

BUSH KINDER PROGRAM

QUALITY AREA 2 | Version 1.0



PURPOSE

This policy will provide guidelines for Beaconsfield Kindergarten Inc. to plan and conduct a safe and appropriate bush kinder program.



POLICY STATEMENT

VALUES

Beaconsfield Kindergarten Inc. is committed to:

- *providing opportunities through the educational program for children to explore and experience the wider environment and broader community*
- *ensuring that the bush kinder program is accessible, affordable and contribute to children's learning and development*
- *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*
- *promoting road safety education and safe active travel for children.*
- *facilitating open communication between families and staff to ensure the in-nature program operates effectively.*
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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 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 requirement, and should not be deleted				
	R	√	√	√	√
	Developing an <i>bush kinder Policy</i> in consultation with the nominated supervisor, staff and parents/guardians at the service				

Ensuring that staff, volunteers, students and others at the service are provided with a copy of the bush kinder <i>Policy</i> and comply with its requirements (<i>Regulation 171</i>)	R	✓	✓	✓	✓
Ensuring families are given appropriate information regarding the bush kinder program prior to enrolling their child at the service and more specific information prior to the Term 2.	✓	✓	✓		
Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (<i>refer to Enrolment and Orientation Policy</i>) including details of persons able to authorise an educator to take their child outside the service premises (<i>Regulation 99, 160, 161</i>)	R	✓	✓	✓	✓
Ensuring that a child does not leave the service premises on the bush kinder program unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under <i>Regulation 99, 102(4)</i> (<i>refer to Attachment 1</i>)	R	✓	✓		✓
Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation (<i>Regulation 99</i>) within the past 12 months where the service is to take the child on regular outings (<i>refer to Definitions</i>), and that this authorisation is kept in the child's enrolment record (<i>Regulation 161</i>) (<i>refer to Attachment: Bush Kinder Excursion Permission Form</i>)	R	✓	✓	✓	✓
Ensuring that the number of children attending the bush kinder program does not exceed the number for which service approval has been granted on that day	R	✓	✓		
Ensuring that educator-to-child ratios are maintained at all times, including during the bush kinder program (<i>Regulations 123</i>)	R	✓	✓		
Ensuring that children are adequately supervised (<i>refer to Definitions</i>) at all times (<i>Regulation 122</i>) (<i>National Law: Section 165</i>)	R	✓	✓		✓
Ensuring that parents/guardians, volunteers, students and all adults participating in the bush kinder program are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (<i>refer to Participation of Volunteers and Students Policy</i>)	R	✓	✓		
Ensuring that a risk assessment (<i>refer to Definitions</i>) is carried out for the bush kinder program (<i>in accordance with Regulation 101</i>) before authorisation is sought from parents/guardians (<i>Regulation 100</i>), including suitability of location	R	✓	✓		
Ensuring the risk assessment (<i>refer to Definitions</i>) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <i>Regulation 101</i>	R	✓	✓		
Developing strategies to improve children's safety in high-risk situations such as bushland, near water or near a road (<i>refer to Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy</i>) * Staff to educate children about water/road safety prior to commencing Bush Kinder, and ensure that supervision strategies	R	✓	✓		

are adjusted appropriately when children are playing near water or walking near roads					
Ensuring a new risk assessment is completed when circumstances change for the bush kinder program	R	√	√		
Ensuring Child Safe Principles are included when undertaking risk assessments	R	√	√		√
Ensuring emergency plans are in place, which allow each child to be easily removed from any bush kinder site in the case of an emergency and be reviewed regularly.	R	R	√		√
Develop procedures in response to forecast of extreme weather conditions (<i>refer to Definitions</i>) and when to cancel the bush kinder program, and ensuring that parents understand this process	R	R	√		√
Ensuring incident, injury trauma and illness procedures are followed during the bush kinder program (<i>refer to Incident, Injury Trauma and Illness Policy</i>)	R	√	√		√
Ensuring that staff and volunteers comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	√	√	√	√
Encouraging parents/guardians to comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	√	√	√	√
Providing road safety education as part of the curriculum		√	√		
Ensuring that adequate, developmentally and age-appropriate toilet, handwashing and drying facilities are provided for use by the children. If children who wear nappies are present, ensuring that adequate and appropriate hygienic facilities are available for nappy changing. Access to permanent public and portable toilet, recommendation to families to toilet prior session.	R	√			
Ensuring that the bush kinder program is based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (<i>refer to Curriculum Development Policy</i>)		√	√		
Ensuring that there is a clear purpose and educational value for the bush kinder program, and that this is communicated to parents/guardians		√	√		
Discussing the aims and objectives of the bush kinder program, and items of special interest, with children prior to undertaking the activity		√	√		
Involving children in consultation and decision-making processes		√	√		√
Considering the financial ability of families before deciding on the bush kinder program that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (<i>refer to Fees Policy</i>)	√	√	√		
Ensuring that proposed bush kinder program are inclusive of all children regardless of their abilities, additional needs or medical	R	√	√		

