



## **BEACHCOMBER AND BUSHWALKER KINDERGARTEN PROGRAM POLICY 2020**

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**Mandatory – Quality Areas 1 and 2**

### **AUTHORISATION**

This policy was adopted by the Approved Provider of Holy Trinity Kindergarten on 29 September 2020.

**REVIEW DATE: SEPTEMBER 2022**

### **PURPOSE**

This policy provides guidelines for Holy Trinity Kindergarten (HTK) to plan and conduct its Beachcombers and Bushwalkers Kindergarten Program (BBK Program) as part of its four-year-old kindergarten program.

### **POLICY STATEMENT**

#### **1. VALUES**

HTK is committed to:

- providing children with opportunities to explore and experience the natural environment in a range of safe weather conditions, including rain
- fostering child-led play at the child's own pace
- encouraging the benefits associated with unstructured play in the natural environment, including developing children's self-confidence, teamwork, social and risk-management skills and an appreciation and understanding of their environment
- encouraging a sense of belonging within the local community and the surrounding natural environment
- ensuring the safety, health and wellbeing of children at all times
- providing adequate supervision of all children at all times
- ensuring children are educated on safety issues associated with roads, water, dogs, snakes, spiders and sea creatures
- being respectful of the local community and the natural environment and wildlife.

#### **2. SCOPE**

This policy applies to the Approved Provider, Persons with Management and Control, the Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, students on placement, volunteers, families, parents/guardians, children and others attending the programs and activities of HTK.

#### **3. BACKGROUND AND LEGISLATION**



## Background

As stated in its Philosophy, HTK is strongly of the view that the natural environment plays an important role in a child's development and wellbeing.

There is mounting evidence supporting the diverse benefits of children spending regular, long periods of time in nature engaging in unstructured play. These benefits include:

- increasing confidence, resilience, motivation, imagination, creativity and concentration
- increasing social, physical, problem solving and language skills
- encouraging the children to take risks and face challenges, essential to well-rounded learning
- creating an authentic connection and respect for the natural environment and sustainability
- promoting the associated health, relaxation and general wellbeing effects of outdoor play.

We live in a society where there are decreasing opportunities for children to play outdoors in nature and research has linked this trend to concerns about children's health and wellbeing. HTK has introduced its BBK Program to attempt to address these concerns and to capitalise on the benefits available to children playing in the natural environment.

HTK's BBK Program is an extension of its home four-year-old kindergarten program and forms part of the overall curriculum. It provides an ideal environment of uninterrupted play in the bush or beach, using the resources nature has provided as learning materials. It includes activities such as building structures from branches and sticks, balancing on logs, climbing trees, playing in the rain, making mud pies, participating in dramatic play, finding insects and sea creatures, building sandcastles and drawing with sticks in the ground. A significant aspect of the BBK Program is also having the time and space to sit and 'just be' or talk with peers and adults uninterrupted.

The BBK Program is intended to operate across a diverse range of weather conditions, allowing children to enjoy nature and its elements across the seasons.

HTK's four-year-old teachers and educators will supervise, guide and support the children during the BBK Program, including encouraging:

- taking on challenges, assessing risks and making safe choices
- working as a team
- developing responsibility for themselves and others
- physical activity and building stamina in preparation for primary school
- inquisitive minds and making observations regarding the surrounding environment and wildlife
- respect for and appreciation of our environment and adopting sustainable practices
- practicing and reinforcing the skills learned at kindergarten regarding road, water and animal safety and environmental sustainability.

A risk assessment must be carried out in respect of the BBK Program site(s) and the route travelled to and from the site(s) to determine any risks to children's safety, health or wellbeing before permission is sought from parents/guardians (Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (Regulation 101).

Written authorisation for the child to attend the BBK Program must be obtained from a parent/guardian or person named in the child's enrolment record before the child can participate in the BBK Program (refer to Attachment 1 – Authorisation Form for BBK Program Regular Outing).

## Legislation and standards

Relevant legislation and standards include but are not limited to:



- *Child Safe Standards*, Commission for Children and Young People, Victoria
- *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
- *Occupational Health & Safety Act 2004*
- *Occupational Health & Safety Regulations 2007*
- *Wildlife Act 1975* (Vic)



#### 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the BBK Program site(s), being in sight and/or hearing of an educator at all times. 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 during the BBK Program. 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 and the proximity to potential hazards, such as the road or water
- 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).

**Appropriate clothing:** Clothing that is suitable for playing in the outdoors, running, balancing and climbing trees. The clothing should promote free movement, provide maximum comfort and not obstruct the children in their activities in the BBK Program setting. In colder months, layers of clothing are recommended. In warmer months, clothing which protects against sunburn is recommended, such as light, loose fitting tops which cover shoulders. Footwear should be comfortable, keep the feet and toes covered and have a flexible and gripped sole to allow children to climb and balance on uneven surfaces. Appropriate clothing does **not** include singlet tops which do not cover shoulders, long skirts or dresses, open toe shoes, sandals, thongs or crocs.

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Assembly point:** A predetermined and mapped safe place for the BBK Program group to meet after an emergency evacuation (as identified on Attachment 7 - BBK Program site(s) map).

**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)).

**BBK Program site(s):** The site or sites at which the BBK Program is conducted (as identified on Attachment 7 – BBK Program Site(s) Map).

**Bureau of Meteorology (BOM):** Australia's national weather, climate and water agency. Website: [www.bom.gov.au](http://www.bom.gov.au)



**Emergency:** A sudden, unforeseen crises (usually involving danger) that requires immediate action.

**Emergency evacuation:** The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

**Evacuation route:** A predetermined safe route to move people away from a threat or danger. During the BBK Program session, the route will depend on which site(s) is being used at the time and the type and direction of the emergency/danger.

**Extreme weather:** Weather that threatens the safety of individuals as a result of rain, lightning, wind or heat. The risk is guided by the BOM's forecast conditions and the discretion of the Nominated Supervisor. The following conditions are considered extreme weather and will result in the BBK Program session being cancelled:

- if the forecast temperature is 35 degrees Celsius or greater and the Nominated Supervisor decides that it would be appropriate to cancel the BBK Program session. (There is no minimum temperature, as this can be managed by wearing appropriate layers of clothing)
- if the forecast wind speed is in excess of 45km per hour and the Nominated Supervisor decides that it would be appropriate to cancel the BBK Program session
- if there is a forecast of electrical storm activity or if actual electrical storm activity is experienced
- if there is any significant flooding at either the BBK Program site(s) or en-route to the site(s), upon inspection by the Nominated Supervisor
- if there is a BOM weather warning of extreme storm conditions and excessive rainfall
- in any other circumstances where the Nominated Supervisor believes the weather to be poor for the BBK Program purposes, even if the extreme weather determinants mentioned above are not reached.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death, serious injury/illness or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**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 safety, health and/or wellbeing while participating in the BBK Program, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

- the proposed route and site(s) of the BBK Program
- the natural boundaries of the BBK Program site(s)
- any water hazards (refer to *Water Safety Policy*)
- any hazards associated with dogs, snakes, spiders, sea creatures etc and ways of mitigating/addressing these hazards
- adequate surveillance points and lines of sight for educators, other staff and volunteers
- parkland management support
- access for children with disabilities or mobility issues
- any risks associated with water-based activities (refer to *Water Safety Policy*)
- any risks associated with climbing trees



- method of transport to and from the proposed location of the BBK Program (refer to *Occupational Health and Safety Policy* and *Road Safety and Safe Transport Policy*)
- the number of adults and children participating in the BBK Program
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of these on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the BBK 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 during the operation of the BBK 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 mobile phones
- adequate mobile phone coverage and access for emergency services
- nearby facilities that may offer shelter in extreme weather conditions.

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

**Shelter zone:** An area close to the BBK Program site where shelter may be sought in the event of extreme weather (as identified on Attachment 7 - BBK Program Site(s) Map).

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated or cared for by the service or following an incident occurring while that child was being educated or cared for by the service
- any incident involving serious injury or trauma while the child is being educated and cared for by the service, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital, for example a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital, for example severe asthma attack, seizure or anaphylaxis\*
  - \*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s during the operation of an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child being educated and cared for by the service appears to be missing or cannot be accounted for
- a child being educated and cared for by the service appears to have been taken or removed in a manner that contravenes the National Regulations.

Examples of serious incidents include amputation (for example, removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures,



bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

If the Approved Provider is not aware that the incident was serious until sometime after the incident, they must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

Notifications of serious incidents should be made through the NQA IT System portal ([www.acecqa.gov.au](http://www.acecqa.gov.au)). If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.

