



# ParkConnectUser Guide

## Bush Kinder Activity Plan

Nov 2023 Vol.1.0



# Acknowledgement of Country

Victoria's network of parks and reserves form the core of Aboriginal cultural landscapes, which have been modified over many thousands of years of occupation. They are reflections of how Aboriginal people engaged with their world and experienced their surroundings and are the product of thousands of generations of economic activity, material culture and settlement patterns. The landscapes we see today are influenced by the skills, knowledge and activities of Aboriginal land managers. Parks Victoria acknowledges the Traditional Owners of these cultural landscapes, recognising their continuing connection to Victoria's parks and reserves and their ongoing role in caring for Country.

This publication may be of assistance to you but Parks Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

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**Cover image:** Description

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# 1 Bush Kinder Activity Plan

## 1.1 Introduction

Before you head out for your first bush kinder session, you can register your program by creating a Bush Kinder Activity Plan.

Submitting your activity plan one month in advance helps us to better understand your bush kinder plans, review risk assessments and advise you in case of an emergency.

Whether you're visiting once a week or once a month, the Bush Kinder Activity Plan will prefill your visit details according to the recurring pattern and schedule that you select. This means you can submit just one form for the whole term, semester or year.

### What qualifies as bush kinder?

Bush kinder programs are educational early learning programs that are held almost exclusively outdoors in a natural environment. They give children more opportunity and greater freedom to play creatively with natural materials and explore nature while staying active and learning through play

The Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF) acknowledge the critical importance of outdoor play for young children's learning, including physical and cognitive development and wellbeing, and ability to assess risk.

### Staying safe

Learning to assess and manage risk is an important step in childhood learning and development. Nature play provides the perfect opportunity for children to assess, manage and take risks, however these risks should be weighed against the long-term health, learning and development, and wellbeing benefits for children, their families, communities and nature itself.

For the safety and wellbeing of your group, you should always conduct a site safety survey prior to the start of your session.

Remember to always have:

- suitable supervision
- correct educator to child ratios
- a risk assessment in place
- first aid kits available.

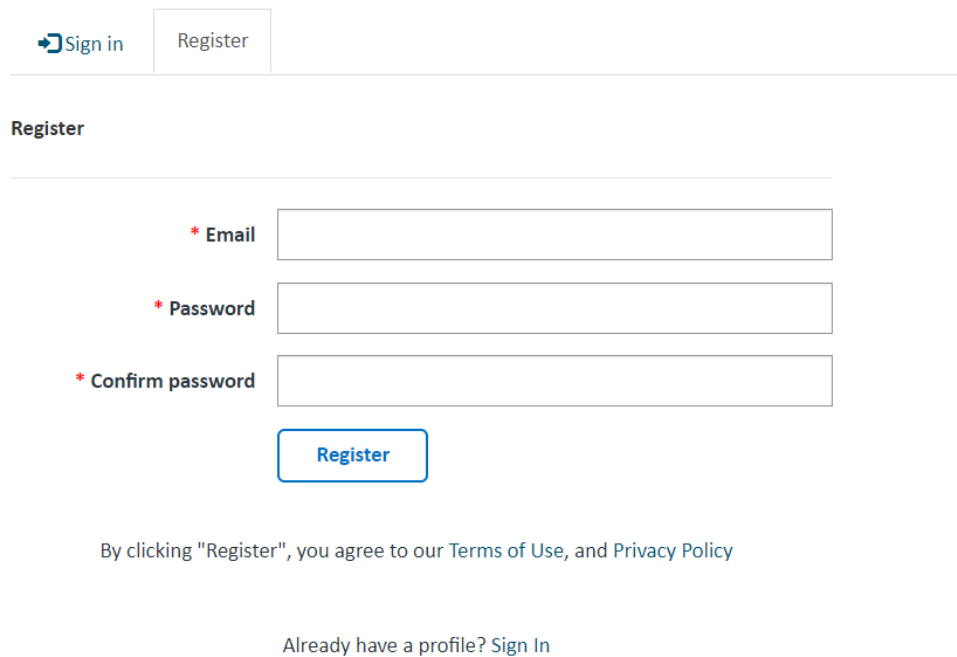
For further information, the [Department of Education](#) has also outlined different types of risks that may occur in outdoor environments and how to prepare for them.

