



SEACLIFF COMMUNITY KINDERGARTEN CENTRE

TITLE: Safe Transportation of children on Excursions - Procedure

REVIEW AND REVISION

Policy Date	Revision No.	Revision Date	Author
04/22	1	10/2024	Sharon Jaensch

Context

Excursions are an integral part of the program at Seacliff Community Kindergarten and will be arranged to enrich the experiences and learning of the children. The responsibility for and duty of care owed to children applies in scenarios where the educators and preschool have arranged for the transportation of children between the Centre and another location and for this reason policies and procedures are in place to ensure the upmost care is provided at these times. Children may at times travel on contracted buses or public transport to access excursion destinations. This procedure does not include private transport provided by families and carers (ie carers not engaged by the Kindergarten) or regular transportation of children to and from home to kindergarten that may be arranged. This procedure should be viewed in relation to the supporting information as detailed at the end of this document.

Procedure for the Safe transportation of Children:

Prior to Transportation of Children

A Risk Assessment utilising the Department for Education Risk assessment Form for the Transportation of Children will be conducted prior to each excursion that requires transportation of children to identify and assess risks that the transportation of may pose to safety, health or wellbeing.

Consideration of the following will be made in any risk assessment:

Any risks that the transportation may pose to the children or adults including

The proposed route and duration of the travel

Individual children's needs that may need to be catered

The suitability/availability of appropriate transport

Any requirement for seat belts or safety restraints

Any water hazards

Embarking and disembarking the vehicle

Ratios of adults to children with consideration of the children's needs.

Storage of equipment and belongings

Written authorisation for each child to be transported will be gained from a parent or other person as named on the child's official enrolment record as having authorisation to authorise transportation of the child. Site leader and or the nominated supervisors for the excursion will ensure that authorisation is obtained prior to transportation and as required by National regulations, ensure that written authorisations are available upon request for inspection.

Induction: this procedure will be provided to all educators and children (including relief staff and volunteers) prior to the use of transportation for Excursions. Educators will induct the children to the procedures for safely embarking disembarking and travelling safely while being transported on excursions.

On the day of Travel

The attendance sheet completed by the parents will be checked for its accuracy by an authorised officer (Leader or educator responsible for the Excursion).

Nominated Educator will ensure that items required in case of an emergency (as outlined in risk assessment) are readily available during transportation (eg mobile phone, contact lists for children being transported and first aid kit.)

Children will be gathered together prior to embarking and a head count conducted to ensure that all children are present. The wellbeing of children will be checked and supported according to their social, emotional and physical needs.

A search of the premises will be undertaken prior to leaving the site

A head count will be conducted at all points where children are embarking and disembarking transportation as well as entering the destination.

Educators will remind children to sit back in their seats and check that children have successfully fitted their seatbelts (where provided) prior to departure.

When disembarking from the transport a designated educator will take responsibility for checking and informing the site leader or nominated educator for the excursion that the transport has been physically checked that all children have exited.

Children who may need additional assistance as determined during the risk assessment will be catered for according to their documented needs.

Educators and volunteers will be seated on the transport so as to best support the children to travel in the safest ways (eg spread throughout the bus).

Roles and Responsibilities

Director

Ensuring implementation of this procedure.

Ensure Induction of educators/ parents / guardians occurs.

Staff

To support the implementation of this procedure.

Support parents / guardians to understand and reinforce the principles outlined in the procedure.

To induct and support children to understand and adhere to the procedure.

Parents

To support their children to understand the procedure and to adhere to the requirements of the procedure while volunteering for excursions.

Supporting documents

Safe transportation of children (ACECQUA)

Authorisation form for Transportation of children Care or Education Setting.

Risk assessment Template – Transporting Children

Safe transport of Children policy guidelines

Related legislation

Education and care Services National Regulations

Related policies

Camps and excursions policy

Camps and Excursions procedure

Director/ Nominated Supervisor	Governing Council Representative
Print Name	Print Name
Signature	Signature