**Water hazard:** (In relation to this policy) a hazard which can lead to drowning or non-fatal drowning incidences. Drowning hazards include large bodies of water such as the ocean, rock pools, swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Venom Research Unit (University of Melbourne) [www.avru.org](http://www.avru.org)
- *Bites and Stings*, Victorian Poisons Information Centre, Austin Health ([www.austin.org.au](http://www.austin.org.au))
- *Bites and Stings – First Aid*, Better Health Channel, Victoria State Government: <https://www.betterhealth.vic.gov.au>
- *Bush Kinders*: Department of Education and Training: <https://www.education.vic.gov.au>
- *Child Safety and Dogs*, Better Health Channel, Victoria State Government: <https://www.betterhealth.vic.gov.au>
- *Heat Stress and Heat-Related Illness*, Better Health Channel, Victoria State Government: <https://www.betterhealth.vic.gov.au>
- *Lightning Strikes*, Australia Wide First Aid: <https://www.australiawidefirstaid.com.au/lightning-strikes/>
- *Spider Bites*, St John Ambulance Australia: <http://stjohn.org.au>
- *Spiders*, Better Health Channel, Victoria State Government: <https://www.betterhealth.vic.gov.au>
- Victorian Poisons Information Centre (Austin Health) Ph 13 11 26 <http://www.austin.org.au/poisons>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*
- *Curriculum Development Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Diabetes Policy*





- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Excursion and Service Events Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy Policy*
- *Road Safety and Safe Transport Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

## PROCEDURES

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

- developing this policy in consultation with the Nominated Supervisor, staff and parents/guardians at HTK
- ensuring that staff, volunteers, students, parents/guardians and others participating in the BBK Program have access to this policy and comply with its requirements
- ensuring that a risk assessment (refer to *Definitions*) is carried out for the BBK Program (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring that the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- ensuring every reasonable precaution is taken to protect children participating in the BBK Program from harm and any hazard likely to cause injury
- ensuring that guidance and procedures are in place in the event of extreme weather (refer to *Definitions*) leading up to or during a BBK Program session which necessitates the cancellation of the session
- ensuring communication channels are in place to facilitate notification to parents/guardians in the event of cancellation of a BBK Program session or if there has been evacuation to the shelter zone (refer to *Definitions*) in response to extreme weather conditions or for any other reason
- ensuring that the educational and developmental needs of the children are met whilst participating in the BBK Program. An educational program must be planned, documented and delivered to





children attending the BBK Program and should enhance children's learning and development and be based on an approved learning framework (Section 168, Regulations 73 to 76)

- ensuring that the BBK Program is inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- ensuring that, if children have a specific health care need, allergy or relevant medical condition a medical management plan and risk minimisation plan is developed or modified outlining the process to be followed in the event of an incident related to the child's specific health care need, allergy or relevant medical condition arises when the child is attending a BBK Program session (Regulation 90)
- ensuring that parents/guardians are provided with at least two days' notice of a BBK Program session and the approximate times within which the proposed session will operate
- ensuring that a child does not leave HTK's premises on the BBK Program unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record within the past 12 months and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Authorisation Form for BBK Program Regular Outing)
- ensuring that the authorisation to participate in the BBK Program is kept in the child's enrolment record (Regulation 161)
- ensuring that strategies are in place to provide an accurate record of the children and adults participating in the BBK Program for each session
- ensuring that strategies are in place to conduct regular checks against the record of the children and adults participating in the BBK Program for each session:
  - prior to departing HTK's premises
  - at regular intervals throughout the duration of the session – at least every 30 minutes
  - upon return to the HTK premises
- in the event that a child is required to be delivered to or collected from the BBK Program site(s), ensuring that the procedures in the *Delivery and Collection of Children Policy* are followed, including but not limited to maintaining a record of the time the child was delivered/collected and ensuring that the person who delivered/collected the child, the Nominated Supervisor or educator signs the record (Regulation 158)
- ensuring that all children are adequately supervised (refer to *Definitions*) at all times during the operation of the BBK Program (Regulations 123, 355, 357) and that increased levels of supervision are provided during proximity to water hazards and roads
- ensuring that educator-to-child ratios are maintained at all times during the operation of the BBK Program. Consideration must be given, as part of the risk assessment of the BBK Program, as to whether educator to child ratios need to be higher than the prescribed requirement and/or other responsible adults will be required to ensure that adequate supervision of children is maintained at all times (refer to Attachment 2 – BBK Program Guidelines)
- ensuring that an educator with a current approved first aid qualification (refer to *Definitions*) and who has been educated on first aid procedures in response to a snake, spider or sea creature bite is in attendance and immediately available at all times during the operation of the BBK Program (Regulation 136). In line with best practice, HTK strongly encourages all educators to have current approved first aid qualifications. If an educator does not have current approved first aid qualifications, a plan to achieve this qualification will be put in place



- providing a mobile phone for use during the BBK Program to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
- ensuring that systems are in place for timely group notification to parents/guardians in the event of cancellation of a BBK Program session or any evacuation or emergency situation
- ensuring that systems are in place for checking the weather forecasts prior to the commencement of each BBK Program session (and during the session if concerns of extreme weather arise) and cancelling the session in the event of extreme weather (refer to *Definitions*)
- ensuring that systems are in place and have been practised to effectively manage incidents and respond to emergencies, including in the event that an evacuation from the BBK Program site(s) is required (refer to Attachment 2 – BBK Program Guidelines)
- ensuring that emergency contact details for each child and adult participating in the BBK Program and contact details of the children's medical practitioner are taken on the BBK Program for notification in the event of an incident, injury, trauma or illness
- ensuring that each child's personal medication and current medical management plan is taken on the BBK Program (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- providing and maintaining a portable first aid kit, which includes the required medication for dealing with medical conditions (including pressure immobilisation bandages, also known as compression bandages, for treatment of snake bites), that can be taken on the BBK Program and ensuring that HTK's Allergy Buddy System is in place
- ensuring adequate toilet, washing and drying facilities are provided for safe use by children within reasonable proximity to the BBK Program site(s) (Regulation 109) including additional water for hand washing
- ensuring that clear guidelines are developed and communicated to all educators, staff, volunteers, parents/guardians and children participating in the BBK Program to improve the children's safety, health and wellbeing whilst participating in the BBK Program, having regard to the increased risks associated with proximity to roads, water and the increased potential for contact with dogs, spiders, snakes and sea creatures (refer to Attachment 2 - BBK Program Guidelines)
- ensuring that clear guidelines are developed and communicated to staff and parents/guardians regarding appropriate clothing (refer to *Definitions*) the children are required to wear for BBK Program sessions to ensure their safety, health and wellbeing (including a description of clothing which should not be worn) (refer to Attachment 1 – Authorisation Form for BBK Program Regular Outing and Attachment 2 – BBK Program Guidelines)
- ensuring that high-visibility vests are available for all children, staff and volunteers attending the BBK Program
- ensuring that a tag which states that the child is participating in the HTK BBK Program and provides the HTK mobile phone number is worn by each child participating in the BBK Program. The tag is not to identify the child's name
- ensuring that wet weather clothing is available, if needed, for all children, staff and volunteers attending the BBK Program
- ensuring compliance with the *Sun Protection Policy* during a BBK Program session
- ensuring that guidelines are developed to avoid the BBK Program having any detrimental impact on the natural environmental and wildlife (refer Attachment 2 - BBK Program Guidelines)



- reporting any serious incidents (refer to *Definitions*) to the DET and/or any notifiable incidents (refer to *Definitions*) to WorkSafe Victoria
- ensuring that water safety awareness, road safety and dog, spider, snake and sea creature awareness are embedded in the curriculum
- ensuring that HTK's *Enrolment and Orientation Policy*, website and Family Handbook includes reference to the operation of the BBK Program at HTK.

**The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:**

- developing this policy in consultation with the Approved Provider, staff and parents/guardians at HTK
- ensuring that staff, volunteers, students, parents/guardians and others participating in the BBK Program have access to this policy and comply with its requirements
- ensuring that a risk assessment (refer to *Definitions*) is carried out for the BBK Program (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring that the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- ensuring every reasonable precaution is taken to protect children participating in the BBK Program from harm and any hazard likely to cause injury
- monitoring the weather forecast from BOM in the days leading up to and the morning of a planned BBK Program session and determining whether it is necessary to cancel the session due to extreme weather (refer to *Definitions*)
- continuing to monitor the weather forecast from BOM during a BBK Program session in the event of concerns of extreme weather (refer to *Definitions*)
- relocating to HTK's premises, if safe to do so, or to a shelter zone (refer to *Definitions*) in the event of extreme weather (refer to *Definitions*) during a BBK Program session
- communicating any cancellation of a BBK Program session or any evacuation to a shelter zone in response to extreme weather (refer to *Definitions*) or for any other reason to parents/guardians in a timely manner via broadcast EdSmart text message
- communicating any evacuation from a BBK Program session to the Executive Committee and any other relevant contacts identified in HTK's Emergency Management Plan in a timely manner
- respecting the right of parents/guardians to decide not to send their child to, or to remove their child from, a BBK Program session due to concerns about the weather or for any other reason
- ensuring that the educational and developmental needs of the children are met whilst participating in the BBK Program. An educational program must be planned, documented and delivered to children attending the BBK Program and should enhance children's learning and development and be based on an approved learning framework (Section 168, Regulations 73 to 76)
- ensuring that the BBK Program is inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- ensuring that, if children have a specific health care need, allergy or relevant medical condition a medical management plan and risk minimisation plan is developed or modified outlining the process to be followed in the event of an incident related to the child's specific health care need, allergy or



relevant medical condition arising when the child is attending a BBK Program session (Regulation 90)

