

# Early Years Services – QA2.26 Bush/Beach Kinder Extreme Weather

TRIM Reference: D15/74476 Due for Review: 16 December 2022  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's commitment to:

- provide a framework around which well-informed decisions are made by Surf Coast Council to cancel Bush/Beach Kindergarten session/s in response to forecast weather conditions.
- ensure the health and safety of all children and staff is maintained when the weather conditions become extreme during a session;
- provide guidelines for staff in the event of extreme weather during a Bush/Beach Kindergarten session;
- provide an appropriate mechanism for communication of session cancellations in extreme weather conditions;
- ensure all parents/guardians understand that they may need to collect their child from a Bush/Beach Kindergarten session at any time in response to the weather conditions (or for any other reason)

## Policy Principles

All Surf Coast Shire Council Early Years Services staff, students, volunteers, Family Day Care (FDC) educators, children and their families accessing the services.

## Scope

This policy applies to children, parents/guardians, staff, volunteers and students on placement working at Surf Coast Shire Kindergartens.

## Policy

**The Surf Coast Shire Early Years Management is responsible for:**

- an extreme weather policy which gives clear guidelines to staff and parents about extreme conditions that will necessitate cancellation of a Bush/Beach Kindergarten session/s. All parents/guardians are aware of and are provided access to the policy on the Surf Coast Shire website
- ensuring communication channels are in place to facilitate notification to parents/guardians in the event of cancellation of a Bush/Beach Kindergarten session or if the group has been evacuated to a safe location in response to extreme weather conditions;

**Parents/guardians are responsible for:**

- ensuring protective clothing is worn by their child to suit the weather conditions and ensure a change of clothes is provided (including shoes). (Refer to Protective Clothing Policy);
- If a parent/guardian feels concern for the wellbeing of their child due to the weather conditions, they should withhold their child from the session. Ensuring they are contactable or an alternative contact number is available while their child's Bush/Beach Kindergarten session is in progress.
- accessing the policy (located on Surf Coast Shire Website);

***In the event of extreme or bad weather***

Surf Coast Shire Kindergarten staff will make a decision to cancel the Bush/Beach Kindergarten program for the sessions affected.

In addition to the extreme weather determinants detailed in the table under 'Definitions', the Surf Coast Shire Early Years Management and staff have the discretion to cancel the session if it views the weather to be unsuitable. If Bush/Beach Kindergarten is cancelled, the kindergarten session will be held at the children's kindergarten service in their nominated kindergarten room.

***In the event of weather becoming extreme during a session***

If conditions necessitate evacuation from the Bush/Beach Kindergarten site, follow work instructions for each individual site.

**If the Bush/Beach Kinder group is required to relocate to a safe position in response to the weather conditions, the following procedures are to be followed by staff (with the assistance of volunteers):**

- Blow whistle
- Keep children calm
- Notify emergency services if required (Notifying them of the nearest ESTA point)
- Ensure sign-in tablet is in the teacher's backpack along with other necessary items such as medication
- Count/check off children's names against the sign in tablet 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
- En route to new location, 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 Surf Coast Shire Early Years Management
- Wait for the extreme weather to pass and when it does, resume normal activities, following same relocation procedures to return to the Bush/Beach Kindergarten site
- If the weather does not look like it will pass soon, a broadcast text message should be sent to all parents, advising of the new safe location for pickup purposes.

**The staff are responsible for:**

- Monitoring the weather forecast via the Bureau of Meteorology website (or via mobile phone app) on the morning of the session;
- Making a decision to cancel or conduct the Bush/Beach Kindergarten sessions
- Providing notice to parents/guardians/staff of the status of the Bush/Beach Kindergarten session/s as follows:
  - group text to the Bush/Beach Kindergarten families at least 30 minutes before session.
  - once families have been notified of cancellation, staff must notify Team Leader Kindergarten Programs
- Receiving notice of extreme weather updates which necessitate cancellation.

**Note: a bush/beach kinder session may be cancelled at short notice or any other time by text message or EDUCA based on updated weather information.**

**In the event of weather becoming extreme during a session**

- Undertake the following actions in each of the weather conditions listed in the table below:

