Bush Kinder Dog Awareness Policy
- Attachment 9: ANMK Bush Kinder Excursion Policy



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October.

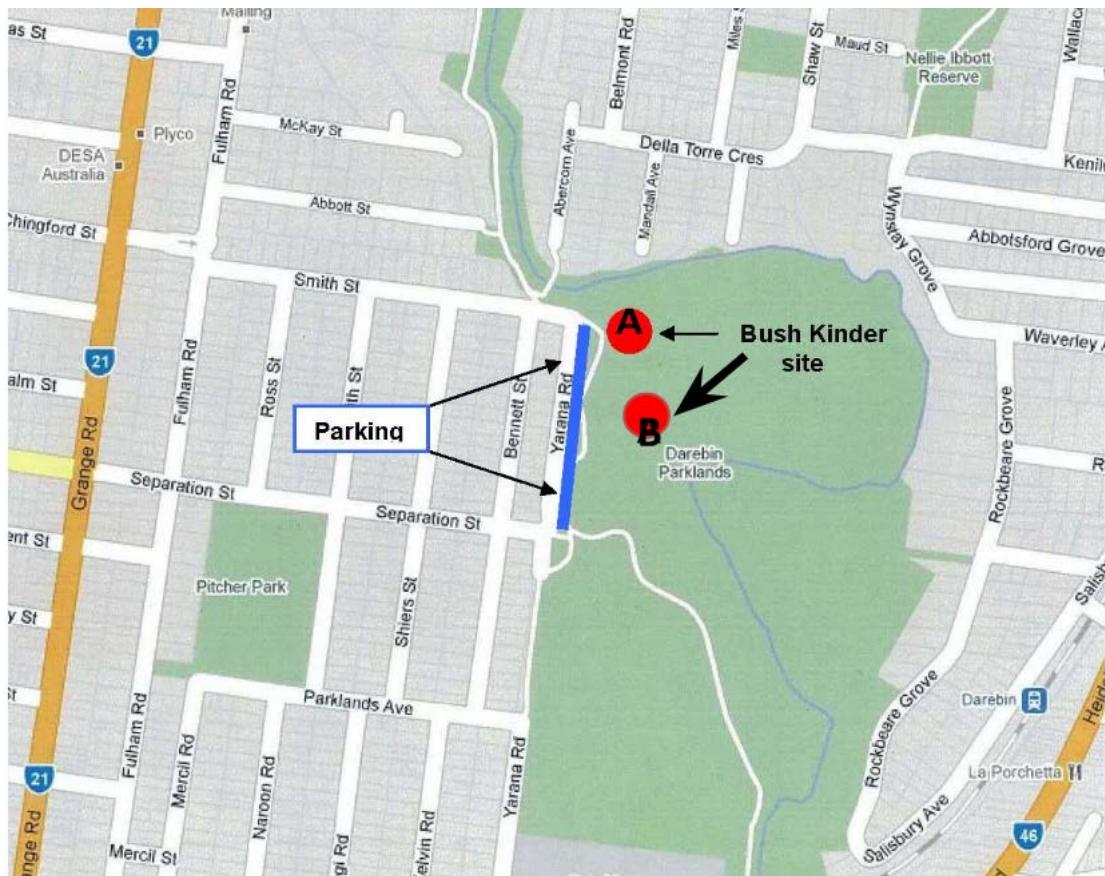
**REVIEW DATE:** October 2024

## ATTACHMENT 1: ANMK BUSH KINDER SITE MAP

On Mondays, Bush Kindergarten will be at Site A.

On Wednesday, Bush Kindergarten will be at Site B.

Bush Kindergarten base site is located at the north-west end of the Darebin parklands just off Yarana Road between Separation and Smith Streets. Car parking is available on Yarana Road but please take care in the car park.



The site has natural boundaries in the form of mounds and plants and allows for clear lines of site. The kindergarten toilets (navy blue tent like structures) will be erected and act as a landmark to help you find the site.

The pick-up point is at the central point of the site where the toilet and storage tents are erected.

## ATTACHMENT 2: ANMK BUSH KINDER DELIVERY AND COLLECTION OF CHILDREN POLICY



### PURPOSE

The aim of this policy is to outline the specific delivery and collection requirements of the Bush Kinder Program which differ to the procedures applicable to the Home Program.



### POLICY STATEMENT

#### VALUES

Alfred Nuttal Memorial Kindergarten is committed to:

- ensuring the safe delivery and collection of children participating in Bush Kinder

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttal Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES		Parents/guardians	Contractors, volunteers and students
<p>R indicates legislation requirements</p>		Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge
<b>GENERAL</b>			
Providing parents with information regarding the procedures for delivery and collection of their children from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder;		✓	✓
Ensuring that a copy of this policy is available and is always easily accessible to parents and staff		R	
Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy		✓	✓
Reading and being familiar with this policy;		✓	✓
Ensuring that the procedures detailed in this policy are carried out;		R	✓
Bringing relevant issues to the attention of the Approved Provider; and		R	✓
Reminding parents of the policy content as required.		✓	✓
Supervising their child/ren who are not enrolled in the Bush Kinder Program, such as siblings of a child attending the Bush Kinder Program.			✓