- providing parents/guardians with at least two days' notice of a BBK Program session and the approximate times within which the proposed session will operate
- ensuring that a child does not leave HTK's premises on the BBK Program unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record within the past 12 months and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Authorisation Form for BBK Program Regular Outing)
- maintaining an accurate record of the children and adults participating in the BBK Program for each session
- conducting regular checks against the record of the children and adults participating in the BBK Program for each session:
  - prior to departing HTK's premises
  - at regular intervals throughout the duration of the session – at least every 30 minutes
  - upon return to the HTK premises
- in the event that a child is required to be delivered to or collected from the BBK Program site(s), ensuring that the procedures in the *Delivery and Collection of Children Policy* are followed, including but not limited to maintaining a record of the time the child was delivered/collected and ensuring that the person who delivered/collected the child, the Nominated Supervisor or educator signs the record (Regulation 158)
- ensuring that all children are adequately supervised (refer to *Definitions*) at all times during the operation of the BBK Program (Regulations 123, 355, 357) and that increased levels of supervision are provided during proximity to water hazards and roads
- ensuring that educator-to-child ratios are maintained at all times during the operation of the BBK Program. Consideration must be given, as part of the risk assessment of the BBK Program, as to whether educator to child ratios need to be higher than the prescribed requirement and/or other responsible adults will be required to ensure that adequate supervision of children is maintained at all times (refer to Attachment 2 – BBK Program Guidelines)
- ensuring that parents/guardians, volunteers, students and all adults participating in the BBK Program are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that an educator with a current approved first aid qualification (refer to *Definitions*) and who has been educated on first aid procedures in response to a snake, spider or sea creature bite is in attendance and immediately available at all times during the operation of the BBK Program (Regulation 136). In line with best practice, HTK strongly encourages all educators to have current approved first aid qualifications. If an educator does not have current approved first aid qualifications, a plan to achieve this qualification will be put in place
- ensuring that the HTK mobile phone and the Educational Leader's mobile phone are fully charged prior to a BBK Program session and ensuring that those mobile phones are taken on the BBK Program session to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness
- assisting the Approved Provider in the development and implementation of clear guidelines, and communicating those guidelines to all staff, volunteers and children participating in the BBK Program, to improve the children's safety, health and wellbeing whilst participating in the BBK



Program, having regard to the increased risks associated with proximity to roads, water and the increased potential for contact with dogs, spiders, snakes and sea creatures (refer to Attachment 2 - BBK Program Guidelines)

- assisting the Approved Provider in developing guidelines regarding appropriate clothing (refer to *Definitions*) the children are required to wear for BBK Program sessions to ensure their safety, health and wellbeing (including a description of clothing which should not be worn) and communicating those guidelines to parents/guardians (refer Attachment 1 – Authorisation Form for BBK Program Regular Outing and Attachment 2 – BBK Program Guidelines)
- in the event that a child arrives at HTK in clothing that is not appropriate clothing (refer to *Definitions*) on a day of a BBK Program session:
  - advising the parent/guardian that the clothing is not appropriate clothing and explaining why
  - determining whether the child has spare appropriate clothing and, if so, requesting that the parent/guardian change the child's clothes
  - if not, determining whether HTK has any spare appropriate clothing that the child may wear and, if so, requesting that the parent/guardian change the child's clothes
  - if the clothing has the potential to put the child's safety, health or wellbeing at risk and there is no available appropriate clothing, informing the parent/guardian that the child is not able to attend the BBK Program session on that day or request that the parent/guardian return home and collect appropriate clothing for their child and deliver it to staff either at the HTK premises, en-route to the BBK Program site(s) or at the BBK Program site(s) as soon as practicable
- ensuring that high-visibility vests are worn by all children, staff and volunteers attending the BBK Program
- ensuring that a tag which states that the child is participating in the HTK BBK Program and provides the HTK mobile phone number is worn by each child participating in the BBK Program. The tag is not to identify the child's name
- in the event of wet weather, ensuring that wet weather clothing is worn by all children, staff and volunteers attending the BBK Program (or is taken on the BBK Program if wet weather is forecast)
- ensuring that educators and staff comply with HTK's policies throughout the duration of the BBK Program, including but not limited to the *Road Safety and Safe Transport Policy* and the *Water Safety Policy*
- encouraging parents/guardians to comply with HTK's policies throughout the duration of the BBK Program, including but not limited to the *Road Safety and Safe Transport Policy* and the *Water Safety Policy*
- ensuring that systems are in place and have been practised to effectively manage incidents and respond to emergencies, including in the event that an evacuation from the BBK Program site(s) is required (refer to Attachment 2 – BBK Program Guidelines)
- ensuring that emergency contact details for each child and adult participating in the BBK Program and contact details of the children's medical practitioner are taken on the BBK Program for notification in the event of an incident, injury, trauma or illness
- ensuring that each child's personal medication and current medical management plan is taken on the BBK Program (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- ensuring that a portable first aid kit, which includes the required medication for dealing with medical conditions (including pressure immobilisation bandages, also known as compression bandages, for





treatment of snake bites), is taken on the BBK Program and ensuring that HTK's Allergy Buddy System is in place

- using their best endeavours to ensure that the BBK Program does not have any detrimental impact on the natural environmental or wildlife (refer Attachment 2 - BBK Program Guidelines)
- ensuring compliance with the *Sun Protection Policy* during a BBK Program session, including wearing hats and re-applying sunscreen (if required)
- ensuring that the site(s) of the BBK Program provide adequate shade options
- ensuring adequate toilet, washing and drying facilities are provided for safe use by children within reasonable proximity to the BBK Program site(s) (Regulation 109) including additional water for hand washing
- reporting any serious incidents (refer to *Definition*) to the DET and the Executive Committee
- embedding water safety awareness, road safety and dog, spider, snake and sea creature awareness in the curriculum
- including reference to the operation of the BBK Program in HTK's *Enrolment and Orientation Policy*, website and Family Handbook
- displaying a notice on the entrance door to the HTK foyer indicating that children are on the BBK Program and the expected time of return to HTK. The notice is to include a copy of the BBK Program site(s) map (refer Attachment 7).

**All staff are responsible for:**

- contributing to the development of this policy, including by providing input into the risk assessment process
- reading and complying with the requirements of this policy
- ensuring that a child does not leave HTK's premises on the BBK Program unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record within the past 12 months and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Authorisation Form for BBK Program Regular Outing)
- ensuring every reasonable precaution is taken to protect children participating in the BBK Program from harm and any hazard likely to cause injury
- assisting the Nominated Supervisor and Persons with Day-to-Day Charge with monitoring the weather forecast from BOM prior to and during a planned BBK Program session and helping to determine whether it is necessary to cancel the session due to extreme weather (refer to *Definitions*)
- relocating to HTK's premises, if safe to do so, or to a shelter zone (refer to *Definitions*) in the event of extreme weather (refer to *Definitions*) during a BBK Program session
- respecting the right of parents/guardians to decide not to send their child to, or to remove their child from, a BBK Program session due to concerns about the weather or for any other reason
- ensuring that the educational and developmental needs of the children are met whilst participating in the BBK Program
- ensuring that the BBK Program is inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)



- being aware of the details of any medical management plans and risk minimisation plans developed or modified for children which outline the process to be followed in the event of an incident related to the child's specific health care need, allergy or relevant medical condition arising when the child is attending a BBK Program session (Regulation 90)
- maintaining an accurate record of the children and adults participating in the BBK Program for each session
- conducting regular checks against the record of the children and adults participating in the BBK Program for each session:
  - prior to departing HTK's premises
  - at regular intervals throughout the duration of the session – at least every 30 minutes
  - upon return to the HTK premises
- in the event that a child is required to be delivered to or collected from the BBK Program site(s), ensuring that the procedures in the *Delivery and Collection of Children Policy* are followed, including but not limited to maintaining a record of the time the child was delivered/collected and ensuring that the person who delivered/collected the child, the Nominated Supervisor or educator signs the record (Regulation 158)
- ensuring that all children are adequately supervised (refer to *Definitions*) at all times during the operation of the BBK Program (Regulations 123, 355, 357) and that increased levels of supervision are provided during proximity to water hazards and roads
- ensuring that educator-to-child ratios are maintained at all times during the operation of the BBK Program
- ensuring that parents/guardians, volunteers, students and all adults participating in the BBK Program are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that an educator with a current approved first aid qualification (refer to *Definitions*) and who has been educated on first aid procedures in response to a snake, spider or sea creature bite is in attendance and immediately available at all times during the operation of the BBK Program (Regulation 136). In line with best practice, HTK strongly encourages all educators to have current approved first aid qualifications. If an educator does not have current approved first aid qualifications, a plan to achieve this qualification will be put in place
- ensuring that the HTK mobile phone and the Educational Leader's mobile phone are fully charged prior to a BBK Program session and ensuring that those mobile phones are taken on the BBK Program session to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness
- assisting the Approved Provider, Nominated Supervisor and Persons in Day-to-Day Charge in the development and implementation of clear guidelines, and communicating those guidelines to all volunteers and children participating in the BBK Program, to improve the children's safety, health and wellbeing whilst participating in the BBK Program, having regard to the increased risks associated with proximity to roads, water and the increased potential for contact with dogs, spiders, snakes and sea creatures (refer to Attachment 2 - BBK Program Guidelines)
- assisting the Approved Provider, Nominated Supervisor and Persons in Day-to-Day Charge in developing guidelines regarding appropriate clothing (refer to *Definitions*) the children are required to wear for BBK Program sessions to ensure their safety, health and wellbeing (including a description of clothing which should not be worn) and communicating those guidelines to





parents/guardians (refer Attachment 1 – Authorisation Form for BBK Program Regular Outing and Attachment 2 – BBK Program Guidelines)