conditions (<i>refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i>)					
Developing procedures if families are required to deliver to and/or collect from the bush kinder program (<i>Refer to Delivery and Collection of Children Policy</i>) • Refer to Risk Assessment	R	√			
Ensuring strategies are in place to provide an accurate attendance record (<i>refer to Definitions</i>) for children attending the bush kinder program, and for children remaining at the service while the bush kinder program is happening	R	√			
Ensuring strategies are in place to ensure that there is an accurate list of all adults participating in the bush kinder program, including parents/guardians, volunteers and students, with contact details for each individual	R	√	√		
Ensuring that each child's personal medication and current medical management plan is taken on the bush kinder program (<i>refer to Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i>)	R	√	√	√	√
Understanding that, if they participate in an excursion or service event as a volunteer, they will be always under the immediate supervision of an ECT/educator or the approved provider				√	√
If participating in the bush kinder program, informing an educator immediately if a child appears to be missing from the group				√	√
Supervising and caring for siblings and other children in their care who are not enrolled in the program				√	
Taking a portable first aid kit (including required medication for dealing with medical conditions) on the bush kinder program (<i>Regulation 89</i>)	R	√	√		√
Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on the bush kinder program for notification in the event of an incident, injury, trauma or illness (<i>Regulation 98</i>)	R	√	√		
Ensuring sunscreen and hats (if required) is taken on the bush kinder program and is available as required and that location provides adequate shade (<i>refer to Sun Protection Policy</i>)	R	√	√		√
Ensuring children always have access to safe drinking water and are offered food and beverages appropriate to their needs whilst on the bush kinder program <i>Bottled fresh water carried by staff as well as access to fresh water in the park. Lunchbox with suitable food to sustain child's energy throughout (provided by family)</i>	R	√	√		√
Informing parents/guardians of items required by children for the bush kinder program event e.g., snack/lunch, sunscreen, coat etc <i>Information provided at bush Kinder Information session</i>	√	√	√		

Displaying a notice at the service indicating that children are on the bush kinder program, and including the location of the program and expected time of return to the service	✓	✓	✓		
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PROCEDURES AND INFORMATION

The information below forms the policies and procedures of Beaconsfield Kindergarten's Bush Kinder program. The service's other policies (including those listed above) should be read in conjunction with this policy.

Cancellation

If Bush Kinder is cancelled (for example, due to extreme weather), the kinder session will be held at Beaconsfield Kindergarten (O'Neil Rd or Woods St campus as appropriate). Normal session times will apply.

In the event of a Bush Kinder session being cancelled, families will be notified by text message no later than 1.5hr prior on the day of the session. If you arrive at the Bush Kinder location and no staff are present, this means that Bush Kinder has been cancelled. Please take your child to Beaconsfield Kindergarten for their session.

Clothing

Parents/guardians are responsible for ensuring that their children are dressed appropriately for Bush Kinder and for the forecast weather. Appropriate clothing includes sturdy shoes (no thongs or sandals), long pants and long sleeves. Skirts and dresses are not recommended and may be deemed unsuitable. Gumboots are also not recommended as children will be climbing and running. If you would like your child to wear gumboots, please pack them as separate footwear.