For supporting resources to facilitate learning in nature, visit Parks Victoria's [Learning in Nature](#) page.



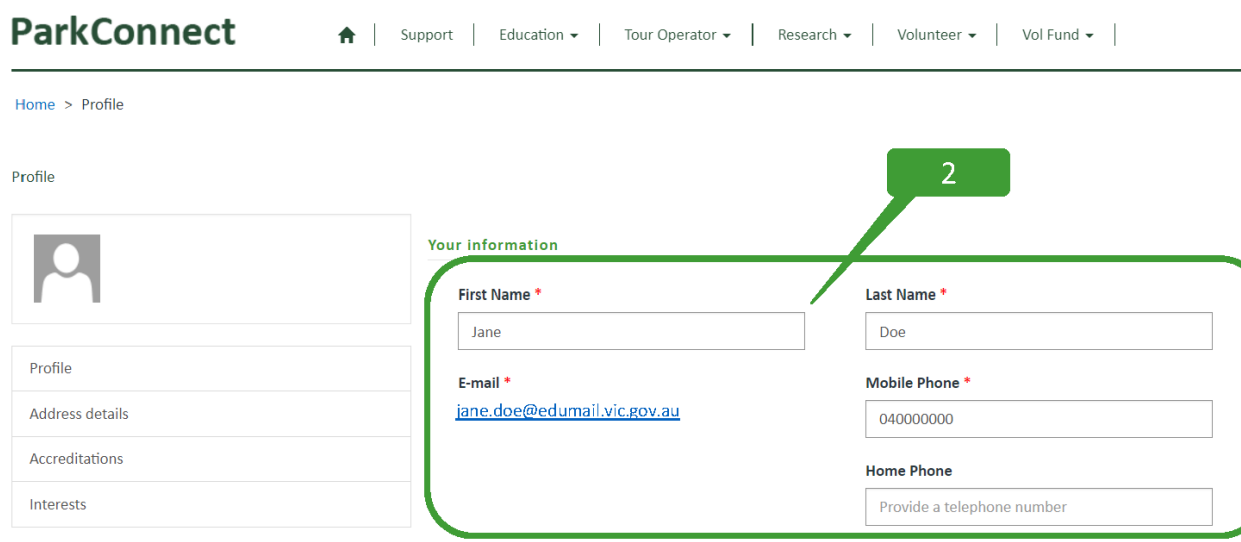
## 2 Creating an Education Profile on ParkConnect

1. Sign up to ParkConnect by registering your email address and creating a password.



The screenshot shows the registration interface. At the top, there are two buttons: "Sign in" with a key icon and "Register". Below these is a horizontal line, followed by the heading "Register". Under this heading are three input fields, each with a red asterisk and a label: "\* Email", "\* Password", and "\* Confirm password". Below the fields is a blue "Register" button. At the bottom of the form, there is a line of text: "By clicking 'Register', you agree to our [Terms of Use](#), and [Privacy Policy](#)". Below that is a link: "Already have a profile? [Sign In](#)".

2. After clicking the Register button your profile page will appear. Fill in your personal details under the *Your Information* section.



The screenshot shows the ParkConnect profile page. The header includes the "ParkConnect" logo and a navigation bar with links: Home, Support, Education, Tour Operator, Research, Volunteer, and Vol Fund. Below the header is a breadcrumb trail: "Home > Profile". The main content area is titled "Profile" and features a sidebar on the left with a profile picture placeholder and a list of menu items: Profile, Address details, Accreditations, and Interests. The main content area is titled "Your information" and contains several input fields. A green callout box with the number "2" points to the "First Name" field. The fields are: "First Name" (containing "Jane"), "Last Name" (containing "Doe"), "E-mail" (containing "jane.doe@edumail.vic.gov.au"), "Mobile Phone" (containing "040000000"), and "Home Phone" (containing "Provide a telephone number").

3. Select the type of account you would like to create. To access the Education Portal on ParkConnect, you will need to select an Education account. You can select multiple account types if you would like access to several areas on ParkConnect.