- in the event that a child arrives at HTK in clothing that is not appropriate clothing (refer to *Definitions*) on a day of a BBK Program session:
  - advising the parent/guardian that the clothing is not appropriate clothing and explaining why
  - determining whether the child has spare appropriate clothing and, if so, requesting that the parent/guardian change the child's clothes
  - if not, determining whether HTK has any spare appropriate clothing that the child may wear and, if so, requesting that the parent/guardian change the child's clothes
  - if the clothing has the potential to put the child's safety, health or wellbeing at risk and there is no available appropriate clothing, informing the parent/guardian that the child is not able to attend the BBK Program session on that day or request that the parent/guardian return home and collect appropriate clothing for their child and deliver it to staff either at the HTK premises, en-route to the BBK Program site(s) or at the BBK Program site(s) as soon as practicable
- ensuring that high-visibility vests are worn by all children, staff and volunteers attending the BBK Program
- ensuring that a tag which states that the child is participating in the HTK BBK Program and provides the HTK mobile phone number is worn by each child participating in the BBK Program. The tag is not to identify the child's name
- in the event of wet weather, ensuring that wet weather clothing is worn by all children, staff and volunteers attending the BBK Program (or is taken on the BBK Program if wet weather is forecast)
- complying with HTK's policies throughout the duration of the BBK Program, including but not limited to the *Road Safety and Safe Transport Policy* and the *Water Safety Policy*
- encouraging parents/guardians to comply with HTK's policies throughout the duration of the BBK Program, including but not limited to the *Road Safety and Safe Transport Policy* and the *Water Safety Policy*
- being aware of the systems in place to effectively manage incidents and respond to emergencies, including in the event that an evacuation from the BBK Program site(s) is required, and assisting with practising those systems (refer to Attachment 2 – BBK Program Guidelines)
- ensuring that emergency contact details for each child and adult participating in the BBK Program and contact details of the children's medical practitioner are taken on the BBK Program for notification in the event of an incident, injury, trauma or illness
- ensuring that each child's personal medication and current medical management plan is taken on the BBK Program (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- ensuring that a portable first aid kit, which includes the required medication for dealing with medical conditions (including pressure immobilisation bandages, also known as compression bandages, for treatment of snake bites), is taken on the BBK Program and ensuring that HTK's Allergy Buddy System is in place
- using their best endeavours to ensure that the BBK Program does not have any detrimental impact on the natural environmental or wildlife (refer Attachment 2 - BBK Program Guidelines)
- ensuring compliance with the *Sun Protection Policy* during a BBK Program session, including wearing hats and re-applying sunscreen (if required)



- providing water safety awareness, road safety and dog, spider, snake and sea creature awareness as part of the curriculum
- displaying a notice on the entrance door to the HTK foyer indicating that children are on the BBK Program and the expected time of return to HTK. The notice is to include a copy of the BBK Program site(s) map (refer Attachment 7).

**Parents/guardians are responsible for the following:**

- on days when the BBK Program is being conducted, ensuring that:
  - their child is dressed in appropriate clothing (refer to *Definitions*)
  - their child's water bottle is full when their child is delivered to HTK
  - their child's backpack does not contain any unnecessary items
  - their child's backpack contains at least one spare set of appropriate clothing
  - sunscreen has been applied to their child shortly prior to or when the child is delivered to HTK on days when HTK's *Sun Protection Policy* applies (ie whenever UV levels reach 3 or higher – typically from mid-August to the end of April)
  - their child is delivered to HTK by the time advised
- on days when they are on duty for a BBK Program session, ensuring that they are wearing appropriate clothing (including wet weather clothing on days that rain is forecast) and complying with the *Sun Protection Policy*
- ensuring that they are comfortable at all times with the weather conditions forecast for the BBK Program session and withholding their child from the session or collecting their child from a session in the event that they have any concerns regarding the weather conditions
- ensuring they carry a mobile phone with them and be contactable at all times while their child's BBK Program session is in progress
- collecting their child from the BBK Program site(s) if contacted by HTK and requested to do so
- ensuring that the procedures in the *Delivery and Collection of Children Policy* are followed if their child is delivered to or collected from the BBK Program site, including but not limited to signing the attendance record
- teaching their child not to touch spiders, snakes or sea creatures and to advise an adult immediately if they see a spider, snake or sea creature
- reminding their child that, although they may have different rules when at home, whilst on a BBK Program session they are not to approach and pat dogs.

**Volunteers and students, while at HTK, are responsible for following this policy and its procedures.**

## **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 HTK's policy review cycle, or as required



- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of risk.

## **ATTACHMENTS**

- Attachment 1: Authorisation Form for BBK Program Regular Outing
- Attachment 2: BBK Program Guidelines
- Attachment 3: Heat Stress and Heat Related Illness
- Attachment 4: Lightning Facts and First Aid
- Attachment 5: First Aid for Snake Bites
- Attachment 6: First Aid for Spider Bites
- Attachment 7: BBK Program site(s) map



## ATTACHMENT 1

### Authorisation Form for BBK Program Regular Outing [To be completed twice a year]

As part of its four-year-old kindergarten program, HTK conducts a Beachcomber and Bushwalker Kindergarten Program (BBK Program), which involves outings by foot to a designated bush and beach area off Jetty Road, Sandringham (as identified on the attached map). We walk along Hampton Street, cross at the traffic lights at the corner of Bridge Street and Beach Road and then walk down Jetty Road to the sites marked on the map. We provide high-visibility vests for the children to wear, as well as tags which identify that the children are participating in the BBK Program and provide the kinder mobile phone number. We also provide water proof jackets and pants for the children to wear if it rains.

The program provides children with opportunities to spend time in nature and engage in unstructured play, which benefits the children in many ways, including:

- increasing confidence, resilience, motivation, imagination, creativity and concentration
- increasing social, physical, problem solving and language skills
- encouraging the children to take risks and face challenges, essential to well-rounded learning
- creating an authentic connection and respect for the natural environment and sustainability
- promoting the associated health, relaxation and general wellbeing effects of outdoor play.

The program includes activities such as building structures from branches and sticks, balancing on logs, climbing trees, playing in the rain, making mud pies, participating in dramatic play, finding insects and sea creatures, building sandcastles and drawing with sticks in the ground. A significant aspect of the BBK Program is also having the time and space to sit and 'just be' or talk with peers and adults uninterrupted.

The number of children attending BBK Program sessions will vary depending on which day of the week the session is conducted. However, it is likely to be between approximately 18 to 30 children. There will be 3 educators participating in each session. In addition, there will be at least 2 other staff members and/or parent/guardian volunteers. The overall adult to child ratio will be at least 1 adult to every 6 children. When there are groups of children playing at the water's edge, paddling in the water or playing at the rock pool area, the adult to child ratio will be at least 1 adult to every 4 children.

Any parents/guardians participating in the BBK Program session must have a Working With Children Check and will be under the direct supervision of a staff member whilst assisting in the supervision and care of children. Unfortunately, siblings of children attending HTK will not be able to participate in the BBK Program session.

#### Things to remember

We will provide you with at least two days' notice prior to a BBK Program session. On days when a BBK Program session is being conducted, please remember the following:

- children must arrive at kinder by 9.00am, as we aim to leave at 9.15am sharp. We return to HTK at approximately 1.30pm, although this may vary slightly, and we then continue the remaining part of the afternoon session at kinder
- dress your child in appropriate clothing and include at least one spare set of appropriate clothing in your child's backpack. Appropriate clothing is defined in our *BBK Program Policy* as "clothing



that is suitable for playing in the outdoors, running, balancing and climbing trees. The clothing should promote free movement, provide maximum comfort and not obstruct the children in their activities in the BBK Program setting. In colder months, layers of clothing are recommended. In warmer months, clothing which protects against sunburn is recommended, such as light, loose fitting tops which cover shoulders. Footwear should be comfortable, keep the feet and toes covered and have a flexible and gripped sole to allow children to climb and balance on uneven surfaces. Appropriate clothing does **not** include singlet tops which do not cover shoulders, long skirts or dresses, open toe shoes, sandals, thongs or crocs”

- make sure your child’s water bottle is full when they arrive at kinder and that their lunchbox and water bottle remain in your child’s backpack. Your children will be required to carry their own backpacks, so please make sure any non-essential items are left at home
- on days when the UV level is forecast to reach 3 or higher (typically from mid-August to the end of April), please apply sunscreen to your child shortly prior to or after arriving at kinder.

