



Padthaway Preschool

Safe Transportation Procedure

Rationale

The safety of staff, volunteers and children during any form of transportation is paramount. When conducting excursions or site activities that require transportation of children the *Department for Education Safe Transportation of Children Policy*, *Safe Transportation of Children Procedure* and *Camps and Excursion Policy* must be adhered to and read in conjunction with this procedure. Prior to leaving the preschool grounds a risk assessment must have been conducted and written parental/caregiver permission granted.

Information and Equipment Required in the Case of an Emergency

Emergency contact details of each child, mobile telephone (site owned mobile phone), first aid kit including site asthma kit and EpiPen, health care plans and medications, contact information of each adult present, emergency services phone numbers

Accounting for Children when entering and exiting the preschool premises and the pick-up location or destination

- ▶ The vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- ▶ The children's attendance record is checked by the supervising staff member as children assemble in a predetermined location before boarding on any occasion.
- ▶ A head count is conducted to double check and confirm numbers and the daily attendance sheet (roll) is taken on to the bus by the lead educator conducting the excursion
- ▶ Children will line up and board the bus in an orderly manner
- ▶ once children are seated another head count is conducted by the educator leading the excursion and staff will ensure all children have their seatbelts on and secured appropriately.
- ▶ When children disembark at the destination, another head count is conducted.
- ▶ After children have disembarked and prior to the bus leaving, a supporting staff member physically checks the entire bus to confirm that all children have exited the bus, ie check for any children who may have fallen asleep during the journey or may be hiding underneath a seat
- ▶ This process is repeated each time the children enter and exit the bus.
- ▶ When arriving back at preschool, the lead educator will count children off the bus and again once they are back within the preschool grounds.
- ▶ After the children have disembarked and prior to the bus leaving for the final time, a supporting staff member physically checks the entire bus to confirm that all children have exited the bus, and all equipment and belongings have been removed as required, eg children's hats, jumpers, etc.

Steps to Take to Immediately Follow up any Children Unaccounted For

- ▶ One staff member looks for unaccounted child while educator remains with the rest of the children ensuring safe supervision meeting required ratios.
- ▶ Each educator must take their mobile phone so they can be contacted at all times by the large group.
- ▶ Recheck the bus and site visited.

Steps to Take to Immediately Follow up any Adult Unaccounted For

- ▶ All adults are required to take a mobile phone with them on an excursion.
- ▶ The list of phone numbers will be included in the Excursion Folder that contains children's signed consent forms, excursion details, emergency contact numbers, daily attendance roll, etc.

- ▶ Another adult rings the unaccounted for adult's mobile phone to determine their whereabouts and reason. If the unaccounted for adult doesn't respond another adult will leave the main group to look for them (supervision ratios of children must be maintained).

Adequate Supervision of Children Will be Maintained at All Times

- ▶ Children are continuously supervised during transportation by educators.
- ▶ Staff are to sit in strategic places on the bus so that all children are clearly visible, ie dispersed throughout the bus.
- ▶ An educator will sit next to children requiring additional care/supervision for additional safety.
- ▶ Health Care Plans and Agreements will be followed.
- ▶ Children are continuously supervised when the children disembark from the bus and reach the destination. Staff are required to place themselves strategically amongst the children so that all children are cared for, ie spread themselves amongst the children. Children with additional needs or supervision concerns are to be closely shadowed by an educator. This may require holding their hand to ensure they do not leave the group and remain safe at all times.
- ▶ Children and adults are required to wear a seat belt in the bus. Staff are to systematically ensure each child is safely buckled up prior to the bus departing.
- ▶ The designated driver of the vehicle/bus complies with all appropriate road, safety, and transport regulations.
- ▶ Children are to remain seated until the vehicle/bus has completely stopped and the educator gives them permission to stand.
- ▶ A designated educator/staff member will assist children to safely disembark the bus.

Links to NQS

QA2 2.2.1 Supervision - Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QA6 6.2.1 Transitions - Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities

National Regulations

Reg 99 Children leaving the education and care premises

Reg 100 Risk assessment must be conducted before excursion.

Reg 101 Conduct of risk assessment for excursion.

Reg 102 Authorisation for excursion.