### Please select the account type(s) you want to create

Volunteer  
☐ No ☒ Yes

Scientific Researcher  
☒ No ☐ Yes

Tour Operator  
☒ No ☐ Yes

Education  
☐ No ☒ Yes

3

4. Using the Affiliated Organisation look-up function, select the kindergarten or early childhood centre that you work at. If the name does not appear in the list, please email [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au) to have it added. You will need to provide your organisation name and location.

### Affiliated Organisation

Please select the organisation that you are usually affiliated with when you visit a park to undertake research or an excursion. An affiliated organisation may employ you directly (school, University, TAFE, consultancy firm, Catchment Management Authority etc) or you may undertake research as a volunteer (Field Naturalists, Friends Group etc).

If your affiliated organisation is not listed you will need to notify Parks Victoria by clicking [here](#)

Affiliated Organisation \*



☐ I am not affiliated with an organisation (e.g. Citizen Science, volunteer)

4

5. Complete the declaration to accept the ParkConnect terms of use and privacy statements.
6. Click the Update button at the bottom of the page.

### Declaration

☒ Has Accepted Terms of Use & Privacy Statements

Update

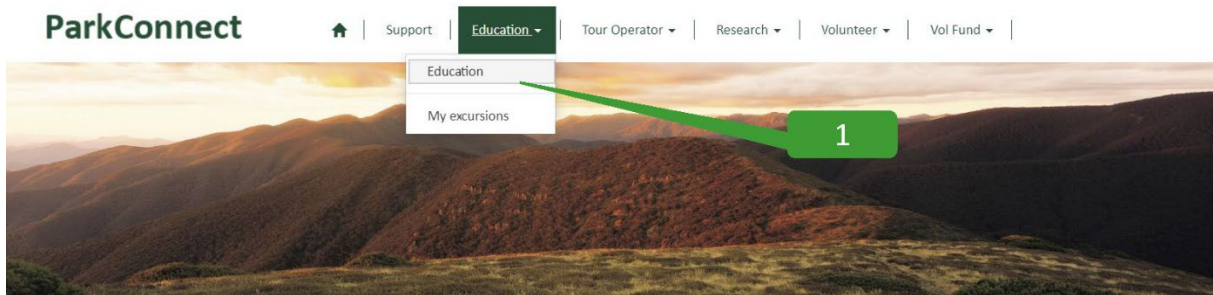
6

7. A message will appear at the top of your profile prompting you to confirm your email address. Click the Confirm Email button.

8. Check your email and follow the ParkConnect confirmation instructions.

### 3 Locating the Bush Kinder Activity Plan

1. Log in to ParkConnect. Hover over the Education menu and select 'Education' from the list.



2. The 'Education home' page displays two options:

- Education Group Excursion Form
- Bush Kinder Activity Plan

Select *Bush Kinder Activity Plan*.

## ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

### Education home



#### Planning an excursion? Submit an Education Group Excursion Form

ParkConnect is Parks Victoria's online database for visitor communication and emergency management. Registering your upcoming trips and excursions through ParkConnect assists in alerting you to any park closures, storm damage or management activities such as planned burns that may impact your visit.

Please submit an online Education Group Excursion Form one month prior to your visit to a park.

[Education Group Excursion Form](#)



#### Register a Bush Kinder Activity Plan

Before you head out for your first bush kinder session, you can register your program by creating a Bush Kinder Activity Plan.

Submitting your activity plan one month in advance helps us to better understand your bush kinder plans, review risk assessments and advise you in case of an emergency.

Whether you're visiting once a week or once a month, the Bush Kinder Activity Plan will prefill your visit details according to the recurring pattern and schedule that you select. This means you can submit just one form for the whole term, semester or year.

[Bush Kinder Activity Plan](#)

2

## 4 Completing a Bush Kinder Activity Plan

Following the Bush Kinder Activity Plan button, you can begin to enter your bush kinder details.

### 4.1 Information Collection Notice

Read through the Parks Victoria *Information Collection Notice* and select *agree and continue*.

#### ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

#### Bush Kinder Activity Plan

Information Collection Notice Applicant details Recurring visits details Additional details Terms and conditions

##### Information Collection Notice

Parks Victoria collects information from education groups in order to manage educational activities/volumes of groups, complete statutory reports, manage bookings, to provide support for educational activities and the associated activities to meet the legislative, policy, governance and regulatory requirements of the areas that we manage. These details are also used to facilitate contact if required for emergency management.