We will be contactable via the kinder mobile phone at all times on 0488 758 574. Unless otherwise requested by you, we will use the emergency contact details provided in your child’s enrolment form if contact is required.

Further details regarding the BBK Program can be found in the *BBK Program Policy*. A risk assessment has been carried out in respect of the BBK Program and is available on request.

I give permission for my child to attend the BBK Program sessions throughout the calendar year as described above.

[Attach BBK Program Site(s) Map]



## ATTACHMENT 2

### BBK Program Guidelines

Topic	Responsible Person	Details
Notice to parents/guardians	Nominated Supervisor	Provide parents/guardians with at least two days' notice of a proposed BBK Program session and the approximate times between which the proposed session will operate.
Liaise with BCC	Nominated Supervisor	Liaising with the BCC during the months of October to April about any reported snake sightings in or near the BBK Program site(s).
Ratios	Nominated Supervisor	Educator-to-child ratios must be maintained at all times during the operation of the BBK Program. At least 3 educators must be in attendance. In addition, there will be at least 2 other staff members and/or parent/guardian volunteers. The overall adult to child ratio will be at least 1 adult to every 6 children. When there are groups of children playing at the water's edge, paddling in the water or playing at the rock pool area, the adult to child ratio will be at least 1 adult to every 4 children.
Extreme weather	Nominated Supervisor	<p>Check the BOM weather forecast for extreme weather (refer to <i>Definitions</i>):</p> <ul style="list-style-type: none"> <li>• approximately a week leading up to the proposed BBK Program session; and</li> <li>• on the morning of the proposed BBK Program session.</li> </ul> <p>If the weather forecast indicates extreme weather (refer to <i>Definitions</i>), the BBK Program session will be cancelled and parents/guardians will be notified via broadcast EdSmart email.</p> <p>Continuing to monitor the weather forecast from BOM during a BBK Program session if concerned about extreme</p>



Topic	Responsible Person	Details
		<p>weather and relocate to HTK's premises, if safe to do so, or to a shelter zone (identified on Attachment # - BBK Program Site(s) Map) in the event of extreme weather during a BBK Program session.</p> <p>Communicate any cancellation of a BBK Program session or any evacuation to a shelter zone in response to extreme weather to parents/guardians in a timely manner via broadcast EdSmart email. Refer to emergency evacuation notes below in the event of an evacuation due to extreme weather.</p> <p>If the BCC had been advised of the BBK Program session, notify the BCC of the cancellation of a session or any evacuation due to extreme weather.</p>
Authorisation	Nominated Supervisor	Ensure that only children whose parents/guardians have provided authorisation are participating in a BBK Program session.
Record of participants	All staff	<p>Keep a record of the names of children and adults participating in the BBK Program for each session.</p> <p>Conduct regular checks against the attendance record to ensure each participating child and adult is accounted for, including a check:</p> <ul style="list-style-type: none"> <li>• when departing HTK's premises</li> <li>• at regular intervals throughout the duration of the session – at least every 30 minutes</li> <li>• upon return to the HTK premises.</li> </ul>
Clothing	All staff & parents/guardians	<ul style="list-style-type: none"> <li>• Parents/guardians are to ensure that children are dressed in appropriate clothing (refer to <i>Definition</i>). If they are not, staff are to: <ul style="list-style-type: none"> <li>– advise the parent/guardian that the clothing is not appropriate clothing and explain why</li> <li>– determine whether the child has spare appropriate clothing and, if so, request that the parent/guardian change the child's clothes</li> <li>– if not, determine whether HTK has any spare appropriate clothing that the child may wear and, if so, request</li> </ul> </li> </ul>





Topic	Responsible Person	Details
		<p>that the parent/guardian change the child's clothes</p> <ul style="list-style-type: none"> <li>– if the clothing has the potential to put the child's safety, health or wellbeing at risk and there is no available appropriate clothing, inform the parent/guardian that the child is not able to attend the BBK Program session or request that the parent/guardian return home and collect appropriate clothing for their child and deliver it to staff either at the HTK premises, en-route to the BBK Program site(s) or at the BBK Program site(s) as soon as practicable.</li> <li>• Staff and parents/guardians attending the BBK Program are to be dressed in appropriate clothing.</li> <li>• High-visibility vests are to be worn by all children, staff and parents/guardians attending the BBK Program.</li> <li>• Children are to wear a tag which states that the child is participating in the HTK BBK Program and provides the HTK mobile phone number.</li> <li>• Hats are to be worn by all children, staff and parents/guardians attending the BBK Program on days where HTK's <i>Sun Protection Policy</i> applies (ie whenever UV levels reach 3 or higher – typically from mid-August to the end of April).</li> <li>• Wet weather clothing is to be worn by all children, staff and parents/guardians attending the BBK Program if it is raining. This clothing is to be packed in the event that rain is forecast.</li> <li>• Gloves are to be worn by children collecting rubbish and requiring protection for hands during other activities.</li> </ul>
Sun protection	All staff & parents/guardians	<p>On days when the <i>Sun Protection Policy</i> applies (ie whenever UV levels reach 3 or higher – typically from mid-August to the end of April):</p> <ul style="list-style-type: none"> <li>• parents/guardians are required to apply sunscreen to their child shortly prior to or at the time of delivering their child to HTK</li> <li>• children are to wear hats during the BBK Program session</li> <li>• sunscreen must be reapplied to children during the session in accordance with the <i>Sun Protection Policy</i></li> <li>• adults participating in the BBK Program session must also comply with the <i>Sun Protection Policy</i>.</li> </ul>



Topic	Responsible Person	Details
Things to pack	All staff	<p>The following items are to be packed and taken on the BBK Program session:</p> <ul style="list-style-type: none"> <li>• attendance record</li> <li>• emergency contact details for each child and adult participating in the session</li> <li>• contact details of each child's medical practitioner</li> <li>• fully charged HTK mobile phone and fully charged Educational Leader's phone</li> <li>• two first aid kits</li> <li>• personal medication and current medical management plan for any applicable children participating in the session</li> <li>• tissues</li> <li>• spare toilet paper, hand-soap, paper towel for drying hands</li> <li>• sunscreen, on days when HTK's <i>Sun Protection Policy</i> applies (ie whenever UV levels reach 3 or higher – typically from mid-August to the end of April)</li> <li>• wet weather clothing, if rain is forecast or otherwise anticipated</li> <li>• children's gloves</li> <li>• gloves for staff</li> <li>• ipad</li> <li>• rubbish bags</li> <li>• extra bottles of water</li> <li>• whistles for all staff.</li> </ul> <p>Children will be required to carry their backpacks (containing their lunchboxes, water bottles and spare appropriate clothing) and to wear their hats on days when the <i>Sun Protection Policy</i> applies.</p>



Topic	Responsible Person	Details
Notice at HTK entrance	Nominated Supervisor	Displaying a notice on the entrance door to the HTK foyer indicating that children are participating in a BBK Program session and the expected time of return to HTK. The notice is to include a copy of the BBK Program site(s) map (refer Attachment 7).
Road safety	All staff, parents/guardians	<p>Road safety forms part of the curriculum at HTK. Children will be taught and regularly reminded about the following road rules whilst on a BBK Program session:</p> <ul style="list-style-type: none"> <li>• each child is to hold hands with an adult or another child and will walk as a pair</li> <li>• a walking line will be formed with each pair (with an adult at the start and end of the line and other adults scattered at regular intervals throughout the line)</li> <li>• each pair is to walk behind the pair in front and stay on the footpath</li> <li>• only cross the road when an adult says it is safe to do so and only when following behind an adult</li> <li>• major roads (Beach Road and Hampton Street) must be crossed at the traffic lights.</li> </ul>
Site inspection and marking boundaries	All staff	<p>Upon arrival at the BBK Program site(s), and prior to the children dispersing, at least one staff member is to undertake a 'walk-around' inspection of the site to check for any potential hazards, including any broken glass.</p> <p>Red cones will be placed to mark the boundaries of the BBK Program site(s).</p> <p>Children will be taught and reminded at the BBK Program site(s) that they must stay within the area identified by the Nominated Supervisor or educators using the boundaries available (such as fences, gates etc) or as marked by red cones.</p>
Temperature / weather conditions	All staff	<p>The following precautions should be taken on hot days:</p> <ul style="list-style-type: none"> <li>• be mindful of risks including sunburn, dehydration, heat stress and heat stroke</li> <li>• monitor children for heat exhaustion or heat stroke (refer Attachment 3 - Heat Stress and Heat Related Illness)</li> </ul>



