

IDENTIFICATION AND VISIBILITY POLICY

(Bush Kindergarten specific)

NQS: Quality Area 2

PURPOSE

This policy aims to:

- Clearly define ways in which Bush Kinder participants are clearly visible to staff and volunteer helpers, and clearly identifiable to other users of Bush Kinder Camp Manyung, to ensure the safety of all participants.
- The manner in which the Bush Kinder site is marked and signed to enable identification by users of Bush Kinder Camp Manyung and to communicate some key messages to optimise the Bush Kinder program and experience.

POLICY STATEMENT

1. VALUES

Kunyang Preschool is committed to

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

2. SCOPE

This policy applies to children, parents/guardians, staff, committee members, authorised persons, volunteer helpers and students on placement with Kunyang Preschool.

3. BACKGROUND AND LEGISLATION

Background

Kunyang Preschool Bush Kinder is conducted in a YMCA Camp site, where there is considerable planning and monitoring to ensure the safety of all users. From time to time there may be breaches in safety (e.g. the sighting of stray dogs in the area) and it is important that all participants in the Bush Kinder program, both children and adults, are easily identifiable to each other and Camp users as a discrete group. It is also critical that children participating in the program are clearly visible to all staff and volunteers. In addition, appropriate signage must be visible to Camp Manyung visitors in the vicinity of the Bush Kinder site asking that they respect the education program underway and do not disturb the program in any way.

Relevant legislation includes but is not limited to:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Occupational Health and Safety Compliance Codes, First Aid in the Workplace (2008)
- Education and Care Services National Law Act 2010 (National Law)
- Education and Care Services National Regulations 2011 (The Regulations)
- *National Quality Standard*, including Quality Area 2: Children's Health and Safety

4. DEFINITIONS

Identifiable clothing: Participants (children and adults) in the Bush Kinder Program will be clearly identifiable by High Visibility vests

- Staff will wear ID lanyards and high visibility vests, as will volunteer helpers. The intention is to have participants, children, staff and volunteer helpers, clearly visible as part of the same Bush Kinder group.
- Kunyang Preschool will supply the High Visibility vests to all adult participants, and identification lanyards to volunteer helpers. Kunyang Preschool will also provide each child with a sun hat to wear during the session during periods defined by the Sun Protection Policy or when deemed necessary.

Visible Signage: Visible signage will be posted at the main path/entrance into the Bush Kinder site. The signage will be displayed to make it clear to other users of Camp Manyung that:

- There is a kindergarten session in progress
- It is requested that members of the public don't linger at the site so as not to disrupt the session.

5. SOURCES AND RELATED POLICIES

- Excursion & Regular Outing Policy
- Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Clothing Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

PROCEDURES

Kunyang Preschool is responsible for:

- Providing appropriate signage for the Bush Kinder site as detailed in this policy.
- Providing appropriate identifiable clothing as detailed in this policy for Bush Kinder participants.
- Ensuring staff are appropriately trained in procedures for dealing with dogs, onlookers etc.

Staff are responsible for:

- Placing Bush Kinder signage as detailed in this policy in appropriate places at the Bush Kinder site;
- Requesting in as diplomatic a fashion as possible that interested onlookers move on so as not to disturb the education program underway;
- Ensuring all participants are wearing identifiable clothing

Parents/guardians are responsible for:

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

EVALUATION

In order to assess whether the policy has achieved the values and purposes the committee of management will:

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

ATTACHMENTS

Attachment 1: Sample wording for Bush Kinder Signage.

AUTHORISATION

This policy was adopted by the Kunyung Pre School Committee on **15 May 2018**

REVIEW DATE

This policy will be reviewed every 2nd year and is next due for formal Committee review in **2020**, unless deemed necessary earlier.

ATTACHMENT 1:

Sample Wording for Bush Kinder Signage.



Bush Kinder is now in progress.
Our children at play in nature.

Visit our website: kunyungpreschool.com.au/