In addition, clothing should:

- allow children to move freely and undertake activities such as climbing, balancing and running
- keep children warm/cool according to the weather
- protect children from the sun.

Children will be unable to participate in Bush Kinder if they arrive at the session in inappropriate clothing and without suitable clothing to change into.

Spare clothing: A change of clothes is suggested, including underwear in case of a toileting accident. Parents/carers are advised to bring a complete change of clothes when they pick their children up after Bush Kinder, in case children are wet or muddy.

Protective clothing: Beaconsfield Kindergarten will loan each child participating in the Bush Kinder Program suitable waterproof clothing. This clothing will remain the property of Beaconsfield Kindergarten but will stay with the child for the duration of the Bush Kinder program. Families are required to pay a \$50 deposit on the clothing, which will be refunded on return of the clothing in good condition (allowing for normal wear and tear) at the end of the Bush Kinder program. If there is any damage to the wet weather gear during or outside of a session, please let staff know as soon as possible. It is the responsibility of the family to ensure that the waterproof clothing is cared for appropriately according to the manufacturer's instructions.

All children should arrive at Bush Kinder wearing the protective clothing supplied by the kindergarten.

Communication

Parents/guardians of all children participating in the Bush Kinder program must ensure that they have provided an appropriate mobile phone number that staff can communicate with both before and during Bush Kinder sessions. This is the primary method we will use to communicate with families if there are any changes to the Bush Kinder program (for example, cancellation due to extreme weather).

Teachers will complete reflections on bush kinder sessions in the same way that they do for sessions held at kindergarten. These will be shared on Storypark.

Dog Awareness

Children may come into contact with dogs at any of the Bush Kinder locations. All children will participate in an appropriate pet/dog education session, and Beaconsfield Kindergarten educators will practise safe behaviour with dogs prior to Bush Kinder sessions commencing. Particular attention will be given to recognising warning signs given by dogs, the correct way to approach a dog and what to do if approached by an aggressive dog. Staff will be trained in appropriate procedures and first aid in the event of a dog attack.

Specific procedures to be followed if an aggressive dog approaches the children:

- Remind children to stand still, keep eyes down, put arms by sides with hands in fists and thumbs on the inside and not touch the dog.
- Encourage children to remain calm and not run away from the dog.
- Locate the owner if possible and encourage the owner to take the dog away from the Bush Kinder site.

Drop off/pick up

Unless advised otherwise by staff, the following drop off and pick up points will be used.

Wilson Botanic Park	Meeting point in front of Visitor Information Centre (see attached map).
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At all locations:

- children must be signed in and out, with the exact time of arrival/departure recorded.
- parents/guardians are responsible for ensuring that children have their Bush Kinder protective clothing, a backpack with a change of clothes, water bottle and food.
- parents/guardians are responsible for the supervision of their children before they are signed in, after they are signed out, and for the supervision of any siblings.

Emergency Evacuation/Relocation

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

- Liase with Wilson botanic Park staff
 - Follow Wilson Botanic Park EMP
- Keep children calm.
- Ensure sign-in sheet, first aid kit and any medication are in the teacher's backpack.
- Count children against the sign in sheet to ensure all children are accounted for.
- With the exception of the teacher's backpack, leave all other Bush Kinder gear at the site unless the teacher deems that it is safe and appropriate to collect.
- Calmly walk children to the evacuation/relocation point whilst keeping close together.
- Position an adult at the front and end of the group, as well as interspersed amongst the group as appropriate.
- Notify emergency services if required.
- On arrival at the evacuation/relocation point, count children against the sign in sheet again to ensure that all children are accounted for.
- Notify Beaconsfield Kindergarten office of the situation. Office staff will notify the Department of Education if necessary.
- Notify parents via text message of the new location for collection (if required).
- If the evacuation/relocation is due to weather conditions, wait for the extreme weather to pass. When it does, normal activities may be resumed if it is safe and appropriate to do so. The same relocation procedures should be followed to return to the Bush Kinder site.

First Aid

All Beaconsfield Kindergarten staff are trained in first aid (including CPR), and asthma and anaphylaxis management. Staff will carry a portable first aid kit with them at all times while at the Bush Kinder location.

