

## 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

A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the ED170 consent form for camps and excursions form. The kindergarten educators will ensure that the emergency contact details for each child are up to date by checking returned forms against contact records.

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

- The kindergarten has completed the Excursion Risk assessment and reviewed as a team.
- A nominated supervisor will be appointed for the day
- A staff member will engage in a safety check to ensure the excursion is still appropriate and if a vehicle is being used, that person will check there are seatbelts and that the driver is sound.
- The excursion supervisor will count and record the number of children at every transition on the excursion
- Adult to child ratios are maintained as per the Department for Education Camps and Excursion Policy
- Supervisor ensures all volunteers have completed the correct training and have the mobile phone number in case of split groups
- The excursion supervisor has ensured that all children are equipped with clothing appropriate for the excursion e.g. jumpers, sun hats, sunscreen.
- Educators ensure children have access to toilets and shaded areas as required

## Parental responsibilities

The kindergarten will provide to parents and legal guardians an overview of all excursions requiring specific consent including:

- Purpose
- Location
- Times
- Mode of transport
- Adult to child ratio
- Suitable clothing i.e. closed in shoes, raincoats, sun hats sunscreen
- Food and drinks
- Risk assessment location for viewing.

Parents will be expected to ensure that:

- They arrive 15 minutes prior to the excursion departure
- Busses will depart on time and children who are late will not be able to attend the program as services are closed during excursion times
- Children have appropriate clothing, footwear, food & drink and sun protection

## Entering/exiting premises/destination

Prior to departure from the kindergarten the supervisor will ensure that the following items are always taken on excursion:

- Attendance roll
- First Aid Kit

- Each child's emergency contact details are up-to-date and taken.
- The kindergarten mobile phone
- Medication and Health Care Plans are taken in the Health Buddy Bag.

Immediately prior to departure:

- Educators will sit all the children down and explain to them the expectations of the day ahead
- Children are given the opportunity to go to the toilet
- Excursion supervisor will nominate an educator to collect the excursion pack
- Ensure that all children are identifiable (wear the high viz vest and badge)
- The role will be taken and recorded, and the number of children noted

Upon returning to the kindergarten:

- Children will be gathered on the mat
- Final headcount taken and documented
- Children are encouraged to use the toilet and have a drink

### Embarking/disembarking the vehicle

When embarking and disembarking, the excursion supervisor will take a headcount and record the time and number of children present. A staff member will complete a vehicle check and ensure the safety check has been completed prior to children embarking.

A staff member will ensure 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 on an excursion, the following procedure will be followed immediately to ensure the safety of all children:

- All children and adults on excursion will be gathered in one place and a roll call/headcount completed
- The police will be contacted immediately on 000
- The excursion supervisor will notify the parents/carers or emergency contact that the child is unaccounted for
- The supervisor will contact the Education Director and follow instructions given

### Children requiring additional support

Educators will liaise with each child's parents regarding the needs of their child on an excursion. An individual plan will be created to ensure the safety and inclusion of every child.

### Maintaining supervision

The excursion supervisor will ensure that:

- Educator to child ratios are no less than the prescribed ratios as per the Department for Education
- Additional educators/volunteers are engaged to provide care and support to children with additional needs
- Consideration for adequate supervision may include
  - The number, age and ability of children
  - The number and physical positioning of educators and volunteers
  - Risks related to the mode of transport (e.g. walking)
  - Visibility and accessibility on the excursion
  - The experience of each educator
  - All volunteers must have completed appropriate volunteer training

## Supporting information

Camps and excursion policy <https://edi.sa.edu.au/library/document-library/controlled-policies/camps-and-excursions-policy>

Camps and excursion procedure - <https://edi.sa.edu.au/library/document-library/controlled-procedures/camps-and-excursions-procedure>

ED170 consent form for camps and excursions: Educators to provide

ACQEQQA – Safe transportation of children - <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>

Volunteer Information and training link: [How volunteers access RRHAN-EC training \(education.sa.gov.au\)](https://education.sa.gov.au)

## Approvals

Status: Draft

Version: 0.1

Approved by: Catherine Day | Director, McKellar Stewart Kindergarten

Approved by: Katie Cousins | Governing Council Chair, McKellar Stewart Kindergarten

Approval date: 30 March 2022

Next review date: 30 March 2025 (must be 3 years from the approved date)

## Revision record

Version: 1.0

Approved by: Name | Kate Edwards, McKellar Stewart

Approved by: Sophie Wilkinson | Governing Council Chair, McKellar Stewart Kindergarten

Approved date: 9 November 2022

Next review date: 9 November 2025

Amendment(s): Version 1.0 completed