



TRANSPORTATION OF CHILDREN PROCEDURE

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

This policy covers both the **Occasional Care** and **Kindergarten** programs.

OVERVIEW

Klemzig Kindergarten implements the Department for Education (DfE) "Safe transportation of children policy and Safe transportation of children procedure" which includes

- Completing a risk assessment for transportation of children prior to transportation (Risk assessments for regular transportation are reviewed and renewed every 12 months. Noting that a new risk assessment must be completed when there is any change in circumstance)
- ensuring written authorisation is obtained from Parent/Caregiver prior to transportation of children

This procedure outlines the processes, authorities and accountabilities associated with preschool transport and provides information and guidance to all department employees about:

- fully paid bus services provided by departmentally owned and operated buses
- fully paid bus services operated under contract to the department
- Transport assistance for the transport of students to and from kindergarten.

PROCEDURE

Staff responsible for event/experience that requires transportation are to

- Complete, review or renew transportation risk assessment prior to event or experience
- Obtain written authorisation prior to transportation from parent or alternate authorised person using the DfE "**Authorisation for Transportation of Children in Education and Care Services**" form
- Ensure all children are accounted for when entering and exiting the service premises and the pick-up location
- Upon embarking the vehicle the lead teacher will complete a roll call matching the child to attendance sheet and 2 educators will perform a head count. All 3 staff check count is accurate.
- Upon disembarking of the vehicle children will assemble as a group, safely nearby the vehicle with staff.
- As soon as it is believed all children have exited, 2 educators will walk through the vehicle and ensure all children have disembarked the vehicle, checking for any children who may have fallen asleep during the journey or may be hiding underneath a seat
- The Lead teacher will complete a roll call matching the child to attendance sheet and 2 educators will perform a head count. All 3 staff to check count is accurate.
- After disembark check has been done the lead teacher signs-off that the entire bus has been physically checked to confirm that all children have exited the bus
- For children requiring additional support, the director and/or nominated supervisor will discuss possible scenarios with the family/s which may include the family attending on the transportation, the family transporting their child independently and/or extra staff being hired for the event to support the child.
- Ensure adequate supervision will be maintained at all times by at least allocating the required staff to child ratio at all times
- Information and equipment required in the case of an emergency (e.g. medical plans, medication, emergency contact details for each child, mobile telephone, first aid kit etc.) will be the responsibility of lead teacher and 2 educators
- Prior to event/experience staff will review the processes and their roles and responsibilities
- In the unlikely event of a child being unaccounted for staff member/s will:
 - Enquire about the missing child with other adults or children in the vicinity.
 - If the child cannot be located, then the director or nominated supervisor must be informed immediately.
 - The director or nominated supervisor will then inform the police.
 - The director or nominated supervisor will then inform the parents/carers of the child.
 - Attendance sheets must have a current up to date picture of attending children, which will be given to police if required.
 - The director or nominated supervisor will inform Regulatory Authority
 - The director or nominated supervisor will inform the Education Director
 - Remaining staff will stay with all other children and ensure their safety
- In the unlikely event an adult is not present at the address of embarking or disembarking
 - Enquire about the missing adult with other adults or children in the vicinity.
 - If the adult cannot be located, then the director or nominated supervisor must be informed immediately.
 - The director or nominated supervisor will then inform the police.
 - The director or nominated supervisor will then inform next of kin.
 - The director or nominated supervisor will then inform the sites Work and Health Safety Officer
 - Remaining staff will stay with the children and the director or nominated supervisor will organise suitable ratios for children are in place as soon as possible
 - The director or nominated supervisor will inform the Education Director
- The director or nominated supervisor will follow correct departmental policies and processes at all times