Identification of Children

Beaconsfield Kindergarten may provide high-visibility vests for all children to wear during the Bush Kinder program (note that these will not need to be worn if the child is wearing the protective clothing provided by the kindergarten).

Medication

Parents/guardians of children with asthma, anaphylaxis, allergies or other medical needs should discuss their child's action plan with staff prior to the first Bush Kinder session. Each child's personal medication will be kept by staff during Bush Kinder sessions.

Parent Helpers

We encourage parent/guardian/family participation during Bush Kinder sessions. In line with Beaconsfield Kindergarten's *Excursions and Service Events Policy*, all helpers will be required to have a valid Working with Children Check.

All helpers remain under direct supervision of the Early Childhood Teacher at all times.

Parent helpers are reminded that photographs should not be taken of children participating in the bush kinder program.

Permission Form

All parents/guardians must complete, sign and return a Bush Kinder Permission Form prior to their child commencing the Bush Kinder program. This form must be returned to the kindergarten prior to the beginning of Term 2, or the child will be unable to participate in the Bush Kinder program.

Toilets

Children will have access to permanent or portable toilets at all of our Bush Kinder sites; however, we encourage children to use the toilet prior to the session beginning. Only Beaconsfield Kindergarten staff or the child's own parent/guardian will be permitted to take children to the toilet during a Bush Kinder session.

Snake Awareness

Snakes are known to inhabit all of the Beaconsfield Kindergarten Bush Kinder sites. Snakes are most prevalent during warmer months, and are less likely to be encountered during the months that the Bush Kinder program is run (Terms 2 and 3). Children attending Bush Kinder will be taught snake awareness practises such as:

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

Staff are trained in appropriate first aid procedures for snake bites, and will carry a 'snake bite first aid kit' at all times.

Sunscreen

On days when the UV index is forecast to be 3 or above, please apply sunscreen to your child prior to the Bush Kinder session commencing.

Training

All staff who are employed to participate in the Bush Kinder program will be given annual training in areas such as:

- emergency evacuation procedures specific to each site
- dog awareness
- snake awareness
- first aid
- other Bush Kinder procedures as appropriate.

Water Safety

All of the Beaconsfield Kindergarten Bush Kinder locations contain bodies of water. Staff will educate children about water safety prior to commencing Bush Kinder, and will ensure that supervision strategies are adjusted appropriately when children are playing near water.

Weather

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

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

What to bring

Bag: Each child will need a **LARGE** backpack that can easily fit lunch/snack, spare clothes and shoes.

Clothes: (please see 'clothing' above).

Food: Each child is to bring appropriate food as instructed by their teacher. Generally, the food required will be the same as that which is suggested for similar-length sessions on non-Bush Kinder days. Please keep packaging to a minimum, in consideration of the environment.

Water: Each child should bring a named drink bottle (500ml capacity) filled with fresh drinking water.

Protective clothing: as provided by Beaconsfield Kindergarten.



BACKGROUND AND LEGISLATION

BACKGROUND

Bush kinder programs are outdoor educational sessions for children held in various natural settings such as, metropolitan park, regional parks, local bushland, or local beaches.

Within bush kinder programs, children learn through play with natural materials in an outdoor environment, creating a fun and engaging classroom in bush kinder. Experts in child development emphasise the significance of outdoor play for children's learning and wellbeing. It supports their physical and mental growth and teaches them to manage risks. This educational approach aligns with the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF)

When planning for bush kinder programs, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (*refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy and Epilepsy and Seizure Policy*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be conducted for the bush kinder program to identify potential risks to children's health, safety, or wellbeing before seeking permission from parents or guardians (*Regulations 100, 101*). The risk assessment must outline each risk and detail how it will be managed or minimised (*Regulation 101*). Written authorisation from a parent/guardian, or an individual listed in the child's enrolment record must be obtained prior to taking the child off the service premises. For

specific information to be included in the written authorisation, *refer to Attachment 1*.

