

## Safe Transportation Procedure

Excursions are an integral part of the program at Torrensville Preschool and will be arranged to enrich the experiences of the children. Torrensville Preschool Centre will ensure that we meet the following requirements to ensure the safety, health and wellbeing of children when a service is transporting children to and from an excursion.

**Director's responsibilities:** The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that the:

- DfE & Torrensville Preschool Centre safe transportation procedures are adhered to.
- Risk management plan for sports, adventure, camps and excursions is completed before excursion date and booking of transportation.

Risk assessments will identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised. Risks will be evaluated, and a risk assessment undertaken by the site leader or educator prior to each time children are transported. The completed risk assessment will be available upon request for inspection as per National regulations.

### The following criteria will apply when assessing safe transportation of children:

- the proposed route and duration of the transportation
- the proposed pick-up location and destination
- the means of transport
- any requirements for seatbelts or safety restraints
- any water hazards
- the procedure for embarking and disembarking the vehicle
- the number of adults and children involved in the transportation
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- the process for entering and leaving; the education and care service premises; and any vehicle (if applicable); and the pick-up location or destination (as required)

### Authorisations for transportation:

Written authorisation for a child to be transported must be given prior to transportation, and by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. Site leaders and educators will ensure written authorisation is obtained prior to transportation and as required by the National Regulations, ensure that written authorisations are available upon request for inspection

### Procedures and actions:

- An attendance sheet will be filled out before excursion and its accuracy determined by an authorized staff member. A head count will be performed while embarking and disembarking transportation, as well as when entering destination.
- Planning for children with specific needs may reflect the need for additional support adults, determined by staff team prior to transportation and included in risk assessment

- A thorough search of the premises will be conducted before embarking on transportation and a head count will be conducted. Should a child be unaccounted for, emergency services and parents will be contacted immediately. All children accounted for will remain in a safe space supervised by appropriate number of adults.
- As per excursion policy, a staff child ratio of 1:6 will be maintained to ensure adequate supervision, and a ratio of 1:4 if water based destination.
- A nominated staff member will undertake and sign-off that the entire bus has been physically checked to confirm that all children have exited the bus.
- Staff will ensure that children's emergency contact details, medication plans, medication, first aid kit are available at all times
- Staff will carry a mobile phone
- Prior to transportation of children, all staff including relief staff, will revisit safe transportation procedure and excursion policy

Reviewed by:

Governing council chairperson:

*M. Mervath*

Director:

*[Signature]*

Date: 23/6/21