DELIVERY OF CHILDREN						
Ensuring the attendance sheet is located at the Bush Kinder Site and is accessible for those delivering children to the Bush Kinder Site	R	√	√			
Ensuring the clothing of children on days when the ANMK Kinder Bush Program is operating is suitable (refer <i>Attachment 3: ANMK Bush Kinder Protective Clothing Policy</i> ) and masking tape with the Bush Kinder phone number is placed on the child's clothes (refer <i>Attachment 4: ANMK Bush Kinder Identification and Visibility Policy</i> );	√	√	√	√		
Ensuring the attendance sheet after all children have arrived at the Bush Kinder Site is correct (approximately 20 minutes after the commencement of the session) and if required, completing entries.	R	√	√			
Signing the child in using the attendance sheet, recording the actual time of arrival and recording the name of the person who will be collecting the child at the end of the session;	√	√	√			
Placing their child's bag/backpack with change of clothes (refer to <i>Attachment 3: ANMK Bush Kinder Protective Clothing Policy</i> ) in nominated area;					√	
Ensuring the staff are aware your child is in attendance;					√	
if the Bush Kinder session has not yet commenced, waiting with your child until the commencement time; and if by the session commencement time the Bush Kinder Site is not set up and staff are not present, checking their phone for the SMS communication which would have been sent to cancel the session and relocate to the Home Kindergarten Site.					√	
COLLECTION OF CHILDREN						
Notifying parents/guardians by SMS if the Bush Kinder group has been forced to change pick-up locations due to safety reasons and advising them of the new location.	R	√	√			
Ensuring the attendance sheet is located at the Bush Kinder Site (or at the alternative pick-up site) and is filled out by staff	R	√	√			
Checking the attendance sheet as soon as is practicable after all children have departed	R	√	√			
Ensuring, as per the main ANMK Delivery and collection of Children Policy, that a child is only collected by a parent /guardian an Authorised Person and following the policy procedures on this matter.	R	√	√	√		
Signing the child out using the attendance sheet and recording the actual time of collection;	√	√	√			
Ensuring the staff are aware you have collected your child;					√	
Being responsible for the supervision of the child once signed out, even if still at the Bush Kinder Site;					√	
Collecting the child's belongings (bag, water, hats, any dirty/wet clothes or shoes, etc);					√	

Being mindful of minimising staff distraction until all of the children have departed; and				✓	
Regularly checking their phone for any SMS communication which would have been sent advising that the ANMK Bush Kinder Program session has been cancelled and relocated to the Home Kinder Site				✓	
Ensuring Siblings are supervised during collection of child/children in the program.				✓	



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

**Attendance Sheet:** The attendance sheet maintained by ANMK and located at the Bush Kinder Site, for the person who delivers and collects the child from Bush Kinder (or a staff member) to sign and record the actual time of arrival and departure of each child participating in the ANMK Bush Kinder Program in each session.

**Delivery / Drop-off Point:** On days when a child is participating in Bush Kinder, drop-off is at the Bush Kinder Site unless informed by staff.

**Parking Area:** Parking is available on Yarana Road between Separation and Smith Streets. (See map at [Attachment 1](#))

**Pick-up /Collection Point:** The Bush Kinder collection point is the Bush Kinder Site at Darebin Parklands. If the Bush Kinder group has been forced to change locations due to safety reasons (such as extreme weather), parents will be notified by broadcast SMS of the new location for collection.



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23

**REVIEW DATE:** October 2024

## ATTACHMENT 3: ANMK BUSH KINDER PROTECTIVE CLOTHING POLICY

### PURPOSE



The purpose of this policy is to set 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. The Bush Kinder program is intended to operate in a diverse range of weather conditions to enable the children to experience nature across all seasons. For this reason, the bush kinder program has more specific clothing requirements than the Home Program.

### POLICY STATEMENT



#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- Providing a safe and healthy environment for children participating in the Bush Kinder Program.
- 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.
- 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.
- Facilitating communication to parents and guardians to ensure compliance with this policy.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES	R indicates legislation requirements	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Implementing and maintaining a Protective Clothing Policy which provides clarity to all as to the appropriate clothing children are required to wear to Bush Kinder in various weather conditions to ensure their safety and wellbeing	R	✓	✓			
Ensuring all parents are made aware of this policy and provided access to the policy;	R	✓	✓			
Supplying waterproof jacket and pants for staff and participating children;	R	✓	✓			
Ensuring staff are appropriately educated on procedures if children are not wearing compliant clothing.	R	✓	✓			

Ensure there are sufficient spare children's waterproof clothing to have a spare set at the Bush Kinder Site.	R	✓	✓		
During Bush Kinder information, orientation or transition sessions, advising parents of the clothing requirements for Bush Kinder;	R	✓	✓		
Ensuring all children being dropped off on days when Bush Kinder is operating are wearing appropriate clothing in line with this policy. If inappropriate clothing is worn, staff are to:					
<ul style="list-style-type: none"> <li>• highlight to the person dropping off the child what and why the clothing is inappropriate.</li> <li>• determine if the change of clothing brought by that child is appropriate and request the parent/guardian change the clothes on the child if need be.</li> <li>• If the clothing has the potential to put the child's safety and wellbeing at risk and there is no suitable alternative clothing, inform parent/guardian that the child is not able to attend that session until or unless they are changing into the appropriate clothing as per this policy.</li> </ul>	✓	✓	✓	✓	
Assisting changing the child's change of clothing if need be.	✓	✓	✓	✓	✓
Encouraging children to tell a staff member if they need help with clothing or feel uncomfortable.	✓	✓	✓	✓	✓
Ensuring protective and appropriate clothing is worn to Bush Kinder by their child in line with this policy;				✓	
Changing their child's clothing as instructed by the teacher to enable their child to participate in the Bush Kinder session if required;				✓	
Ensuring their child's change of clothes includes items as set out in this policy;				✓	
Changing children into and out of the waterproofs at the start and end of each session as relevant				✓	

## DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

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

- allows children to move freely and undertake activities such as climbing, balancing, running, puddle jumping
- keeps children warm and dry in cold/wet weather
- protects children from the damaging effects of the sun, UV rays in warm weather and high UV conditions.
- 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).
- Where possible is made from natural fabrics which allow breathability and is comfortable

- In the case of footwear, keeps feet and toes covered and has a flexible and gripped sole to allow children to climb and balance on uneven surfaces

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

	<b>Warm Weather</b>	<b>Cold Weather / Rain</b>
<b>Recommended clothing and footwear</b>	Light, loose fitting long sleeve tops and long pants, broad brimmed or legionnaires hat, closed toe shoes	Waterproofs jacket and pants worn over clothing (supplied by ANMK), long pants, long sleeved top, beanie, waterproof gloves, thermals in very cold weather  If wet and muddy - Gumboots (with standard shoes to be brought along in the child's bag also)
<b>Not recommended</b>	Short sleeved tops, long skirts or dresses, shorts	Skirts, dresses (incompatible with waterproofs)
<b>Unacceptable clothing and footwear</b>	-Open toe shoes, sandals, thongs, crocs, singlet tops or any other top that does not fully cover the shoulders) -Dress ups (many dress ups are not suitable for the environment and/or create difficulties for children when using the toilet) -Jewellery	Non-waterproof clothing as the outer layer.

**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:

- Spare top and bottoms of appropriate thickness/weight for the weather on the day
- Spare underpants (and singlet in winter)
- 2 pairs of socks
- 1 pair of gumboots (or if wearing gumboots on arrival, 1 pair other sturdy shoes – N.B. it is not recommended that gumboots are worn at all times due to the restriction of movement they impose).

## EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

## ATTACHMENTS



- Attachment 3a: Dressing for the Weather



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23

**REVIEW DATE:** October 2024

## ATTACHMENT 3A: DRESSING FOR THE WEATHER

What to wear hiking and playing at bush kinder and home kinder in cold and rainy weather.



For your child's comfort and well-being, it is important they are dressed appropriately for the conditions. Our weather changes quickly from hot and sunny to cold and wet, it isn't always simple, especially given that a child may not be able to tell you if they are hot or cold. The choice of clothing can make or break a day and recommendations are based on current research and our own experiences.

### Community

Over time, our families and educators have been able to access affordable clothing from a wide range of sources including chain stores, op shops and hand me downs. Our creative selves remain, and skirts and capes have appeared over thermal leggings then put away in the bag for after a hike. Snowsuits from the 70's have been interesting too.

### Recommendations

Avoid denim jeans or cotton tees: Cotton holds onto water, so it keeps you feeling sweaty in hot temps and chills you if things turn cold and wet. It takes a very long time to dry and is a poor insulator, so if you get wet from sweat or rain, it can leave you shivering for hours.

Avoid dresses as they can catch on trees and become hanging hazards.



**Dress in Layers**, add layers if your child is cold and shed them when they heat up. First, wear a base layer. This is your underwear layer that wicks sweat off skin. In cold conditions, this layer can be a polyester or merino wool long-underwear base layer that provides warmth and keeps skin dry.



**Second, wear a middle layer.** This layer retains body heat to protect against cold. Fleece jackets/pants or stretch nylon pants are common middle layer pieces. The children need to move freely when climbing and hiking. A puffer jacket might be added if required. Thin stretchy tights or yoga pants are insufficient protection from branches and rocks.

**Thirdly, wear an outer layer.** This is the layer that provides a shield against wind and rain. An outer shell is an important piece because when wind and water get into middle layers and base layers that can leave your child seriously chilled. A shell that is not only waterproof but also breathable is essential for keeping children comfortable; non-breathable shells (such as rain ponchos and plastic coats can leave children wet from the inside out because moisture from sweat can't escape. (ANMK does provide you with a wet weather gear suit to wear for the year.)



**Sturdy shoes and gumboots:** footwear should provide support, protection from rocks and roots and traction on wet and dry surfaces.

**A beanie:** Our bodies are good at adjusting to cold and warm temperatures, but not as good above the neck; most of our body heat is predominantly lost through the head.





## Example of sun smart bush kinder clothing

- loose, light, long sleeve shirt
- loose, light, long pants
- legionnaire's hat or wide brim sun hat



### Fabrics that are cool

- Cotton
- Linen
- Specified UV clothing

## ATTACHMENT 4: ANMK BUSH KINDER IDENTIFICATION AND VISIBILITY POLICY



### PURPOSE

This policy aims to clearly define visibility of bush kinder participants to staff and volunteers and identifiable to other users of Darebin Parklands to protect the safety of all participants.



### POLICY STATEMENT

#### VALUES

Alfred Nuttall Memorial Kindergarten 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 always ensuring the safety of participants 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.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirements					
Ensuring all children are wearing identification masking tape (with ANMK's identity and Bush Kinder phone number on it) during each Bush Kinder session;	R	✓	✓		
Ensuring staff are appropriately trained in procedures for dealing with onlookers and dogs.	R	✓	✓		
Requesting politely that uninvited interested onlookers move on so as not to disturb the education program underway, if necessary; and	R	✓	✓		
Reading and being familiar with the policy; and				✓	
Bringing relevant issues to the attention of both staff and the Approved				✓	



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23.

