

Munno Para Kindergarten

Local Safe Transportation

At Munno Para Kindergarten we like to enhance our curriculum by taking children on excursions. When travelling for excursions we use chartered bus companies who pick us up from the kindy and return us to the kindy at the conclusion of the excursion. Where possible the director would also take her car. The following procedure demonstrates how we ensure the safety of all the children attending:

First aid kit, consent forms with emergency contact information and mobile phone are all taken

- All children assemble inside the kindy for a roll call completed by the responsible teacher
- Once all children are on the bus, a head count is completed and this information is passed to the director
- The director has the permission forms, phone and contact details of all children present
- Once we arrive at the location another head count is taken as children exit the bus and 1 staff member checks the bus to make sure all children and belongings are off the bus
- Children identified as needing additional support are allocated an ECW who is responsible for this child on the day.
- When children are walking there will be an adult at the front, middle and back of the group.
- At the venue, educators will spread themselves around the environment to monitor all children
- Before departure, children are encouraged to go to the toilet with an educator
- A head count is completed before getting back on the bus to return to kindy
- When all children are accounted for this information is given to the director who returns to the centre to open up and await the arrival of the bus
- An educator gets off the bus first when returning to the site and children are exited to the front entrance of the kindy where the director is waiting
- Allocated educator does a final check of the bus for children and belongings
- All children come inside and are checked off and bibs/vests are removed
- If no parent collects child a phone call is made

If the director is unable to attend the excursion, the lead teacher would take on the roles allocated to the director and a relief teacher would be called in. Relief staff are verbally given information about the excursion either in the morning or the night before detailing where we are going, what they need to bring and their role on the day.