



# Pasadena Kindergarten

39 Cash Grove,  
Pasadena, 5042  
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## Safe transportation procedure

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### National Quality Standard Area 2 | Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

### Purpose

This procedure outlines our responsibilities regarding how we ensure the safety, health and wellbeing of children when travelling between our premises and an alternate location. At Pasadena Kindergarten we often use private buses as a mode of transport for excursions and sometimes we walk.

This procedure applies to our site when arranging and providing transportation of children between our premises and an alternate location. Our service remains responsible for children during the period of transportation. When transport is arranged (other than as part of an excursion), our educators will ensure that our risk assessment is current, and authorisation for transportation has been obtained.

This procedure does not include requirements relating to excursions or regular outings. Excursions and regular outings are mandated by the camps and excursions policy.

### Detail

Our educators will use the following processes in order to ensure the safety, health and wellbeing of children when transporting children.

### Accounting for children

During the transportation of children, our educators will use the following processes to ensure children are accounted for before, during, and after outings.

### Entering/exiting premises/destination and Embarking/disembarking the vehicle

Educators use the Dfe excursion checklist to ensure minimum head counts are completed.

- Nominated supervisor ensures all children have had attendance marked before using for headcount.  
Attendance checks and headcounts will be conducted by 2 educators, at times including, but not limited to:
  - prior to embarking
  - when embarking
  - when on board
  - when disembarking
  - after disembarking. An educator will always be the last person to embark and disembark the





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vehicle to ensure all children are accounted for

- Head counts are documented on Dfe checklist document.

## Unaccounted for children

- Nominated supervisor contacts police, then family, then Early Childhood Leader and Education Director
- Occupy all of the other children with educators in the last known spot, arrange for one or more adults if available to continue search nearby and all spots visited, call the location if no longer on site
- Nominated supervisor completes incident report and logs IRMS report within 12 hours

## Children requiring additional support

- Children requiring additional support have a 1:1 ratio with an educator or volunteer supporting them

## Maintaining supervision

- Educators and volunteers will be evenly spread out across the bus, at a minimum the front back and middle.

## Emergency procedures

- Educators have their own mobile phones with them. We will carry a copy of children's emergency contacts, a fully stocked first aid kit including emergency asthma and anaphylaxis medications, medication, health plans and risk assessments for individual children and contact details of the service including an emergency contact number.

## Staff induction processes

- All educators and staff responsible for transporting children will have been reminded of Dfe School Transport Policy, camps and excursions procedure and excursion risk assessment
- All educators are reminded of duty of care in induction and the duty of care to children and young people policy
- All educators are fully briefed and trained for their roles and responsibilities, nominated supervisor briefs volunteers and any relief staff on the day.





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Approved by: Catherine Heyward | Director, Pasadena Kindergarten

Approved by: Name | Governing Council, Pasadena Kindergarten

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