**REVIEW DATE:** October 2024

## ATTACHMENT 5: ANMK BUSH KINDER EXTREME WEATHER POLICY

### PURPOSE



This policy aims to:

- provide a framework around which well-informed decisions may be made by ANMK to cancel a Bush Kinder session in response to forecast weather conditions, and ensure that parents understand this framework;
- ensure the health and safety of all children and staff when the weather conditions become extreme during a session;
- provide guidelines for staff in the event of extreme weather during a Bush Kinder session;
- provide an appropriate mechanism for communication of session cancellations in extreme weather conditions; and
- ensure parents are aware 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



#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- Providing a safe and healthy environment for children participating in the Bush Kinder program
- 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.
- Accessing appropriate resources to enable well-informed determinations to be made regarding weather conditions.
- Facilitating effective and timely communication to parents regarding weather conditions, cancellations, or relocation of children in the event of extreme weather.
- Respecting the right of parents to remove their child from a Bush Kinder session at any time in response to the weather conditions (or for any other reason).

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES		Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirements						
Ensuring there is an Extreme Weather Policy which gives clear guidelines to staff and parents about extreme conditions that will necessitate cancellation of a Bush Kinder	R	✓	✓			

session and provides guidance and procedures for staff in the event of extreme weather during a Bush Kinder session					
Ensuring all parents are made aware of this policy and provided with access to it	R	✓	✓		
Ensuring communication channels are in place to facilitate notification to parents 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	R	✓	✓	✓	
Reading and being familiar with the policy				✓	
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 feels concern for the wellbeing of their child due to the weather conditions, they should consider withholding their child from the session or collecting their child from a session if extreme weather arises during a session				✓	
Ensuring appropriate protective clothing is worn by their child to suit the weather conditions and ensure a change of clothes is provided (including shoes) as per the ANMK Bush Kinder Protective Clothing Policy;	✓	✓	✓	✓	
Ensuring they carry a mobile phone with them and be always contactable while their child's Bush Kinder session is in progress;				✓	



## PROCEDURES

### IN THE EVENT OF FORECAST EXTREME OR BAD WEATHER

In cases of forecast extreme weather (see definition above), ANMK will make the decision to cancel the bush kinder program for the session affected. In addition to the extreme weather determinants detailed in the table under 'Definitions', ANMK 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). Further, the Darebin Parklands Ranger has the authority to override ANMK's determination on safety and request cancellation of a session should he or she feel the Bush Kinder Site may be unsafe.

Staff are responsible for:

- monitoring the weather forecast via the Bureau of Meteorology website (or via mobile phone app) the day prior and on the day of the Bush Kinder session;
- making a determination to cancel or conduct the Bush Kinder sessions at any time based on the weather forecast, including during the Bush Kinder session;
- providing a notice to parent and staff of the status of the Bush Kinder session/s as follows:
  - by broadcast SMS to the Bush Kinder group as soon as possible the determination is made; and
  - in the event the Bush Kinder Session has been cancelled, confirming in the same SMS that the session will take place at the usual session time but at the Home Kinder Site instead; and
  - in the event the Bush Kinder Session has not been cancelled, ensure that parents are guardians are notified that a Bush Kinder session may still be cancelled at short notice or any other time by broadcast SMS based on updated weather information;
- providing a notice of the cancellation to the Darebin Parklands Ranger as a matter of courtesy;
- ensuring that, if a Bush Kinder session runs on a high wind day (forecast wind speed > 45km/h), at least two staff be tasked with managing gear and tents on that day;

- keeping their mobile phone with them on the day of the session to receive notice from the teacher or the Darebin Parklands Ranger of cancellation and relocation in cases of extreme weather; and
- ensuring the kindergarten session runs at the Home Kinder Site in circumstances where Bush Kinder has been cancelled for the reasons set out in this policy.

Parents are responsible for:

- keeping their mobile phone with them on the 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 are responsible for undertaking the following actions in the each of the weather conditions listed in the table below:

Weather condition	Staff Actions
<b>Heat</b>  Risks include sunburn, heat stress, heat stroke, dehydration,	<ul style="list-style-type: none"> <li>• Monitor children for heat exhaustion/heat stroke</li> <li>• Offer water for hydration at regular intervals</li> <li>• Establish activities in shaded areas and encourage children to play in the shade</li> <li>• Ensure application of sunscreen every two hours</li> <li>• Ensure appropriate protective clothing including hats</li> </ul>
<b>Rain/Hail/Cold</b>  Risks include child getting wet (and onset of hypothermia), injury from hailstones	<ul style="list-style-type: none"> <li>• Monitor children for wet clothing and change if necessary</li> <li>• Ensure appropriate clothing is worn (eg, waterproof clothing, gloves)</li> <li>• Encourage wearing of appropriate clothing, including coats, gloves, scarves etc</li> <li>• Seek shelter (per Relocation Procedure below) in heavy rain or in hail</li> </ul>
<b>Electrical storm activity / Lightning</b>  Risks include lightning strike, trees/tree limbs falling as a result of lightning strike	<ul style="list-style-type: none"> <li>• Move children away from trees</li> <li>• Seek indoor shelter (per Relocation Procedure below)</li> </ul>
<b>High winds</b>  Risks include falling trees/tree limbs, blowing particles (sand, dirt) into eyes, Bush Kinder structures blowing down/away etc.	<ul style="list-style-type: none"> <li>• Ensure structures and dangerous items are secure</li> <li>• Move children away from trees</li> <li>• Seek shelter (per 'Relocating to a safe position' below) if necessary</li> <li>• Any equipment/structures must be moved by at least two staff/volunteer to minimise risk of injury</li> <li>• If the children are being moved, follow the 'Relocating to a safe position' instructions below</li> </ul>

In the event of illness or injury during a session as a result of weather conditions following the ANMK Incident, Injury, Trauma & Illness Policy.

