

Safe Transportation Procedure

National Quality Standard Area 2 | Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

Purpose

This procedure outlines our responsibilities regarding how we ensure the safety, health and wellbeing of children when travelling between our premises and an alternate location.

This procedure applies to our site when arranging and providing transportation of children between our premises and an alternate location. Our service remains responsible for children during the period of transportation. When transport is arranged (other than as part of an excursion), our educators will ensure that our risk assessment is current, and authorisation for transportation has been obtained.

This procedure does not include requirements relating to excursions or regular outings. Excursions and regular outings are mandated by the camps and excursions policy.

Detail

Our educators will use the following processes in order to ensure the safety, health and wellbeing of children when transporting children.

Accounting for children

During the transportation of children, our educators will use the following processes to ensure children are accounted for before, during, and after outings.

- Attendance sheet is used to call the roll prior to leaving the site and upon returning to the site.
- The number of children attending is noted.
- Each staff members is allocated a small group of children for the duration of the transportation.
- A head count is carried out:
 - Prior to leaving the site
 - Once all children are seated on the bus
 - Upon disembarking from the bus.
 - Upon entering a venue
 - Upon exiting a venue
- 2 staff members are responsible for the checking of the bus after all children have disembarked

Entering/exiting premises/destination

A head count is carried out and checked against the roll:

- arriving at the destination
- upon entering a premises
- upon exiting a premises

- arriving at the pick-up location

Embarking/disembarking the vehicle

- A head count is carried out when embarking and disembarking the vehicle and checked against the roll.
- All adults are asked to carry a mobile phone so that they can be contacted should they not be present at time of head count.
- 2 staff members are responsible for a check of the bus after all children have disembarked by walking the length of the bus and conducting a visual inspection including checking under seats.
- The staff member designated in charge will undertake and sign-off on the 'daily excursion check list' that the entire bus has been physically checked to confirm that all children have exited the bus (i.e., check for any children who may have fallen asleep during the journey or may be hiding underneath a seat)

Unaccounted for children

If a child is unaccounted for:

- A search will be undertaken coordinated by the staff member designated in charge.
- A designated meeting point will be arranged prior to a search beginning.
- If attending a venue, staff at the venue will be notified and asked to assist.
- Police will be notified if the child cannot be found within a suitable timeframe.
- Parents and Educational Director will also be notified at the time of contacting police.
- An IRMS report to be lodged as soon as possible (but not exceeding the regulated time frame of lodging a report)

Children requiring additional support

Any children requiring additional support will have a designated staff member responsible for them. In some circumstances their parent (caregiver) may be invited to attend for extra support.

Maintaining supervision

All staff members will be responsible for maintaining supervision of children throughout the entire time of transporting children.

Staff members will be allocated individual groups prior to leaving the centre.

Staff ratios will be maintained at all times during the transportation of children.

Emergency procedures

The following equipment is required during the transportation of children in the case of an emergency

- Emergency contact details for each child and adult participating
- Mobile phone (site)
- Mobile phones (individual staff and volunteers where possible)
- First aid kit including centre asthma medication and EpiPen.
- Personal Medication for children and adults (asthma, EpiPens etc.)
- Site name tags for each child that contain the centre name and mobile phone number
- Safety vests (optional)

Staff induction processes

Prior to undertaking transportation of children all staff and volunteers are:

- Provided with a copy of the risk assessment to read and sign
- Aware of the children that are their direct responsibility for the duration of the time they are away from the centre.
- Aware of who is the designated person in charge.
- Follow directives from the designated person in charge.
- Where possible, carry a mobile phone for ease of communicating with the designated person in charge.
- Made aware of the designated meeting points.

Approvals

Approved by:

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Approved by:

Katherine Scott | Governing Council, Hackney Kindergarten

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August 2026 (must be 3 years from the approved date)

Revision record

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