



Streaky Bay Children's Centre

ACCOUNTING FOR CHILDREN ON SCHOOL BUSES PROCEDURES

In order to ensure that children are accounted for when being transported in buses, the following strategies will be put in place.

Transport to and from the centre

- Drivers of dedicated school bus services which drop off and collect children from the centre are responsible for:
 - i. Ensuring that at the end of each bus trip that no children remain on the bus by walking the entire length of the bus conducting a visual inspection to ensure not students have failed to alight at their designated stop.
 - ii. In the event a student has remained on the bus, the Director must be contacted by phone immediately.

Excursions

- Prior to an excursion a staff member is nominated to be responsible for:
 - i. Performing a head count every time children board and alight from a bus.
 - ii. Ensuring head count numbers are recorded in roll book. Walking the entire length of the bus conducting a visual inspection to ensure that no children have been left on the bus at the end of each trip.

Governing council endorsement August 2016 Review Date August 2019