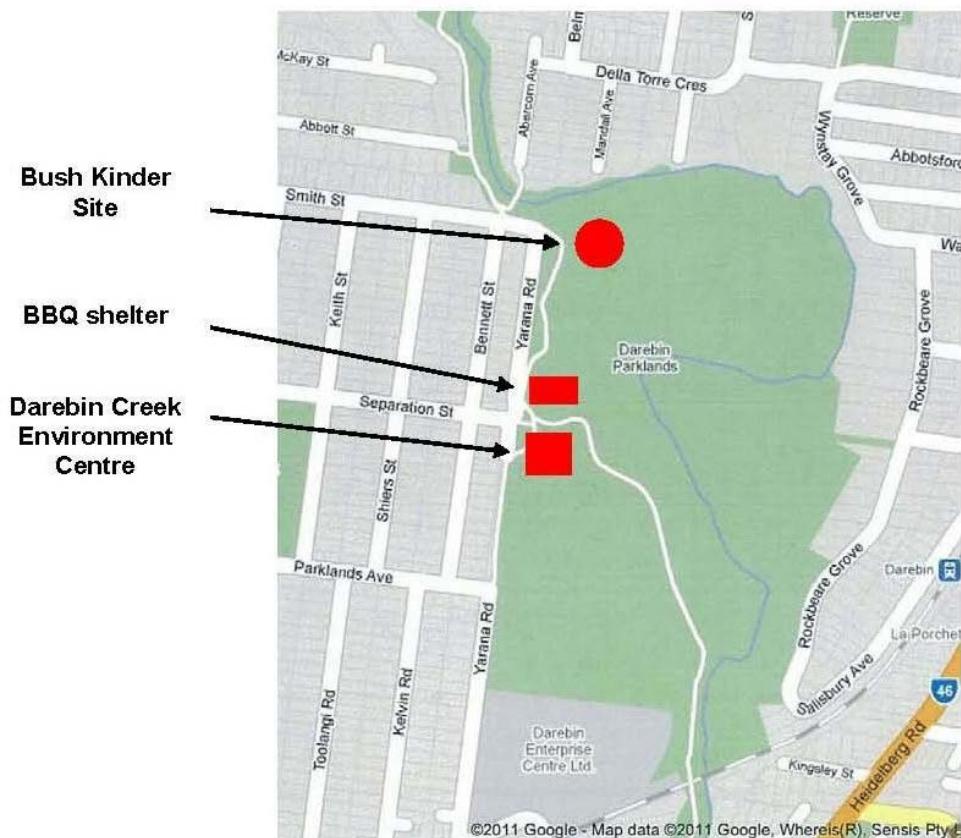
Parents are responsible for:

- collecting their child at any time during the session if they are not comfortable with the weather conditions; and

- collecting their child as soon as possible where staff have determined and communicated to parents the extreme weather event and action has been taken that requires collection of children.

### **PROCEDURES FOR RELOCATING TO A SAFE POSITION**

- If weather conditions during a Bush Kinder session necessitate relocation of the Bush Kinder group to a safe position, the following procedures are required to be followed by staff (and any volunteers present):
  - keep children calm.
  - ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication, contact details, first aid kit.
  - 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.
  - enroute 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.
  - on arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for and notify the Park Ranger (and emergency services if required).
  - 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.
- In the event of hail or torrential rain – seek shelter under the BBQ shelter (refer Map below).
- In the event of an electrical storm/lightening or extreme winds – seek shelter in the Darebin Creek Environment Centre (adjacent to Ranger's Office near Separation St entrance) (refer Map below).
- If conditions necessitate evacuation from the Darebin Parklands, follow procedures in the *ANMK Bush Kinder Emergency Evacuation Policy* (refer Attachment 6)





## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

**Bureau of Meteorology:** Australia's national weather, climate, and water agency.

**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
Forecast temperature	30 degrees Celsius or greater <b>OR</b> otherwise in circumstances where the kinder teacher decides that it would be appropriate to cancel bush kinder  Note there is no pre-set minimum temperature. Thermals and clothing layers should be worn on very cold days
Forecast wind speed	In excess of 45km per hour <b>OR</b> otherwise in circumstances where the kinder teacher decides that it would be appropriate to cancel bush kinder, based on a final assessment at the site.
Forecast of electrical storm activity	Thunder storm/electrical storm forecast
Darebin Parklands flooded at or near the Bush Kinder site	On flooding advice from the Ranger.
BOM weather warnings of extreme storm conditions and excessive rainfall	On warning issued by the Bureau of Meteorology

## EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23

**REVIEW DATE:** October 2024

## ATTACHMENT 6: ANMK BUSH KINDER EMERGENCY EVACUATION POLICY

### PURPOSE



This policy aims to:

- set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency of any type.
- increase awareness and implementation of emergency and evacuation procedures at Bush Kinder amongst staff and the broader kindergarten community; and
- provide an appropriate mechanism for communication of the evacuation procedures for requirements for Bush Kinder sessions to parents and to children.