Early childhood road safety education seeks to minimise the risk of serious injury and death from road accidents, while also preparing children to become safe and independent road and transport users in the future. Integrating road safety education into outdoor programs, such as bush kinder programs, provides a comprehensive approach to keeping children safe around traffic and in road environments. Children develop effective traffic skills most successfully when they practice in real-world settings, such as using crossings and traffic lights.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – based Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



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 Definitions file of the PolicyWorks catalogue.

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- *number, age and abilities of children*
- *number and positioning of educators*
- *current activity of each child*
- *areas in which the children are engaged in an activity (visibility and accessibility)*
- *developmental profile of each child and of the group of children*
- *experience, knowledge and skill of each educator*
- *need for educators to move between areas (effective communication strategies).*

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator (*Regulation 158(1)*).

Extreme Weather: weather that threatens the immediate or long-term safety of individuals, as a result of rain, lightning, wind or heat - [Bureau of Meteorology's Severe weather knowledge centre](#)

Risk assessment: (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how

these risks will be managed and/or minimised ([Regulation 101](#)). Risk assessments must consider:

- the proposed route and location of the bush kinder program
- any water hazards (refer to [Water Safety Policy](#))
- any risks associated with water-based activities (refer to [Water Safety Policy](#))
- if the excursion involves transporting children—
 - the means of transport; and
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - the process for entering and exiting—
 - the education and care service premises; and
 - the pick-up location or destination (as required); and
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
- the number of adults and children involved in the excursion; and
- given the risks posed by the bush kinder program, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (example: Specialised skills could include life-saving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the bush kinder program, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the bush kinder program e.g., first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

A sample Excursion Risk Management Plan is provided on the ACECQA website at: www.acecqa.gov.au (search Sample forms and templates)

Regular outing: (In relation this policy) a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

Supervision: refer to adequate supervision in [Definitions](#) above.

SOURCES AND RELATED POLICIES

SOURCES

- ACECQA Information Sheet: [The how and why of in-nature play](#)
- ACECQA: [Risk Assessment and Management Tool](#)
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia: www.acecqa.gov.au
- CELA Blog – [A bush yarn](#)
- Child Health Promotion Research Centre & Edith Cowan University (2012) National Practices for Early Childhood Road Safety Education: <https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf>
- Department of Education: [Bush Kinders](#)
- ELAA's Road Safety Education program www.childroadsafety.org.au
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- Parks Victoria – [Bush Kinder Handbook](#)
- VicRoads: www.vicroads.vic.gov.au
- Victorian Early Years Learning and Development Framework: www.education.vic.gov.au

- [Victorian Educators Outdoor Pedagogy Portal](#)

RELATED POLICIES

- *Acceptance and Refusal of Authorisations*
- *Administration of First Aid*
- *Administration of Medication*
- *Anaphylaxis and Allergic Reactions*
- *Asthma Management*
- *Code of Conduct*
- *Educational Program*
- *Dealing with Medical Conditions*
- *Delivery and Collection of Children*
- *Diabetes*
- *Emergency and Evacuation*
- *Enrolment and Orientation*
- *Epilepsy and Seizures*
- *Fees*
- *Food Safety*
- *Hygiene*
- *Incident, Injury, Trauma and Illness*
- *Inclusion and Equity*
- *Interactions with Children*
- *Nutrition, Oral Health and Active Play*
- *Occupational Health and Safety*
- *Participation of Volunteers and Students*
- *Privacy and Confidentiality*
- *Road Safety Education and Safe Transport*
- *Sun Protection*
- *Supervision of Children*
- *Water Safety*

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*
- *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: Developing a regular outing authorisation form*
- *Attachment 2: Emergency Marker Locations*
- *Attachment 3: Site Map with Evacuation Assembly Points*
- *Attachment 4: Looking after your bush kinder wet weather gear*

AUTHORISATION

This policy was adopted by the approved provider of Beaconsfield Kindergarten Inc. on 28/4/2025

REVIEW DATE: April 2028

ATTACHMENT 1. REQUIREMENTS FOR BUSH KINDER PERMISSION FORM AND TEMPLATE

The *Education and Care Services National Regulations 2011 (Regulation 102 (4))* specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:

- the child's name
- the reason the child is to be taken outside the service premises
- a description of when the child is to be taken on the regular outings
- a description of the proposed location of the bush kinder program
- if the excursion involves transporting children—
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- proposed activities to be undertaken as part of the bush kinder program
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of educators to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- that a risk assessment has been prepared and is available at the service.