##### How Parks Victoria manages this information

Parks Victoria will manage this information, primarily stored within the ParkConnect system, in accordance with legislation and statutory requirements including the Privacy and Data Protection Act 2014 and the Public Records Act 1973. Full details of the Parks Victoria Privacy Policy is available on our [website](#).

##### Who Parks Victoria may share your information with

Parks Victoria will only share this information when required by law or when required for emergency management.

##### Updating & correcting information

You can update or correct information at any time by either directly updating this information in the ParkConnect Portal or by contacting [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au). We encourage you to maintain accurate complete and up to date details with Parks Victoria to ensure effective emergency management actions can occur if required.

4.1

Agree and continue

### 4.2 Applicant details

Check your profile details are correct and read through:

- What qualifies as a bush kinder?
- Emergency management
- Minimal impact guidelines

Select *next*.

#### Bush Kinder Activity Plan

Information Collection Notice Applicant details Recurring visits details Additional details Terms and conditions

##### Applicant details

###### Applicant name

Jane Doe

###### Email

[jane.doe@edumail.vic.gov.au](mailto:jane.doe@edumail.vic.gov.au)

###### Mobile phone

Provide a telephone number

##### What qualifies as bush kinder?

Bush kinder programs are educational early learning programs that are held almost exclusively outdoors in a natural environment. They give children more opportunity and greater freedom to play creatively with natural materials and explore nature while staying active and learning through play.

The Victorian Early Years Learning and Development Framework (VEYLF) and the National Quality Framework (NQF) acknowledge the critical importance of outdoor play for young children's learning, including physical and cognitive development and wellbeing and ability to assess risk.

##### Emergency management

When learning outdoors, conditions can change at short notice. The following links provide information to keep you up-to-date with changing park conditions. These will assist you to identify risks for your risk management plan and allow you to develop alternative arrangements, keeping students safe in a changing environment.

- [Change in park conditions](#) - any change of conditions will be listed on the individual park's page.
- [Catastrophic park closures](#) - information about park closures due to forecast fire danger.
- [Planned Burns Victoria](#) - planned burns are coordinated and managed by Forest Fire Management Victoria and can be implemented at short notice as the weather allows. You can subscribe to be notified when planned burns are going to take place but be aware this information can be sent at very short notice.
- [VIC Emergency](#) - for all alerts and warnings across the Victorian landscape.

##### Minimal Impact Guidelines

Spending time in national parks, reserves and other protected areas is an excellent way for students to develop positive environmental values and to learn more about the world they live in, and how humans and nature interact with each other. By following our [Minimal Impact Guidelines for bush kinders](#), you and your students can learn in and about these amazing natural places while helping us to protect them. The [Minimal Impact Guidelines for bush kinders](#) should inform how you manage your outdoor activities, and should be followed at all times while in national parks, reserves and waterways.

Next

4.2



## 4.3 Recurring visit details

Complete the recurring visit details required for your bush kinder visits. This includes:

- Visit details –
  - the Education Organisation name
  - the park you are visiting
- Schedule –
  - Start date/End date
  - Recurrence end by – date or number of visits
- Participant details –
  - Number of students/children and teacher/adults
  - On-site contact name and number
- Recurrence pattern
  - Weekly/bi-weekly/monthly/bi-monthly

## Bush Kinder Activity Plan

Information Collection Notice ✓	Applicant details ✓	Recurring visits details	Additional details	Terms and conditions
---------------------------------	---------------------	--------------------------	--------------------	----------------------

### Recurring visits details

#### Visit details

4.3

Education organisation \*

Park \*

#### Participant details

Number of students/children \*

Number of teachers/adults \*

On-site contact name \*

On-site contact mobile \*

Provide a telephone number

#### Schedule

Start date \*

Recurrence end options

End date \*

#### Recurrence pattern

How often will you be visiting? \*

#### Weekly pattern

Select day(s) of the week \*

Occurs every 'X' weeks. (Enter number of weeks) \*

Recurring itineraries can be generate via an end date or the number of times you plan to visit.

