

Safe Transportation Procedure

This procedure applies to our site when arranging and providing transportation for children during an excursion between our premises and an alternate location.

Transport Considerations

Any excursion requiring children taken from the site using vehicle transportation will be planned well in advance with a completed risk assessment and a consent form issued to parents and caregivers.

- The mode of transport must be stated on the Information Sheet for Parents provided with the DECD ED170 Excursions Consent form at the time of each excursion.
- When a bus is used the kindergarten must ensure that the seating capacity is not exceeded. All children must sit on seats. Seat belt guidelines must be followed in-line with the safety protocol for the type of bus. If the bus has seat belts, they must be worn.
- Public transport will be used when/if deemed appropriate for the context of children and adequate ratios for supervision will be considered.

On the day of excursion

- Children will be fitted with a yellow vest. Staff and parent helpers wear yellow vests.
- Roll checked and called prior to leaving site.
- Regular head counts including all transition times during the excursion.
- Roll call taken before leaving excursion site and prior to re-entering kindy.
- First aid kit, Asthma Pack, EpiPen and children's medication and medical plans packed.
- The Golden Grove Kindergarten mobile phone, consent forms and emergency contact folder packed.

Embarking and disembarking the vehicle

- A member of staff will take the roll and count children as they enter and exit the bus at all locations to ensure that all children are accounted for.
- A member of staff will check the bus after the children have exited to ensure all children have exited the bus.
- If a child is unaccounted for prior to leaving the site one member of staff will re-enter the site and check the outside yard, all rooms inside and the toilets, whilst another member of staff will take the roll again and recount the children lining up to get on the bus. If the child cannot be located, the director will contact the parents to clarify that the child has been dropped off at kindy or determine if the child was marked as here by mistake.

- If a child is unaccounted for when leaving an excursion destination, the director and if possible, another staff member will re-enter the premises and search for the child, alerting the proprietors to the situation. If the child cannot be located, the director will inform the parents and seek assistance from the Police. Once back at kindy, the director will complete an incident form.

Supervision

- Support staff will assist children who require additional support by helping them on and off the bus after their name has been called on the roll and sitting next to them on the bus.
- Staff members and parent helpers will sit on aisle seats, ensuring that at least one staff member is seated at the front of the bus, and one staff member is seated at the back of the bus.
- Before disembarking from the bus at least one staff member will take up position outside to supervise children as they disembark the bus.