Note: regular outing authorisation is only required to be obtained once in a 12 month period.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian or a person authorised on the child's enrolment form.

Services should also include information about:

- additional costs involved, if any, and
- whether parents/guardians/siblings are able to participate in the excursion and, if so, details of the supervision requirements for additional family members.



Beaconsfield Kindergarten Excursion – Bush Kinder

Excursion details (parents to retain this section)

Date(s) of excursion	Wednesdays during Term 2 & 3, 2025 - regular outing				
Excursion destination & address	Wilson Botanic Park, 668 Princes Hwy, Berwick				
Departure and arrival times	Children delivered at 1:15pm and collected at 4:15pm				
Reason/Proposed activities	Educational nature program				
Method of transport	Private arrangements	Requirements for seatbelts or safety restraints		Not applicable	
Cost	\$50 deposit on suit	Risk assessment completed	Yes	Road Safety and Safe Transport Policy Available	Yes
No. of children attending	Maximum 28 children	Educator: child ratio		1:11 minimum	
Name of excursion co-ordinator & phone contact					
Children will need to bring	Children will be required to take a backpack, spare clothes, food and water and a hat.				



Permission Form – please complete this section & return by Friday 27th March

Emergency Information		
Any allergies? <u>Yes / No</u> If yes, please detail:	Any medical conditions? <u>Yes / No</u> If yes, please detail:	
Doctor's Name:	Doctor's Phone Number:	
Parents' Contact Information		
Parent/Guardian 1 Mobile Number:	Parent/Guardian 2 Mobile Number:	Home Number:

I _____ parent/guardian of _____ give permission for my child to attend the Beaconsfield Kindergarten Bush Kinder Program to **Wilson Botanic Park each Wednesday during term 2 and 3 of 2025** as detailed in this information letter. I agree that he/she will be subject to the care of the persons conducting the excursion. I expect my child to follow all rules governing safety and behaviour while participating in this excursion. In the event of illness of accident to my child I will be notified as soon as possible. I authorise the person in charge of the excursion, where it is impractical to communicate with me, to consent to my child receiving medical treatment (including the administration of anaesthetic) as may be deemed necessary by a legally qualified medical practitioner. I agree to pay any expenses incurred including transportation and hospital accommodation. I understand that all reasonable care for the safety and health of my child will be taken by the person in charge of this excursion.

Name of Parent: _____

Signed: _____ Date: _____

I have read and accept the risk assessment form for the excursion as outlined above.

Signed: _____ Date: _____

ATTACHMENT 2. EMERGENCY MARKER LOCATIONS

42.1 Emergency Marker Locations



- | | |
|--|---|
| 101 Pole adjacent to Boulderhop - opposite Marsh | 108 Multi Purpose Room |
| 102 a. Playground: Steps/BBQ | 109 Junction of Lakes (Basalt/Lakeside/Pinetree Walk) |
| b. Large Shelter/Toilet Block | 110 Amphitheatre |
| 103 Rockpile Area - Junction Hilltop Road/Tower Road | 111 Bird Hide |
| 104 Intersection of Bournevale Entrance Road/Hilltop | 112 Lookout Tower (affixed to Tower) |
| 105 Junction of Hilltop Walk & Quarry Road | 113 Ben's Lookout |
| 106 Junction of Rockface Rise & Quarry Road | 114 Pinetree Walk (junction with Grassland Walk) |
| 107 Works Area Hill | |