Topic	Responsible Person	Details
		<ul style="list-style-type: none"> <li>• remind children to drink water at regular intervals</li> <li>• establish activities in shaded areas and encourage children to play in the shade</li> <li>• ensure compliance with the <i>Sun Protection Policy</i>.</li> </ul> <p>The following precautions should be taken on cold days, particularly involving rain or hail:</p> <ul style="list-style-type: none"> <li>• be mindful of risks including children getting wet (and onset of hypothermia) and injury from hailstones</li> <li>• monitor children for wet clothing and change if necessary</li> <li>• ensure appropriate clothing is worn including waterproof clothes, hats, coats, gloves, scarves etc</li> <li>• seek shelter in heavy rain or in hail.</li> </ul> <p>The following precautions should be taken during strong winds:</p> <ul style="list-style-type: none"> <li>• ensure any surrounding items are secure</li> <li>• move children away from trees</li> <li>• seek refuge in the shelter zone if necessary.</li> </ul> <p>The following precautions should be taken in the event of lightning:</p> <ul style="list-style-type: none"> <li>• move children away from trees, water and metal objects</li> <li>• seek refuge in the shelter zone</li> <li>• refer to Attachment 4 - Lightning Safety Fact Sheet.</li> </ul>
Water safety	All staff, parents/guardians	<p>Water safety forms part of the curriculum at HTK. The children will be taught and reminded of the following rules when playing at the beach site(s) whilst on a BBK Program session:</p> <ul style="list-style-type: none"> <li>• stay within the boundaries marked by the red cones</li> <li>• paddling in the water is allowed, but children must not enter the water past knee level</li> <li>• a ratio of 1 adult for every 4 children playing at the water's edge, paddling in the water or playing at the rock pool</li> </ul>



Topic	Responsible Person	Details
		<p>area is required</p> <ul style="list-style-type: none"> <li>• keep shoes on when playing at the rock pool area</li> <li>• take extra care when on the rock pool area, as it can be very slippery</li> <li>• no running whilst on the rock pool area</li> <li>• sea creatures must not be touched by the children and must be treated with respect and not harmed.</li> </ul>
Dog safety	All staff, parents/guardians	<p>Dog safety forms part of the curriculum at HTK. Whilst the children will learn the correct way to approach a dog etc, the children are asked <b>not</b> to approach and pat dogs while on the BBK Program. The children will be told that, if a dog approaches them while on the BBK Program, they must:</p> <ul style="list-style-type: none"> <li>• stand still and stay calm (do not run)</li> <li>• not touch or encourage the dog</li> <li>• look down (try not to look at the dog in the eye)</li> <li>• keep their hands in fists by their side with thumbs on the inside.</li> </ul> <p>If an off-leash dog enters the BBK Program site(s), the staff and parents/guardians on duty are to remind the children of the above points and attempt to locate the dog's owner if possible (whilst ensuring that the children remain properly supervised) and ask that the owner move the dog away from the site and put the dog on a lead.</p> <p>Children must wash their hands if they do touch a dog.</p> <p>In the event of a dog attack, staff are to follow current first aid practice and the procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i>. In particular, in the event of a dog bite:</p> <ul style="list-style-type: none"> <li>• reassure the patient and encourage them to remain calm and still</li> <li>• if the skin has been broken, wash the area under cold running water</li> <li>• apply an antiseptic and cover the bite with a clean dressing</li> </ul>



Topic	Responsible Person	Details
		<ul style="list-style-type: none"> <li>• if the bite is minor, contact the parent/guardian and suggest that they collect the child and take the child to the doctor, as a tetanus booster and antibiotics may be necessary</li> <li>• if the bite is serious, for example if a piece of flesh has been bitten off, call an ambulance (dial 000)</li> <li>• control the bleeding by applying firm pressure to the wound using a sterile dressing or clean cloth, until the ambulance arrives</li> <li>• if the patient is pale or drowsy, lie them down and raise their legs</li> <li>• do not give the patient any food or water.</li> </ul>
Sea creatures	All staff, parents/guardians	<p>Children will be reminded of the need to be respectful of sea creatures in and around the BBK Program site(s). The children will be asked not to touch sea creatures and to treat them with respect and care.</p> <p>The first aid for bites and stings from sea creatures can depend on what type of creature it is.</p> <p><b>Blue-ringed octopus sting:</b> A bite can cause paralysis – call for an ambulance. Staff may need to commence CPR. Even if CPR efforts seem futile, continue CPR until medical help arrives. The pressure immobilisation bandage method is suitable for blue ring octopus stings.</p> <p><b>Jellyfish sting:</b> Wash the tentacles off with water. Use icepack to reduce the pain. Unless it is a Blue Bottle, then use hot water or a hot compress.</p> <p><b>Stonefish sting:</b> Stonefish live all around the Australian coastline. They look like rocks and live among rocks on coral reefs. They can also be found sleeping in the mud or sand. The stonefish's back is lined with spines that release a venomous toxin. If stung, call for an ambulance. Bathe the area in warm water. Antivenom is available. A tetanus injection might be needed.</p>
Snakes & spiders	All staff, parents/guardians	Children will be reminded of the need to be respectful of wildlife in and around the BBK Program site(s), including being aware of the potential presence of snakes in the area in the warmer months and of spiders throughout the



Topic	Responsible Person	Details
		<p>year.</p> <p>Staff will teach and practice spider and snake bite prevention behaviours while on the BBK Program (whilst attempting to avoid fostering an unnatural fear or paranoia of spiders or snakes).</p> <p>The children will be asked to:</p> <ul style="list-style-type: none"> <li>• keep their shoes on while at the bush site(s)</li> <li>• leave spiders and snakes alone and not to touch them</li> <li>• never put hands in hollow logs or thick grass without checking first</li> <li>• avoid areas containing long grass during the months of October to April</li> <li>• when stepping over logs, carefully inspect the ground on the other side</li> <li>• if they see a snake, move away quietly and tell an adult straight away</li> <li>• if they see a spider, tell an adult straight away.</li> </ul> <p>In the event of a snake sighting, the children are to be calmly moved away from the snake and evacuated from the site.</p> <p>In the event of a snake or spider bite, staff are to follow current first aid practice and the procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i> (refer also to Attachment 5 - First Aid for Snake Bite; Attachment 6 – First Aid for Spider Bite).</p>
Tree climbing	All staff, parents/guardians	<p>There are many benefits associated with allowing children to climb trees, including developing physical motor skills, building self-confidence, encouraging risk assessment, group co-operation and awareness and understanding the characteristics of a tree (bark/wood/branches and understanding seasonal changes and weather implications). Children will be taught about the risks involved and the precautions that can be taken to minimise those risks, including:</p>





Topic	Responsible Person	Details
		<ul style="list-style-type: none"> <li>• if they would like to climb a tree, asking a staff member to watch them. Children are to be closely supervised while climbing a tree</li> <li>• identify trees suitable for climbing that minimise the risk of a high fall. Some trees are better for climbing than others, depending on the strength of their branches, height of branches and type of ground cover</li> <li>• assess how many children are allowed to climb the tree at once</li> <li>• move away any material on the floor beneath the tree that may be hazardous, such as protruding sticks</li> <li>• understand the fragility of dead wood – it is likely to break – and encourage children to remove any dead wood branches overhead when found and not to place any weight on dead wood</li> <li>• understand that surfaces can be slippery, particularly if wet. Encourage children to check the condition of the surface, evaluate weather conditions and any other factors effecting the surface, such as moss, and desist if hazardous</li> <li>• assess what would be a safe height for the child to climb to. Children are to assess their abilities with the assistance of staff</li> <li>• children and staff to monitor landing spaces for obstacles</li> <li>• staff to support children when requested or required, such as by holding hands</li> <li>• children reminded of the risks of protruding branches surrounding them.</li> </ul>
Emergency evacuation	All staff	<p>The following emergency evacuation procedures are to be practised (including practice drills with the children) and used in the event of an emergency evacuation (refer to <i>Definitions</i>):</p> <ul style="list-style-type: none"> <li>• keep children calm</li> <li>• ensure the following items are included in a bag and taken with staff during the evacuation: <ul style="list-style-type: none"> <li>– attendance record</li> <li>– emergency contact details for each child and adult participating in the session</li> </ul> </li> </ul>



