



Madison Park Kindergarten Safe Transportation of children Procedure

RATIONALE:

To minimise risks and prevent accidents on excursions, Madison Park Kindergarten will plan ahead of time and choose safe excursion locations and safe travel routes, take precautions and be prepared for emergencies (i.e. by carrying a first aid kit, family/carer contact phone numbers and mobile phone).

It is also important to consider road safety including passenger and pedestrian safety, and safe play. This includes following recommended guidelines for transport of children in motor vehicles and walking with children as pedestrians. Excursions are also an opportunity to promote children's awareness of road safety.

Implementation:

If external excursions are to be undertaken, a thorough risk assessment for the excursion will occur, including consideration for safe transport in line with this procedure, the Department for Education Safe Transportation of children policy, and Safe Transportation of children procedure.

Children will be prepared for the excursion before the day through a programmed approach to discussing safety.

Permission will be sought from families on any occasion and transport will be considered. Ratio's will be maintained and support from parent volunteers will be considered. All children will always remain in the line of sight of Madison Park Kindergarten staff.

The transportation of children in staff or family vehicles will not be condoned under any circumstances, except in the situation where a child is travelling with their own parent/guardian.

Prior to the Excursion:

Risk assessments will be completed and permission slips will be provided to families to complete. Permission forms will include the following:

- Purpose of the excursion, benefits and experiences to be gained.
- Family contact details if different from recorded details
- Details of any medication the child is taking
- Parent/Caregiver signature and date

Permission forms will be taken on the excursion and kept on file after the event. The excursion form will include details of the destination, estimated time of departure and arrival, type of transport to be used and any costs involved.

The Kindergarten mobile phone number will be available and will be answered during the excursion if needed.

On the day of the excursion

Madison Park Kindergarten staff will arrange children and family volunteers. When a child requires the toilet, 2 Madison Park Kindergarten staff will accompany the child/ren. No volunteers will take any child to the bathrooms at any time.

Regular headcounts will take place during the excursion, including when entering and exiting any venue. A verbal and visual roll call will occur when embarking and disembarking any transport vehicles.

A First Aid bag with disposable gloves, tissues, band aids, children's medications, emergency asthma inhaler and EpiPen will be taken on all excursions. Arrangements for drinking water will also be made.

If bus transport is used, the bus will not be overcrowded and will only accommodate the number of children and adults it is licenced to carry.

Safety on Excursions:

* Madison Park Kindergarten staff will ensure they have a list of families/carers contact numbers that day (taking any alternative arrangements noted on permission forms into account).

- At least one Staff member will hold a current First Aid and ensure First aid Kit is taken on all excursions
- The Kindy Mobile phone will be taken on all excursions.
- Families will be asked to ensure their child has adequate clothing and footwear for the excursion, pending weather
- Spare clothing will be taken on the excursion for emergency use
- Regular head counts will occur and will be marked on the roll
- Children will be encouraged to stay together and move in pairs holding hands.
- Extra care will be taken if needing to cross roads or other intersections.

In the event of an accident:

* Madison Park Kindergarten staff will remove children from the dangerous situation as quickly as possible.

- First aid will be administered as quickly as possible. Emergency services will be contacted.
- Families will be notified as quickly as possible
- Accident report forms will be completed on the Incident and Response Management System in a timely manner.

In the event a child is not accounted for, an immediate head count will be conducted. A staff member will do an immediate search of the area. Police

will be called and families will be notified. IRMS will be completed on return to the Kindy.

Related Documents

- Department for Education Safe Transportation of children Policy and Procedure
- ACECQA safe transportation of children information sheet
- Education and Care Services National Regulations
- National Quality Standard – Quality Area 2 – Children's Health and Safety

Procedure Reviewed: November 2023	Procedure Endorsed by Governing Council	Procedure to be reviewed by: November 2023
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