Weather Condition	Staff Actions
<p><b>Heat</b> Risks include sunburn, heat stress, heat stroke, dehydration,</p>	<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. [Refer protective Clothing Policy for more information]</li> </ul>
<p><b>Rain/Hail/Cold</b> Risks include child getting wet (and onset of hypothermia), injury from hailstones</p>	<ul style="list-style-type: none"> <li>• Monitor children for wet clothing and change if necessary (with assistance of volunteers)</li> <li>• Ensure appropriate clothing is worn (eg, waterproof clothing, gumboots)</li> <li>• Encourage wearing of appropriate clothing, including coats, gloves, scarves etc</li> <li>• Seek shelter in heavy rain or in hail</li> </ul>
<p><b>Electrical storm activity/ Lightning</b> Risks include lightning strike, trees/tree limbs falling as a result of lightning strike, anxiety/distressed children</p>	<ul style="list-style-type: none"> <li>• Move children away from trees</li> <li>• Seek indoor shelter</li> <li>• Implement site emergency evacuation procedures. If no network coverage ring 112 for emergency help</li> </ul>
<p><b>High winds</b> Risks include falling trees/tree limbs, blowing particles (sand, dirt) into eyes, Bush Kinder structures blowing down/away etc.</p>	<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 if necessary</li> <li>• Any equipment/structures must be moved by at least two staff/volunteer to minimise risk of injury</li> <li>• Implement site emergency evacuation procedures. If no network coverage ring 112 for emergency help</li> </ul>

**Definitions**

Bureau of Meteorology: Australia's national weather, climate and water agency. Website [www.bom.gov.au](http://www.bom.gov.au). Various iPhone/iPad apps use BOM data (e.g. Pocket Weather)

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 of Bush Kinder
<del>Catastrophic Code Red</del> Day / Total Fire Ban	Bush/Beach Kindergarten will be closed on a Code Red day. On a Total Fire Ban Day, some areas of the park may be restricted and the Bush/Beach Kindergarten sites may close.
Forecast temperature	33 degrees Celsius or greater Note there is no pre-set minimum temperature. Thermals and clothing layers should be worn on very cold days (Refer Protective Clothing Policy)
Forecast wind speed	> 40km per hour
Forecast of electrical storm activity	Thunder storm / electrical storm forecast
Flooding at or near the Bush Kindergarten site	Flooding advice from the Surf Coast Shire Council
BOM weather warnings of extreme storm conditions and excessive rainfall	Warning issued by the Bureau of Meteorology

In addition to the above, the Surf Coast Shire Early Years management and staff has the discretion to cancel session/s if it views the weather to be unsuitable for Bush/Beach Kindergarten, regardless of whether the extreme weather determinants in the above table are reached. Weather warnings from the Bureau of Meteorology for the area would also necessitate cancellation.

### Related Procedure

Nil.

### References

#### Related Surf Coast Shire Council Early Years Services Policies

- D15/74634 Bush Kindergarten Play Benefit and Risk Policy
- D15/74620 Bush Kindergarten Delivery and Collection of Children Policy
- D15/74610 Bush Kindergarten Snake Awareness and First Aid Policy
- D15/74606 Bush Kindergarten Protective Clothing Policy
- D15/74583 Bush Kindergarten Management of Dogs Policy
- D15/74477 Bush Kindergarten Identification and Visibility Policy
- D15/74476 Bush Kindergarten Emergency Evacuation
- D15/35312 Early Years Child Safe Environment Policy
- D15/35364 Early Years Sustainability Policy
- D18/116438 Code Red and Extreme Fire Danger Policy - MPP021

#### Related Surf Coast Shire Council Early Years Services Work Instructions and Forms

- [D20/3979 Early Years Unit – Catastrophic/ Extreme Fire Danger Work Instructions](#)
- D14/87971 WHS 2.2 Early Years Risk Assessment Management Plan
- D18/71916 Bush Kindergarten Emergency Evacuation Work Instructions - Bellbrae Reserve
- D18/71918 Bush Kindergarten Emergency Evacuation Work Instructions - Fishermans Beach
- D18/71921 Bush Kindergarten Emergency Evacuation Work Instructions - Jan Juc Bush Site
- D18/71923 Bush Kindergarten Emergency Evacuation Work Instructions - Point Roadknight

D18/71928	Bush Kindergarten Emergency Evacuation Work Instructions - Winchelsea Church
D18/71931	Bush Kindergarten Emergency Evacuation Work Instructions - Stribling Reserve
D18/71933	Bush Kindergarten Emergency Evacuation Work Instructions - Torquay Common
D21/76221	Bush Kindergarten Emergency Evacuation Work Instructions - YMCA
D19/111386	Bush Kindergarten Emergency Evacuation Work Instructions - Deep Creek Reserve
	<a href="#">Bush Kindergarten Emergency Evacuation Work Instructions – Distillery Creek</a>
	<a href="#">Bush Kindergarten Emergency Evacuation Work Instructions – Eumeralla</a>

## Document History

Version	Document History	Approved by – Date
1	Approved	Manager Aged and Family – 1 October 2015
2	Amendment/Review	Manager Aged and Family – 21 September 2018
3	Amendment/Review	Manager Community Strengthening – 9 January 2020
4	Amendment/Review	Manager Community Strengthening – 16 June 2021