Topic	Responsible Person	Details
		<ul style="list-style-type: none"> <li>- contact details of each child's medical practitioner</li> <li>- HTK mobile phone and Educational Leader's mobile phone</li> <li>- first aid kit</li> <li>- personal medication and current medical management plan for any children participating in the session</li> <li>- sunscreen and/or wet weather clothing, if necessary</li> <li>• conduct a check against the attendance record</li> <li>• assess which evacuation route (refer to <i>Definitions</i>) and shelter zone (refer to <i>Definitions</i>) or assembly point (refer to <i>Definitions</i>) is appropriate in the circumstances</li> <li>• en-route to the new location, children are to walk calmly in pairs with staff and other adults positioned at the front and back of the line and dispersed in between or flanking the sides where necessary</li> <li>• contact emergency services if required</li> <li>• on arrival at the shelter zone, assembly point or other safe location, conduct a further check against the attendance record</li> <li>• notify parents/guardians and the Executive Committee via broadcast EdSmart email of evacuation, reason for evacuation, current location and anticipated further action</li> <li>• notify the Executive Committee, if it is safe and feasible to do so at that time, in the event of a serious incident and request that the DET be notified</li> <li>• notify the Executive Committee, if it is safe and feasible to do so at that time, in the event of a notifiable incident and request that WorkSafe Victoria be notified</li> <li>• if the evacuation is due to weather conditions, wait for the extreme weather to pass and, when it does, resume normal activities if appropriate and safe to do so or return to HTK's premises. In the event of lightning, wait for at least 30 minutes after the last thunder is heard to resume normal activities</li> <li>• if the evacuation is due to some other hazard, and the hazard no longer exists, resume normal activities if</li> </ul>



Topic	Responsible Person	Details
		<p>appropriate and safe to do so or return to HTK's premises</p> <ul style="list-style-type: none"> <li>if the weather does not look like it will pass soon or the hazard appears unlikely to resolve, a broadcast EdSmart email should be sent to all parents/guardians advising of the current location and requesting that their child be collected.</li> </ul>
Hygiene	All staff, parents/guardians	<p>The <i>Hygiene Policy</i> must be complied with during a BBK Program session, including:</p> <ul style="list-style-type: none"> <li>ensuring hand soap and drying facilities are available</li> <li>washing hands prior to eating and after going to the toilet.</li> </ul> <p>Gloves are to be provided to children wishing to collect any rubbish found at the site(s). Gloves are to be available for staff cleaning up broken glass, animal faeces etc.</p>
Sharp objects	All staff, parents/guardians	<p>Children are to be reminded not to touch sharp objects such as broken glass and needles and to advise an adult if any such object is found.</p>
Environmental sustainability	All staff, parents/guardians	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>no rubbish or food is left behind</li> <li>respect animals' homes by leaving plants, shells, logs and even rocks where you find them</li> <li>wildlife is not fed, injured, disturbed or approached. Even if the animal doesn't cause any harm, constant exposure to people may make the animal accustomed to close encounters, which may impact their feeding, breeding, or cause future harmful interactions for the person or the animal</li> <li>children are prohibited from entering areas fenced off for rejuvenation projects etc</li> <li>bird nests or animal burrows etc are not removed or damaged.</li> </ul>



## ATTACHMENT 3

### Heat Stress and Heat Related Illness

Extreme heat can affect anybody. Those most at risk are older people, young children and people with a medical condition.

Heat stress occurs when our body is unable to cool itself enough to maintain a healthy temperature. Normally, the body cools itself by sweating, but sometimes sweating isn't enough and the body temperature keeps rising.

Heat-related illness can range from mild conditions such as a rash or cramps to very serious conditions such as heatstroke, which can kill.

Overexertion in hot weather can increase the risk of heat stress. Heat can also make an existing medical condition worse, for example heart disease.

#### 1. Causes of heat stress and heat-related illness

There are many factors which can cause heat stress and heat-related illness, including:

- dehydration – to keep healthy, our body temperature needs to stay at around 37°C. The body cools itself by sweating, which normally accounts for 70 to 80 per cent of the body's heat loss. If a person becomes dehydrated, they don't sweat as much and their body temperature keeps rising
- sun exposure – especially on hot days, between 11am and 3pm.

#### 2. Symptoms and treatment of heat-related illness

It is important to know the signs and symptoms of heat exposure and how to respond. Symptoms vary according to the type of heat-related illness. Some heat-related illness and common symptoms are outlined below, together with treatment options.

Apply first aid and seek medical assistance immediately if there are any signs of heat exhaustion or heatstroke.

Illness	Symptoms	Treatment
Heat rash	Sometimes called 'prickly heat', this is a skin irritation caused by excessive sweating. It can occur at any age, but is most common in young children. It looks like a red cluster of pimples or small blisters. It is most likely to occur on the neck and upper chest, in the groin, under the breasts and in the elbow creases.	<ul style="list-style-type: none"> <li>• Move the person to a cooler, less humid environment.</li> <li>• Keep the affected area dry.</li> <li>• Avoid using ointments or creams, as they keep the skin warm and moist, and may make the condition worse.</li> </ul>
Heat cramps	These include muscle pains or spasms, usually in the abdomen,	<ul style="list-style-type: none"> <li>• Stop activity and sit quietly in a cool place.</li> </ul>



Illness	Symptoms	Treatment
	arms or legs. They may occur after strenuous activity in a hot environment, when the body gets depleted of salt and water. They may also be a symptom of heat exhaustion.	<ul style="list-style-type: none"> <li>• Increase fluid intake.</li> <li>• Rest a few hours before returning to activity.</li> <li>• Seek medical help if there is no improvement.</li> </ul>
Dizziness and fainting	Heat-related dizziness and fainting results from reduced blood flow to the brain. Heat causes an increase in blood flow to the skin and pooling of blood in the legs, which can lead to a sudden drop in blood pressure. There can be a feeling of light-headedness before fainting occurs.	<ul style="list-style-type: none"> <li>• Get the person to a cool area and lay them down.</li> <li>• If fully conscious, increase fluid intake.</li> </ul>
Heat exhaustion	This is a serious condition that can develop into heatstroke. It occurs when excessive sweating in a hot environment reduces the blood volume. Warning signs may include paleness and sweating, rapid heart rate, muscle cramps (usually in the abdomen, arms or legs), headache, nausea and vomiting, dizziness or fainting.	<ul style="list-style-type: none"> <li>• Get the person to a cool area and lay them down.</li> <li>• Remove outer clothing.</li> <li>• Wet skin with cool water or wet cloths.</li> <li>• Increase fluid intake if they are fully conscious.</li> <li>• Seek medical advice.</li> </ul>
Heatstroke	<p><b>This is a medical emergency and requires urgent attention.</b> Heatstroke occurs when the core body temperature rises above 40.5°C and the body's internal systems start to shut down. Many organs in the body suffer damage and the body temperature must be reduced quickly. Most people will have profound central nervous system changes such as delirium, coma and seizures. The person may stagger, appear confused, have a fit or collapse and become unconscious. As well as effects on the nervous system, there can be liver, kidney, muscle and heart damage.</p> <p>The symptoms of heatstroke may be the same as for heat exhaustion,</p>	<ul style="list-style-type: none"> <li>• Heatstroke is a medical emergency and requires urgent attention:</li> <li>• Call triple zero (000) for an ambulance.</li> <li>• Get the person to a cool, shady area and lay them down while you're waiting for emergency medical help.</li> <li>• Remove clothing and wet their skin with water, fanning continuously.</li> <li>• Do not give the person fluids to drink.</li> <li>• Position an unconscious person on their side and clear their airway.</li> <li>• If medical attention is delayed, seek further instructions from ambulance or hospital emergency staff.</li> <li>• If patient is unconscious and not breathing normally, start CPR</li> </ul>



Illness	Symptoms	Treatment
	but the skin may be dry with no sweating and the person's mental condition worsens.	

### 3. Prevention of heat-related illness

Prevention is the best way to manage heat-related illness. Some tips to prevent heat stress include:

- drink plenty of water
- avoid exposure to heat – stay out of the sun as much as possible
- ‘slip, slop, slap’ when outdoors by covering exposed skin with lightweight clothes, using sunscreen and wearing a hat, ‘seek’ shade and ‘slide’ on sunglasses
- too much activity on a hot day can lead to heat stress – if possible, restrict activity to cooler parts of the day
- keep up energy levels by eating smaller meals more often.



## **ATTACHMENT 4**

### **Lightning Facts and First Aid**

#### **30/30 Rule**

If thunder is heard within 30 seconds of a lightning flash, then the storm is likely to be within 10 kilometres of your location. Experts consider this to be the strike danger zone and recommend following the 30/30 rule, which requires following the precautions outline below and waiting for 30 minutes after the last thunder is heard to resume your activity.

#### **Precautions**

Precautions to be taken when there is a risk of lightning include:

- seek shelter in a substantial building (avoid small structures) when the lightning-thunder gap is less than 30 seconds and keep clear of windows
- never shelter under trees
- keep out of and well away from bodies or pools of water
- avoid touching, handling and proximity to metal objects that may become part of the discharge path, for example towers, power lines, fences and pipes
- avoid handling umbrellas or any metal objects and stay clear of sheet metal and wire fences
- if shelter is not available and you are caught in the open, crouch down with your feet together as low as possible with minimal contact with the ground. Keep hands off the ground. Do not lie down. If in a group, spread out – preferably approximately ten meters apart, but at least approximately three meters from other persons.

#### **First aid**

If someone is struck by lightning, immediately call an ambulance.

The victim will not retain an electrical charge, so it is safe to touch them.

The victim may be unconscious, disorientated, or unable to speak. The victim also may have stopped breathing. If they are not breathing, begin CPR immediately and continue until medical attention arrives. If the victim is burnt or bleeding, apply appropriate first aid.