### POLICY STATEMENT



#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

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

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<p>R indicates legislation requirements</p>					
Establishing, monitoring and reviewing the Bush Kinder Risk Register which identifies a number of potential hazards and risks and mechanisms for their treatment	R	✓	✓		
Establishing, monitoring and reviewing emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations - Refer to Maps below for Bush Kinder evacuation procedures, routes and assembly points;	R	✓	✓		
Ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kinder	R	✓	✓		

Ensuring a fully equipped portable first aid kit is available for inclusion with the Bush Kinder gear and equipment	R	√	√		
Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush Kinder	R	√	√		
Ensuring Bush Kinder staff have regular training that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid	R	√	√		
Ensuring that all children, staff, parent, students, volunteers and visitors are aware and have access to the requirements of this policy including conducting practice drills	R	√	√		√
Ensuring all 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	R	√	√		√
Ensuring procedures are in place at Bush Kinder to identify which staff are 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	R	√	√		√
Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush Kinder;	R	√	√		√
Safely evacuating children and themselves in the event of an emergency situation	R	√	√		√
Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation	R	√	√		√
Providing awareness and support to children before, during and after emergencies;	R	√	√		
informing the Approved Provider and reporting notifiable incidents to the DE	R	√	√		√
Parents/guardians are responsible for <ul style="list-style-type: none"> <li>• reading and being familiar with the policy;</li> <li>• bringing relevant issues to the attention of both staff and Approved Provider;</li> <li>• ensuring children are signed in and out as per the requirements of the kindergarten's Delivery and Collection of Children Policy (both the main policy and the Bush Kinder Policy);</li> <li>• supporting children's awareness and education in emergency situations; and</li> <li>• following the directions of staff during an emergency, incident or drill</li> </ul>				√	



## PROCEDURES

### BUSH KINDER EVACUATION PROCEDURE

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

- keep children calm.
- ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication, contact details, first aid kit.
- 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.
- enroute 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.
- on arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- notify the Park Ranger (and emergency services and DE, if required);
- 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

## DAREBIN PARKLANDS SAFE ZONE ASSEMBLY POINTS AND ROUTES

The safe zone assembly points will differ depending on the nature of the emergency:

### A. TORRENTIAL RAIN, HAIL

#### Assembly Point A: BBQ shelter

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

Shelter may be sought in the Darebin Creek Environment Centre if the weather shows no signs of abating (see Assembly Point B below).

**Route:** Take shortest safe route possible



### B. ELECTRICAL STORM, EXTREME WINDS

#### Assembly Point B: Darebin Creek Environment Centre (next door to Ranger's office)

Group to wait here until storm passes and safe to resume activities (recommend 30 minutes after electrical storm activity has ceased)

**Route:** Take shortest safe route possible



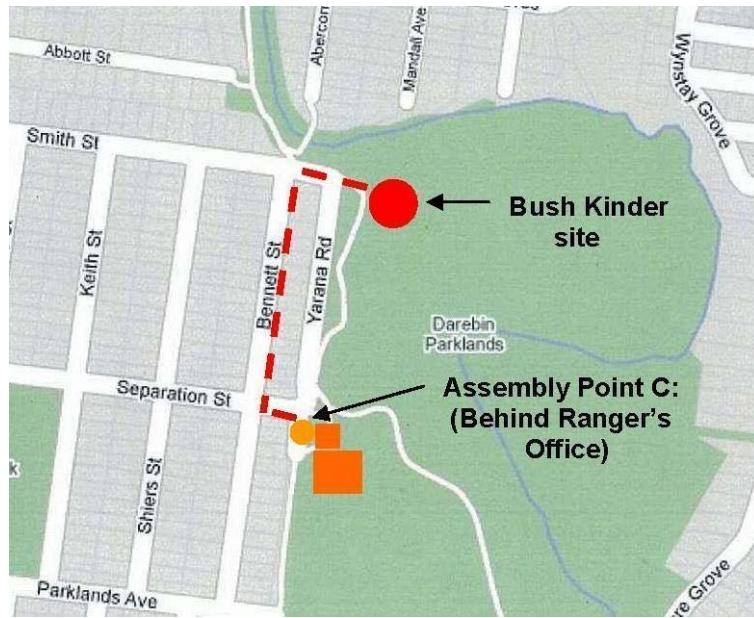
### C. ALL OTHER EMERGENCY EVACUATION SITUATIONS

(when NOT necessary to evacuate Darebin Parklands altogether)

If it is not necessary to evacuate Darebin Parklands altogether:

**Assembly Point C:** Behind Ranger's Office (chosen for its central point close to Parklands staff and for ease of communications)

**Route:** Leave Darebin Parklands at Smith Street, turn left onto Bennett Street, and left at Separation Street and enter parklands behind the Rangers Office. (see red lines on map for route)



### D. OTHER EMERGENCY EVACUATION SITUATIONS

(when NECESSARY to evacuate Darebin Parklands)

If it is necessary to evacuate Darebin Parklands:

**Assembly Point D:** Pitcher Park Playground (Cnr Separation and Keith Streets)

**Route:** Leave Darebin Parklands at Smith Street, travel west to Keith Street, turn left onto Keith Street, and walk to the Pitcher Park Playground on the corner of Separation and Keith Streets.

(see red lines on map for route)





## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

**Assembly point:** A predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation. Refer to Maps below for 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 Maps below for 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.



## EVALUATION

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23.

**REVIEW DATE:** October 2024

## ATTACHMENT 7: ANMK BUSH KINDER SNAKE AWARENESS POLICY

### PURPOSE



This policy aims to clearly explain:

- the risk of snakes in the Bush Kinder space
- procedures for preventing snake bite;
- the appropriate medical response to snake bites; and
- a framework for the appropriate education and training of children, staff, parents and children on minimising the risk of snake bites.