Select if you are planning to visit weekly or monthly

If you are visit 'every week' or 'every month', please enter '1'.

Previous

Next

## 4.4 Additional details

Read through *Additional details* and *Staying safe*.

At this point in the form, it is a good opportunity to provide land managers with as much information as you can about your planned visits.

This helps us to support you in your visit and protect the natural environment whilst your there.

You can use the open field box to provide this detail, or upload *additional documents* such as risk assessments, planned activities or itineraries.

### Bush Kinder Activity Plan

Information Collection Notice ✓

Applicant details ✓

Recurring visits details ✓

Additional details

Terms and conditions

#### Additional details

##### Staying safe

Learning to assess and manage risk is an important step in childhood learning and development. Nature play provides the perfect opportunity for children to assess, manage and take risks, however these risks should be weighed against the long-term health, learning and development, and wellbeing benefits for children, their families, communities and nature itself.

For the safety and wellbeing of your group, you should always conduct a site safety survey prior to the start of your session.

Remember to always have:

- suitable supervision
- correct educator to child ratios
- a risk assessment in place
- first aid kits available.

If you need further information, the [Department of Education](#) has also outlined different types of risks that may occur in outdoor environments and how to prepare for them.

##### Additional details

Please provide any additional details to inform land managers about your intended visit. This might include, but not subject to:

- description of the location your intended to set up the bush kinder
- description of your intended activities during a bush kinder session
- inclusion and accessibility needs for your students

##### Additional documentation

Please provide any additional documents to inform land managers about your intended visit. This might include, but not subject to:

- a map indicating the location of your proposed excursion
- an itinerary of your trip
- a risk assessment

Add files

Document name	Status	Created on ↓
There are no records to display.		

PreviousNext

4.4

To better inform land managers and to support your planned visits, ensure you upload additional details of your trip intention.

## 4.5 Terms and conditions

Select each check box and submit your Bush Kinder Activity Plan.

All resources and links referenced throughout the form will be sent to your email upon submission.

### ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

Home > Education home > Bush Kinder Activity Plan

### Bush Kinder Activity Plan

Information Collection Notice ✓

Applicant details ✓

Recurring visits details ✓

Additional details ✓

Terms and conditions

#### Terms and conditions

By submitting a Bush Kinder Activity Plan, I, on behalf of the Education Organisation, agree to comply with the following terms and conditions:

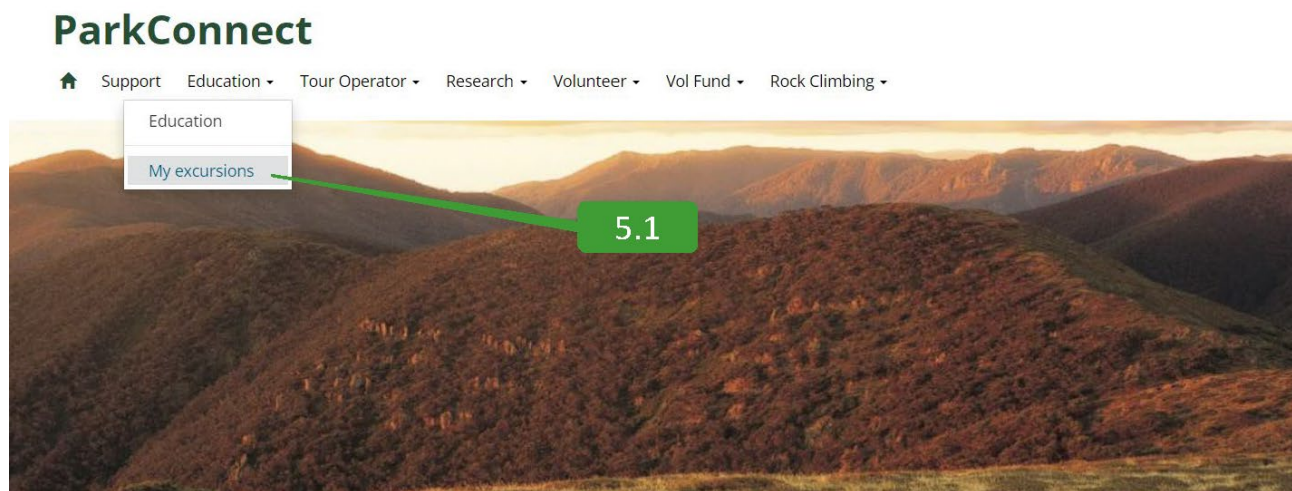
- ☒ The Education Organisation will abide by the Department of Education's [excursion policies and procedures](#).
- ☒ The Education Organisation will have the appropriate occupational health and safety (OH&S) and risk assessment documentation in place.
- ☒ The Education Organisation will follow all directions and guidance from Parks Victoria staff.
- ☒ The Education Organisation will meet the requirements of Parks Victoria's [Minimal Impact Guidelines for Schools](#).