**WILSON
BOTANIC
PARK**

668 Princes Highway, Berwick VIC 3806

V8 - Reviewed 11/09/2024 JH





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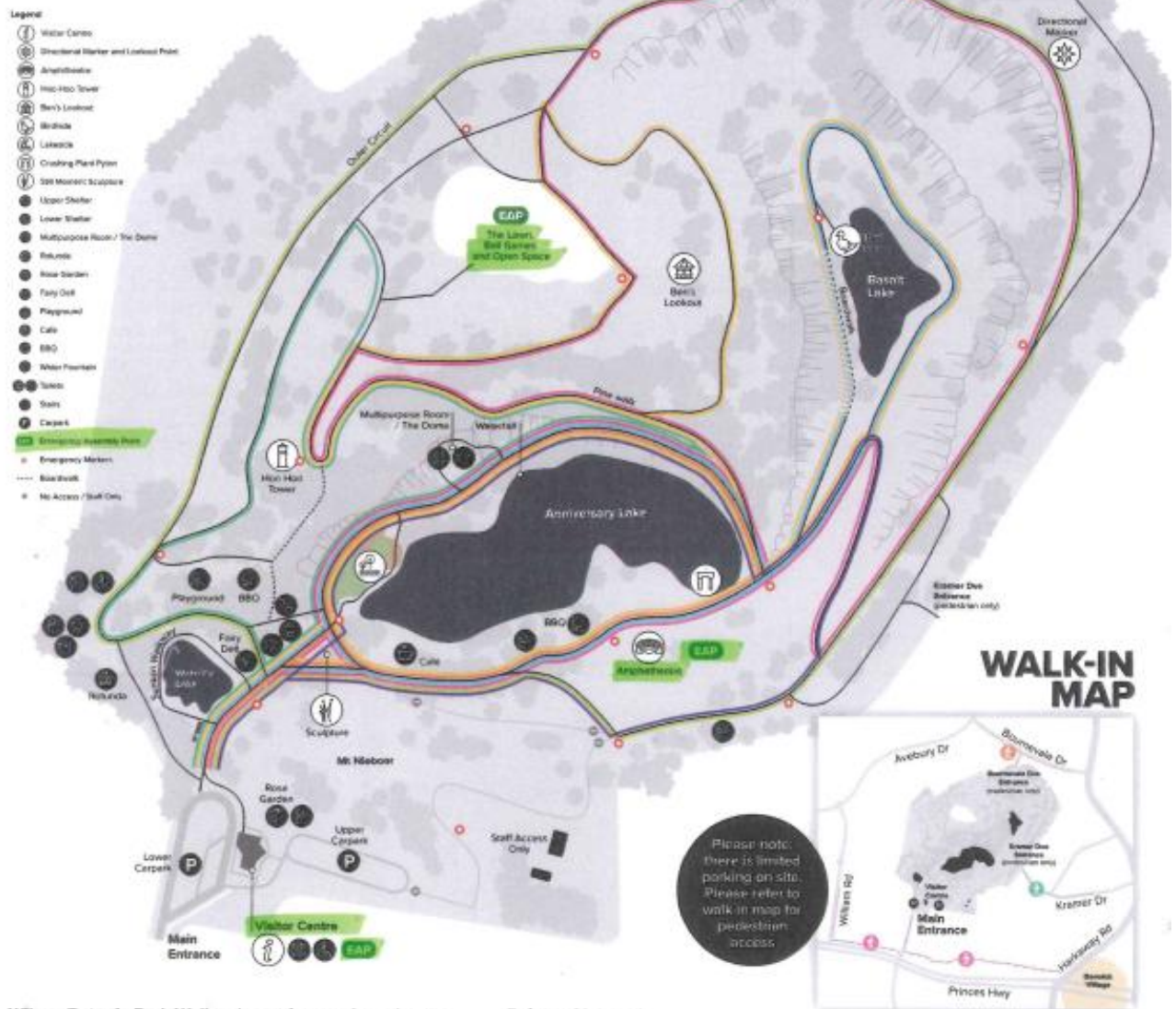
ATTACHMENT 3. SITE MAP WITH EVACUATION ASSEMBLY POINTS

Wilson Botanic Park site map



-  Visitors Centre – Drop off and pick up point
-  Emergency assembly points
-  Extreme weather shelter points
-  Approximate Bush Kinder locations (children will walk here with staff)

WALKING TRAIL MAP



Map of Beaconsfield Kindergarten from aerial view

Map of Beaconsfield Kindergarten from aerial view

ATTACHMENT 4. LOOKING AFTER YOUR BUSH KINDER WET WEATHER GEAR

Looking after your Bush Kinder wet weather gear

A set of wet weather gear (jacket and pants) will be loaned to each child undertaking the Bush Kinder program. We ask that you pay a \$50 deposit, which will be refunded at the end of the Bush Kinder program when the clothing is returned in good condition (allowing for reasonable wear).