### POLICY STATEMENT



#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- Providing a safe and healthy environment for children, staff and volunteers participating in the Bush Kinder program.
- 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.
- 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.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

### RESPONSIBILITIES

R indicates legislation requirements

	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Supplying a First Aid Kit for use on the Bush Kinder Site to enable administration of first aid in response to snake bites or for any other purpose which includes Pressure Immobilisation Bandages for medical treatment of snake bites; and	R	✓	✓		
Ensuring staff are appropriately educated on procedures to prevent snakebite and to deliver First Aid in response to a Snake Bite and following all procedures as set out in the ANMK Incident, Injury, Trauma and Illness Policy	R	✓	✓		
Practicing and educating children on snake bite prevention behaviours while at Bush Kinder,	R	✓	✓		

without fostering a fear or paranoia of snakes. This includes practising and highlighting to children the following key points ( <i>Source: Victorian Poisons Information Centre, Austin Health</i> ):					
<ul style="list-style-type: none"> <li>○ leave snakes alone;</li> <li>○ wear adequate clothing and stout shoes (not sandals/thongs) in 'snake areas';</li> <li>○ never put hands in hollow logs or thick grass without prior inspection;</li> <li>○ when stepping over logs, carefully inspect the ground on the other side;</li> </ul>					
Ensuring 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;	R	√	√		
In the event that a snake is encountered at Bush Kinder, calmly moving children away from the snake (but staff must not attempt to touch or harm the snake).	R	√	√		
Staff are to follow procedures as set out in the ANMK Incident, Illness, Trauma & Illness Policy, including contacting parent, calling ambulance etc	R	√	√		
Reading and being familiar with the policy;				√	
Brining relevant issues to the attention of both staff and committee				√	



## PROCEDURES

### ADMINISTERING FIRST AID IN THE EVENT OF A SNAKE BITE PROCEDURE

Administering first aid in the event of a snake bite per the following procedure (*Source: Victorian Poisons Information Centre, Austin Health, and Australian Venom Research Institute, Melbourne University*):

- stay calm and call for help - have someone phone an ambulance. If unable to phone, send someone for help;
- reassure the patient and encourage them to remain calm and still.
- Do not move the patient;
- do not attempt to catch or kill the snake;
- 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 anti-venom that should be used if required; 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;
- the most effective first aid for snakebite is the pressure-immobilisation 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.



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

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

**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.



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



## ATTACHMENTS

- Attachment 7a: Snake Bite First Aid Fact Sheet



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23.

**REVIEW DATE:** October 2024



## First aid fact sheet

# Snake bite



All known or suspected snake bites must be treated as potentially life-threatening, and medical aid should be sought urgently.

### Signs and symptoms

Signs of a snake bite are not always visible. In some cases, the patient may not have felt anything. Symptoms may not appear for an hour or more after the person has been bitten.

Depending on the type of snake, signs and symptoms may include some or all of the following:

- immediate or delayed pain at the bite site
- swelling, bruising or local bleeding
- bite marks (usually on a limb) that may vary from obvious puncture wounds to scratches that may be almost invisible
- swollen and tender glands in the groin or armpit of the bitten limb
- faintness, dizziness
- nausea and vomiting
- headache
- abdominal pain
- oozing of blood from the bite site or gums
- double or blurred vision
- drooping eyelids
- difficulty in speaking or swallowing
- limb weakness or paralysis
- difficulty in breathing
- occasionally, initial collapse or confusion followed by partial or complete recovery.

### What to do

#### Pressure bandage & immobilise

- 1 Follow DRSABCD.
- 2 Call triple zero (000) for an ambulance.
- 3 Lie the patient down and ask them to keep still. Reassure the patient.
- 4 If on a limb, apply an elasticised roller bandage (10–15 cm wide) over the bite site as soon as possible.
- 5 Apply a further elasticised roller bandage (10–15 cm wide), starting just above the fingers or toes and moving upwards on the bitten limb as far as can be reached.
  - Use clothing or other material if an elasticised roller bandage is not available.
  - Apply the bandage as firmly as possible to the limb. You should be unable to easily slide a finger between the bandage and the skin.
- 6 Immobilise the bandaged limb using splints.
- 7 Keep the patient lying down and completely still (immobilised).
- 8 Write down the time of the bite and when the bandage was applied. If possible, mark the location of the bite site (if known) on the skin with a pen, or photograph the site. Do not wash venom off the skin or clothes because it may assist identification.
- 9 Stay with the patient until medical aid arrives.



In a medical emergency call Triple Zero (000)

**DRSABCD** Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

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## ATTACHMENT 8: ANMK BUSH KINDER DOG AWARENESS POLICY

### PURPOSE



This policy aims to clearly define:

- procedures for dealing with dogs off lead that may enter the Bush Kinder Site;
- guidelines for dealing with an angry or threatening dog and/or a dog in attack mode;
- the appropriate medical response to dog bites; and
- a framework for the appropriate education and training of children, staff, parents and children on how to live safely with dogs.