PreviousSubmit

4.5

## 5 My excursions

To view your Bush Kinder Activity Plan, select the drop down menu for Education and select 'My excursions'. Here you will find all of your education submissions.



### 5.1 Viewing your Bush Kinder Activity Plan

The *My excursions* page displays all Education Group Activity forms you have submitted through ParkConnect. *My excursions* will allow you to view, copy and cancel your Bush Kinder Activity Plans and Education group Excursion Forms.

To view a draft, submission or approved Bush Kinder Activity Plan, select the *View Details*, from the drop-down menu on the left.

#### My excursions

##### Group Intentions

My open excursions -

Add Excursion

EDU number ↓	Arrival date	Departure date	Education organisation name	Number of students	Number of teachers/adults	Status reason
EDU-005484	30-Nov-2023	06-Dec-2023		33	33	Draft
EDU-005482						Draft
EDU-005476	17-Dec-2023	20-Dec-2023		21	3	Submitted

##### Bush Kinder Activity

My Open Bush Kinder Excursions -

Add Bush Kinder Activity

EDU number	Start Date	End date	Education organisation name	Number of students	Number of teachers/adults	Status reason
EDU-005449	21-Nov-2023			44	44	Approved
EDU-005451	28-Nov-2023			22	33	Approved
EDU-005458	29-Nov-2023			33	33	Submitted

View Details  
Copy Excursion  
Cancel



## 5.2 Editing your Bush Kinder Activity Plan

To edit a draft Bush Kinder Activity Plan, select the *Edit Details*, from the drop-down menu on the left. A submitted or approved plan cannot be altered, only cancelled.

### Bush Kinder Activity

My Open Bush Kinder Excursions

Add Bush Kinder Activity

EDU number	Start Date	End date	Education organisation name	Number of students	Number of teachers/adults	Status reason
EDU-005449	21-Nov-2023			44	44	Approved
EDU-005451	28-Nov-2023			22	33	Approved
EDU-005458	29-Nov-2023			33	33	Draft

- Cancel
- Edit Excursion
- Copy Excursion

5.2

## 5.3 Copying your Bush Kinder Activity Plan

To copy a draft, submitted or approved Bush Kinder Activity Plan, select the *Copy Excursion*, from the drop-down menu on the left.

### Bush Kinder Activity

My Open Bush Kinder Excursions

Add Bush Kinder Activity

EDU number	Start Date	End date	Education organisation name	Number of students	Number of teachers/adults	Status reason
EDU-005449	21-Nov-2023			44	44	Approved
EDU-005451	28-Nov-2023			22	33	Approved
EDU-005458	29-Nov-2023			33	33	Submitted

- View Details
- Copy Excursion
- Cancel

5.3

## 5.4 Cancelling a Bush Kinder Activity Plan

### Bush Kinder Activity

☰ My Open Bush Kinder Excursions ▾

Add Bush Kinder Activity

EDU number	Start Date	End date	Education organisation name	Number of students	Number of teachers/adults	Status reason	
EDU-005449	21-Nov-2023			44	44	Approved	⌵
EDU-005451	28-Nov-2023			22	33	Approved	⌵
EDU-005458	29-Nov-2023			33	33	Draft	⌵

- 5.4
- Cancel
  - Edit Excursion
  - Copy Excursion

### Contact Us

We welcome all enquiries and feedback on the Bush Kinder Activity Plan. If you wish to provide feedback or have an enquiry, please email [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au). Please note that the more information you provide us, the easier it is for us to assist you.