Please ensure that you follow the manufacturer's care instructions below. Failure to do so may result in forfeiting your deposit if we need to replace the clothing due to incorrect care or washing. If you do not have the correct washing detergent, please use **WATER ONLY** when washing your child's clothing.

When returning clothing at the end of the Bush Kinder program, please ensure that all pockets have been emptied and that zips and buttons are closed.



Product info & care

Fabric

The muddlarks® range is made from a soft yet hardwearing breathable 150gsm Nylon - waterproof to 10,000mm+. The durable Nylon fabric has a fine breathable Polyurethane (PU) coating on the inside which prevents water penetrating the fabric. The fabric has also been Teflon® proofed on the outside of the garment which helps resist staining and acts as a Durable Water Repellent (DWR). This ensures that the water droplets 'bead' and run off the surface of the garment before getting a chance to soak in. The fabric has been independently tested to insure top performance in outdoor wear.

Washing Instructions

- Close all fasteners such as zippers and snaps present on your garment. This helps to protect the fine PU coating on the inside of the garment.
- Use a soft brush to remove any excess mud from the outside of the garment before beginning the wash cycle.
- Avoid use of detergents, biological washing powders and fabric conditioners/softeners as these will leave a residue that affects the breathability of your garment and will help to de-activate the DWR finish. Also do not use commercial stain removers or bleach as they will degrade your garment.
- It is advised that you use a specialised performance wash such as Granger's or Nikwax Tech Wash available from most outdoor stores or pure soap flakes available from most supermarkets when washing your garment.
- Machine wash - Ensure there are no traces of detergent in the machine by running a rinse cycle before you start. Wash on a delicate or synthetic wash with a gentle spin – maximum temperature 30°C (cool wash).
- Hand wash - Immerse the garment in a sink with cool water. Using a specialized performance wash or pure soap, gently agitate the water. Rinse in clean water 3 times, or until run-off is clear. Do not wring or squeeze your garment.
- Hang your garment to dip dry away from direct sunlight, as the sun's ultraviolet (UV) light weakens treated fabrics.
- Do not tumble dry or iron your garment as heat can damage the garments waterproofing.

Reproofing

The Durable Water Repellent (DWR) finish applied to the face of the fabric helps make the fabric water-resistant by preventing the garment from becoming saturated with water. This saturation, called 'wetting out,' can reduce the garment's breathability and cause the fine PU coating on the inside of the fabric to swell, becoming weak and vulnerable to damage.

The DWR will wear off over time and this will happen faster with washing. If water splashed onto the garment no longer beads and runs off, then we recommended re-treatment to help extend the life of the garment and enhance its technical performance.

Please note that the DWR can also be affected by dirt and oils, which soon coat the DWR layer, hindering the performance. Shake and/or wipe the affected areas with a damp cloth first to remove dirt and/or oils and only wash as a last resort.

If a subsequent treatment is necessary to re-proof the fabric then wash your garment as directed on the care label before using a spray-on waterproofing treatment such as Granger's Waterproofor or Nikwax Proof Spray-On available online or from many outdoor stores. Follow the instruction on the bottle carefully. You may repeat this re-proofing process as many times as needed.

Care

Take special care to keep your muddlarks® garment out of harm's way. Solvents, insecticides such as bug spray, and alcohol based products such as hair spray and spray sunscreen will destroy the PU coating, seam tape and will remove the DWR finish.

Do not store your muddlarks® garment wet or even slightly damp as this may result in the development of mould and mildew which will weaken both the seams and fabric. Store your muddlarks® garment away from direct sunlight in a well aired place.

Thank You

