



Safe transportation of children procedure 2023

(Our site only utilises private buses for excursions not public transport.)

Prior to the excursion:

Parents are given an excursion document with expectations/responsibilities and procedures to read prior to the excursion which is then signed by the parent helper and returned to the Director.

On the morning of the excursion the lead educator reminds the children and parent helpers about safety protocols when travelling.

Educators are designated their role when organising an excursion. The lead educator for the excursion groups all the children with a supervising parent/educator and documents this list. Children's individual needs are considered when allocating them to a group. The lead teacher has no children allocated to them and carries the first aid pack with children's medication and emergency contact numbers.

All educators take a mobile phone for emergency purposes.

Parent helpers are given two children to supervise where possible, 3 as a maximum.

A roll call is taken before leaving for the excursion to ensure that any changes to the lists are made and adjusted as necessary. This then becomes the master list that all educators have a copy of. All adults are made aware of the "magic number" (our number of children that are on the excursion with us) as well as the number of adults. This is documented onto the master lists.

Each parent helper is given a list with the names of the children that they are supervising.

One at a time, children are sent to their parent helper/educator and asked to line up by the gate with their adult helper.

Educators intentionally space themselves out and sit at the back, middle and front of the bus with their group of children for adequate supervision of all the children. The lead teacher sits at the front of the bus ready for disembarking.

Embarking on to the bus: Once all adult helpers and children are accounted for in this manner each group enter the bus one at a time holding onto the handrail as they go up with their adult helper behind them. Once that group is on the children sit with their helper and the adult helper checks their seat belt is done up correctly. Children are asked to sit on their bottoms when travelling in the bus and reminded to use inside voices when chatting.

The educator in charge of locking up checks the kindergarten to make sure no one is left behind and then locks the doors and gate.

This educator then does a head count of all the children on the bus making sure it corresponds to the total number of children attending. A second educator also does a head

count to confirm with that number. Once confirmed, the bus driver is told that we can leave.

Disembarking from the bus: (The bus driver is asked to park at the closest and safest drop off point for children to disembark safely away from any crowds.)

Once at the destination and completely stopped the children are instructed to undo their seatbelts and wait in their seat until their adult helper asks them to stand up. Front first, then the middle, then the back. (parent helpers helping with seat belts.)

The first few groups at the front of the bus leave one group at a time with their adult.

The adult checks that their children have their hats and then are reminded to hold onto the rail as they exit the bus, role modelling thanking the driver.

The adult helper holds their children's hand and follows the educator to the meeting point (just a few meters away from the bus)

The last educator leaves the back of the bus checking for children on and under the seats and hats as he/she walks the aisle. This educator then does a head count of everyone grouped together off the bus and confirms this number with the lead teacher. The educator then lets the bus driver know that everyone is accounted for and the bus can go and park.

The lead educator conducts regular headcounts and attendance checks of children as the group moves to other locations through the day and a second educator is asked to double check the count.

Parent helpers are asked to stay with their allocated group of children throughout the day.

If a child is missing during the head count the lead educator has his/her hands free to be able to look for and locate the child.

If a relief teacher is in on the excursion day, he/she is inducted about the excursion along with children's medical and wellbeing needs as well as expectations and responsibilities.

Developed: 6.4.2023

Review: April 2025

