



Banksia Park Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Safe Transportation Procedure

Reviewed May 2022

Rationale

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. Refer to Excursion policy for transportation procedures relating specifically to excursions.

Procedure

In the event that Banksia Park Kindergarten arrange and provide transportation of children between our premises and an alternate location (other than as part of an excursion) the site leader will:

- > Complete the Safe Transportation of Children - Risk assessment template (other than as part of an excursion).
- > Obtain written authorisation from a parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise the child being transported.

Approved and Checked

Governing Council Approval: May 2022

Preschool Director: Meg Green

Governing Council Chairperson: Jane Mangos

Next Review Date: 2025