## ATTACHMENT 5

### First Aid for Snake Bites

The following procedure should be followed in the event of a snake bite. Refer also to the brochure attached to HTK's BBK Program booklet entitled: First Aid for Snake Bites in Australia or New Guinea: [https://biomedicalsciences.unimelb.edu.au/\\_data/assets/pdf\\_file/0011/2011007/Snakebite\\_firstaid\\_A NG\\_AVRU.pdf](https://biomedicalsciences.unimelb.edu.au/_data/assets/pdf_file/0011/2011007/Snakebite_firstaid_A NG_AVRU.pdf)

1. Stay calm and have an adult phone or send for an ambulance (dial 000).
2. If another adult is available, arrange for them to call the Victorian Poisons Information Centre on ph 13 11 26.
3. Reassure the patient and encourage them to remain calm and still. Do not move the patient.
4. Follow "Basic Life Support Flow Chart" DRS ABCD as learnt in First Aid Training.
5. Do not attempt to catch or kill the snake.
6. **DO NOT WASH** / cut or suck venom from the bite. Do not apply a tourniquet. Traces of venom that are left on the skin can be used to identify the snake, and therefore the type of anti-venom that should be used if required.
7. Apply the Pressure Immobilisation Technique (PIT):
  - a) if on a limb, apply a broad bandage (10 – 15cm) over the bite site as soon as possible. Use an elasticised bandage rather than a crepe bandage if available. Use clothing if neither available. The bandage should be firm and tight, you should not be able to easily slide a finger between the bandage and skin.
  - b) apply a further pressure bandage, starting at the fingers or toes of the bitten limb and extending upward covering as much as the limb as possible. This should be applied over existing clothing if possible.
  - c) if only one bandage is available, apply from the fingers or toes extending up the limb as far as possible, including the bite site.
  - d) splint the limb, including joints above and below the bite site to restrict limb movement. The splint can be incorporated under the layers of the bandage. Use a sling for the arm.
  - e) if the bite is not on a limb, apply firm direct pressure. Do not restrict breathing or chest movement and do not apply firm pressure to the head or neck.
8. Keep patient still and under constant observation and be prepared to commence resuscitation. Bring transport to the patient.
9. Staff are to follow the procedures as set out in the *Administration of First Aid Policy* and the *Incident, Injury, Trauma and Illness Policy*, including contacting parent/guardian, calling ambulance etc.



## ATTACHMENT 6

### First Aid for Spider Bites

#### 1. Introduction

Australia has about 2,000 species of spider, but most species are relatively harmless to humans.

Most spiders have venom. A spider that feels frightened or threatened by a human may bite. In most cases, spider fangs are not strong enough to break the skin. If the fangs do break the skin, the venom usually has no effect on the human body. The pain of most spider bites can be managed with an icepack.

The few Australian spiders that can cause potentially harmful bites include the funnel-web, the mouse, the red-back and the white-tailed spiders. People at greater risk of severe reactions to spider venom include babies, young children, the elderly and people with an existing heart condition.

Some people may also be allergic to certain venom and experience an adverse reaction. Immediate medical treatment is recommended. If in doubt, call an ambulance.

Anti venoms are available for the treatment of red-back and funnel-web spider bites.

#### 2. Symptoms

Symptoms of a venomous spider bite depend on the species, but may include:

- redness, heat, swelling and itching at the site of the bite
- increasing pain
- nausea
- vomiting
- sweating
- dilated pupils
- uncontrollable muscle spasms
- unconsciousness.

#### 3. First Aid

An ambulance should be called (dial 000) in the event of:

- a venomous spider bite or a suspected venomous spider bite; or
- any spider bite if serious symptoms or signs develop.

If another adult is available, arrange for them to call the Victorian Poisons Information Centre on ph 13 11 26 for assistance and advice. Refer also to the St John Ambulance fact sheet on spider bites: [stjohn.org.au/assets/uploads/fact%20sheets/english/FS\\_spiderbites.pdf](http://stjohn.org.au/assets/uploads/fact%20sheets/english/FS_spiderbites.pdf) First aid for a venomous spider bite depends on the species of spider. Suggestions include:

**Mouse spider:** Firmly bandage the affected area. Splint if possible. Make sure the person lies still, because not moving will help to slow the venom moving through the body.

**Red-back & white-tailed spider:** Wash the bitten area thoroughly. Do not bandage because pressure will increase pain. Apply an icepack.






In all cases, never cut a spider bite or tourniquet a limb. Don't give the person anything to eat or drink.

Staff are to follow the procedures as set out in the *Administration of First Aid Policy* and the *Incident, Injury, Trauma and Illness Policy*, including contacting parent/guardian, calling ambulance etc.

#### 4. Staff may attempt to obtain a description and/or photo of the spider

If there are concerns that someone has been bitten by a spider, if possible and safe to do so, a staff member may attempt to obtain a description and photo of the spider. This will assist medical staff. Features to look for include size, colour, bulk and where the spider was when the bite occurred.

#### 5. Images of venomous spiders

<p>Redback</p> 	<p>White-tailed</p> 
<p>Victorian Funnel-web<sup>1</sup></p> 	<p>Mouse spider</p>  

<sup>1</sup> To be distinguished from the Sydney funnel-web - considered to be Australia's most dangerous spider and is the only type of funnel-web responsible for recorded human deaths. There are few case reports of people being bitten by the Victorian Funnel-Web spider, which is only known to cause general symptoms such as headaches and nausea.

## ATTACHMENT 7

### BBK Program Site(s) Map

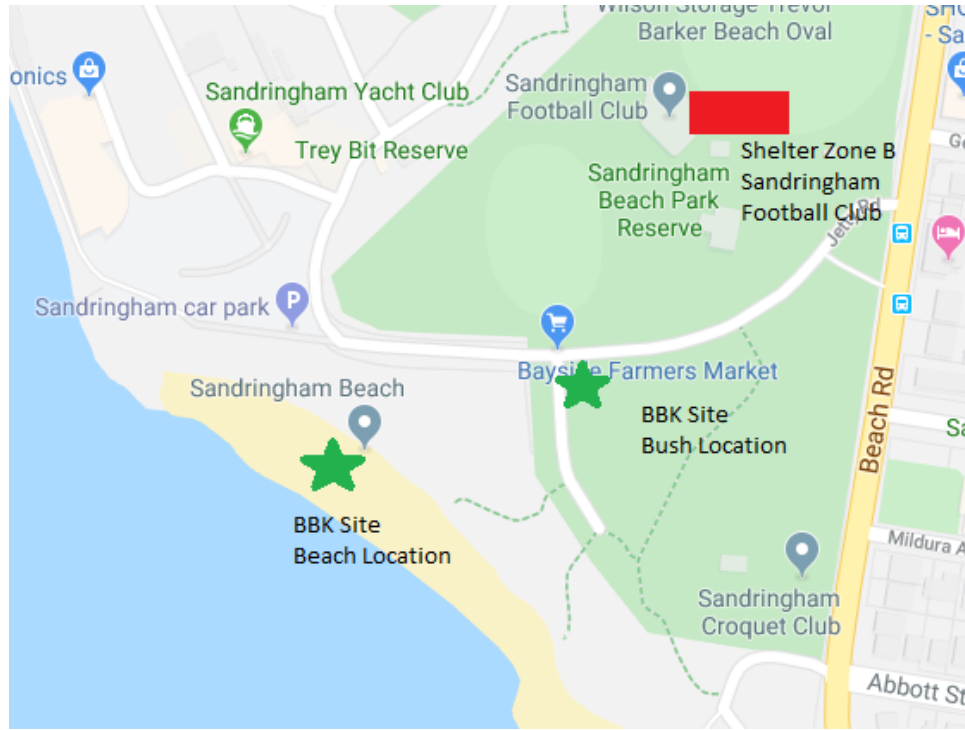
#### 1. Beach site and corresponding Shelter Zone A in the event of torrential rain, hail, electrical storm and/or extreme winds

This map shows the location of the BBK Program beach site (marked with a star) and the corresponding Shelter Zone A (marked with a red rectangle – being the Sandringham Yacht Club) to be used when an evacuation is necessary from the beach site due to torrential rain, hail, an electrical storm and/or extreme winds. Toilets are available at Shelter Zone A.



#### 2. Bush site and corresponding Shelter Zone B in the event of torrential rain, hail, electrical storm and/or extreme winds

This map shows the location of the BBK Program bush site (marked with a star) and the corresponding Shelter Zone B (marked with a red rectangle – being the Sandringham Football Club Grandstand) to be used when an evacuation is necessary from the bush site due to torrential rain, hail, an electrical storm and/or extreme winds. Toilets are available at Shelter Zone B.



### 3. Assembly Point – all other emergency evacuations (where shelter is not required)

This map shows the location of the assembly point to be used for the BBK Program group to meet after an emergency evacuation in circumstances where shelter from extreme weather is not necessary. This assembly point is to be used where an evacuation is required from either the beach or bush site.