### POLICY STATEMENT



#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- Providing a safe and healthy environment for children and staff participating in the Bush Kinder program.
- Being respectful of the community space that the bush kinder site offers, including an awareness of dogs being walked off leads in the area.
- 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.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES	R indicates legislation requirements	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring an education session is run for each kinder group and staff during each year. 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	R	✓	✓			
Supplying a First Aid Kit for the Bush Kinder Site to enable first aid to be administered in response to dog bites or for any other purpose;	R	✓	✓			
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	R	✓	✓			

bites					
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; and	R	✓	✓		
Ensuring procedures are followed as set out in the ANMK Incident, Illness, Trauma & Illness Policy (including notice of notifiable incidents, appropriate record keeping in the event of an incident, maintaining of first aid kit etc).	R	✓	✓		
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;	R	✓	✓		
Ensure the Bush Kinder Site is set in a 'dogs on leash' area of the parklands	R	✓	✓		
Administering first aid in the event of a dog attack	R	✓	✓		
Follow required procedures in the event of a dog in attack mode	R	✓	✓		✓
Ensuring children wash hands if they touch a dog	R	✓	✓		
Ensuring incidents are reported in log	R	✓	✓		
Reading and being familiar with the policy;				✓	
Collecting their child as soon as possible when notified of an incident or medical emergency involving their child (such as a dog bite); and				✓	
If possible, attending the 'Living Safely With Dogs' education session as provided by ANMK for children, parents and staff;				✓	
Practising safe dog behaviours at home and outside of the kinder and teaching children on an ongoing basis how to behave around dogs to minimise risk of dog bites;				✓	



## PROCEDURES

### DOG PROCEDURES

- if a dog off a lead enters the Bush Kinder site:
  - remind children to stand still and not to touch or encourage the dog or make any sudden movements;
  - locate the owner if possible and encourage the owner to move the dog away from the bush kinder site and put the dog on a lead.
- If an aggressive and threatening dog enters the Bush Kinder Site:
  - 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;
  - encourage children to keep calm and not run;
  - wait until the dog leaves the area before resuming activities;
  - 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.
- If a dog attacks a child:

- Staff will follow current first aid practice. This practice will be informed by up to date First Aid Training.
  - Staff are to follow procedures as set out in the ANMK Incident, Illness, Trauma & Illness Policy, including contacting parent, calling ambulance, logging incidents etc
- 



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [ANMK Policy General Definitions](#).

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

- always supervise children and dogs;
  - if you are unable to supervise even for a short time, separate children from dogs;
  - never approach a strange dog;
  - when approaching dogs, ALWAYS:
    - ask the permission of the owner;
    - let the dog smell the back of your hand first;
    - pat dogs gently and calmly from the collar to the tail; and
    - do not pat a dog on its head.
  - if a dog approaches, stand still: Do not make direct eye contact and place hands in fists by your side with thumbs on the inside
  - never intervene between dogs that are fighting or disturb a dog that is eating or sleeping.
- 



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
  - monitor the implementation, compliance, complaints and incidents in relation to this policy
  - keep the policy up to date with current legislation, research, policy and best practice
  - revise the policy and procedures as part of the service's policy review cycle, or as required
  - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).
- 



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23.

**REVIEW DATE:** October 2024

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## ATTACHMENT 9: ANMK BUSH KINDER EXCURSION POLICY

### PURPOSE



This policy outlines guidelines for the operation of the ANMK Bush Kinder Program alongside the ANMK Excursions and Events Policy.



### POLICY STATEMENT

#### VALUES

Alfred Nuttal Memorial Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader community.
- ensuring the health, safety and wellbeing of children at all times, conducting risk assessments and ensuring authorisations are obtained from parents/guardians.
- providing adequate supervision of all children during the bush kinder program.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttal Memorial Kindergarten, during offsite the bush kinder program.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirements					
RELOCATING TO BUSH KINDER SITE OR HOME KINDER					
Ensuring that all other equipment necessary for the operation of Bush Kinder is placed in the appropriate trolleys or appropriate bags, including ensuring the sign-in sheet is in the teacher's backpack along with other necessary items such as medication, contact details, first aid kit.	R	✓	✓		
Conducting a head count / check off against the sign in sheet to ensure all children are accounted for.	R	✓	✓		
Enroute to or from the Bush Kinder Site: <ul style="list-style-type: none"><li>• where the teacher has determined it necessary to walk to or from the Bush Kinder Site, walk children in pairs, keep group close together and ensure no child deviates from the group;</li></ul>	R	✓	✓		
Ensuring that staff are positioned at the front and back of the group, and flanking the group where possible; and	R	✓	✓		

On arrival at the Bush Kinder Site or back to Home Kinder, conduct a full count/roll call to ensure all children are accounted for and notify the Park Ranger.	R	✓	✓		
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## PROCEDURES

The ANMK Bush Kinder Program operates as a regular excursion whereby parents enrolling in the ANMK Bush Kinder Program have consented to their child's attendance on the basis of the following:

- staff to child ratios for the ANMK Bush Kinder program operate at a minimum of 1:9, with parent volunteers not included in this ratio calculation;
- the ANMK Bush Kinder program will run at the Bush Kinder Sites (*refer Attachment 1*) but may include incursions on, or mini-excursions from, the base site from time to time. Any mini-excursion will remain within the Darebin Parkland boundaries at all times, be subject to ratio compliance and teacher discretion as to continual risk assessment within the Bush Kinder Program and will not require specific parent/guardian consent to be undertaken;
- other than in accordance with travel between the Home Kinder Site and the Bush Kinder Site as outlined above, the ANMK Bush Kinder program will only involve the children being taken out of the Darebin Parklands if required under the ANMK Bush Kinder Emergency Evacuation Policy or the ANMK Bush Kinder Cancellation Policy.
- The staff to child ratio for the Bush Kinder program (including travel) is a minimum of 1:9. For travel between Darebin Parklands and Home Kinder the staff to child ratio remains a minimum of 1:9, but an additional adult to child ratio of at least 1:7 (inclusive of parent/adult volunteers) will also apply.
- More specific details are outlined in the ANMK Bush Kinder Risk Assessment which is reviewed and updated at least annually and available to view on the Alfred Nuttall Memorial Kindergarten website.



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 23.

**REVIEW DATE:** October 2024