

Best Practice - Quality Area 2

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## PURPOSE

This policy provides a clear set of guidelines and procedures for Kurboroo Kindergarten to define:

- Ways in which bush kinder participants are clearly visible to staff and volunteers, and clearly identifiable to other users of **Warranwood Reserve** to protect the safety of all participants
- Communication to onlookers and users of the park regarding the Bush Kinder program.

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## POLICY STATEMENT

### 1. VALUES

Kurboroo 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 ensuring the safety of participants at all times in response to external influences and risks
- Being respectful that members of the public may be interested in the Bush Kinder program, but ensuring that the program is not interrupted by other park users.

### 2. SCOPE

This policy applies to children, parents, staff, committee members, authorised persons, volunteers and students on placement working at Kurboroo Kindergarten.

### 2. BACKGROUND AND LEGISLATION

#### Background

Kurboroo Kindergarten's Bush Kinder program is conducted in community bushland which is enjoyed by members of the public and allows dogs to be walked on leads on the path areas. It is important that children, staff and volunteers participating in the Bush Kinder program are easily identified to each other and parkland users as a discrete group. It is also critical that children participating in the program are clearly visible to all staff and volunteers.

#### Legislation and Standards

Relevant legislation may include but is not limited to:

*Education and Care Services National Regulations 2011*

*Education and Care Services National Law 2010*

National Quality Standard

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

### 3. SOURCES AND RELATED POLICIES

#### Service Policies

*2.13 Excursion and Service Events Policy*

*2.25 Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)*

*2.24 Bush Kinder snake awareness policy*

*2.26 Bush Kinder Extreme Weather Policy (Bush Kinder Specific)*

*2.27 Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)*

*2.28 Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)*

*2.29 Bush Kinder Protective Clothing Policy (Bush Kinder Specific)*

*2.30 Bush Kinder Dog Awareness Policy (Bush Kinder Specific)*

*3.01 Occupational Health & Safety Policy*

*2.16 Injury Incident, Trauma & Illness Policy*

*2.19 Sun Protection Policy*

*2.21 Water Safety Policy*

*2.20 Supervision of Children Policy*

*2.06 Child Safe Environment Policy*

## **RESPONSIBILITIES**

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

- Ensuring staff are appropriately trained in procedures for dealing with onlookers, dogs etc.

**All Staff are responsible for:**

- Ensuring all children have the Kindergarten contact number attached to their clothing.
- Requesting in as diplomatic fashion as possible that interested onlookers move on so as not to disturb the education program underway, if necessary.
- Identifying owners of dogs off leads and encourage the owner to put the dog on a lead.

**Parents/guardians are responsible for:**

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee

## **REVIEW**

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To assess whether the values and purposes of the policy have been achieved, the Approved Provider or Persons with Management or Control 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

## **ATTACHMENTS**

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- *NIL*

## **AUTHORISATION**

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This policy was adopted by the Approved Provider of Kurboroo Kindergarten in September 2024

### **REVIEW DATE: September 2026**

This policy will be reviewed every two years unless deemed necessary earlier.

