

EARLY YEARS POLICY

Early Years Services Identification and Visibility	Policy No:	QA 2.25
	Document No:	D15/74477
	Approved Date:	1 October 2015
	Approved By:	Manager Aged and Family
	Review Date:	9 July 2021
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

1. Purpose

To ensure Bush Kinder participants are clearly visible to staff and volunteers, and clearly identifiable to other users to protect the safety of all participants.

2. Scope

Evidence of link to National Quality Standards 1.1.1.2.

Evidence of link to Educational & Care Services National Regulations: Part 4.1, 73, 74, 75, 76.

Evidence of link to Education & Care Services National Law: Section 168

Victorian Children's Services: Regulations 2009.

3. Application

This policy applies to children, parents/guardians, staff, authorised persons, volunteers and students on placement working at Surf Coast Shire Council kindergartens and preschools.

4. Definitions

Identifiable clothing:

Bush Kinder children will be clearly identifiable through wearing ID wrist bracelets. Staff, volunteers and students will be identifiable by wearing high visibility vests.

Visible signage:

Visible flags/signage will be displayed on site of Bush Kinder sites and on the Bush Kinder wagons where possible.

5. Policy

The programs identify that 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 staff and volunteers.

Appropriate signage must be visible to members of the public 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.

The Surf Coast Shire Early Years Management 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 onlookers, dogs etc.
- ensuring staff have read all policies and work instructions related to bush kinder practices

Staff are responsible for:

- placing Bush Kinder signage in appropriate places at the Bush Kinder site;
- ensuring all children are wearing identifiable ID bracelets and clothing.
- ensuring all staff, volunteers and students are wearing high visibility vests requesting that interested onlookers move on for the safety of the children and benefit of the program

Parents/guardians are responsible for:

- ensuring children come to Bush Kinder dressed appropriately for bush kinder and being familiar with all related information and/or policies
- bringing relevant issues to the attention of both staff and Team Leader kindergarten programs

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Early Years Enrolment and Consent Form	Until the child is 25 years of age.	Until the child is 25 years of age.	Off-Site
Attendance Sheet	Destroy 7 years after last attendance of child.	Destroy 7 years after last attendance of child.	Off-Site

7. Attachments

Not applicable

8. References**Related Surf Coast Shire Council and Early Years Services Policies**

D15/74634	Bush Kinder Play Benefit and Risk
D15/74620	Bush Kinder - Delivery and Collection of Children
D15/74610	Bush Kinder - Snake awareness and first aid
D15/74606	Bush Kinder - Protective Clothing
D15/74583	Busk Kinder - Management of Dogs
D15/74476	Bush Kinder - Extreme Weather
D15/73628	Bush Kinder - Emergency Evacuation
D15/35312	Early Years Child Safe Environment Policy
D15/35364	Early Years Sustainability Policy

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

D14/28442	Family Day Care 'Active Play' Work Instructions
D14/95703	Early Years Enrolment & Consent Form
D15/117400	Family Day Care All about me Form
D19/24712	Template - Excursion Parent Permission Form - 2019

Other References

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
 Education and Care Services National Regulations 2011 (Schedule 1 of the Regulations)
 ACECQA National; Quality Framework Resource Kit (2011)

Approval Date:	01/10/2015	Approved by:	Manager Aged and Family
Amendment/Review 1:	23/08/2018	Approved by:	Manager Aged and Family
Amendment/Review 2:	09/01/2020	Approved by:	Manager Community Strengthening