

# Vale Park Preschool

40 Ascot Ave, VALE PARK SA 5081

Phone: 82610228



## Safe transportation procedure

### 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.

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. Risk assessments are carried out for all scenarios.

### 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. Ensure children are signed in and out on attendance sheet. The child is with legal guardians. The child is in a child restraint to safety standards.

### Entering/exiting premises/destination

When entering and exiting the Vale Park preschool the children are signed in and out on attendance sheet. The pick-up location, destination and drop off ensures children are head counted and attendance sheet checked.



## Embarking/disembarking the vehicle

Children will be accounted for when embarking and disembarking the vehicle through close supervision, head count and attendance sheet.

Staff will be allocated with who will undertake supervision and sign on and off and that the entire bus has been physically checked to confirm that all children have exited the bus (i.e., check for any children who may have fallen asleep during the journey or may be hiding underneath a seat)?

## Unaccounted for children

The steps to be undertaken to immediately follow up any children unaccounted for.  
Head count, check attendance sheet to ensure correct numbers and check transportation.

## Children requiring additional support

Staff assist children requiring additional support through health care plans, additional support staff and risk assessments.

## Maintaining supervision

Adequate supervision will be maintained at all times relating to transporting children through staff and child ratios.

## Emergency procedures

The information and equipment required in the case of an emergency, includes emergency contact details for each child, mobile telephone, first aid kit, and medication relating to transporting children.

## Staff induction processes

Staff induction processes and roles and responsibilities (including relief staff) relating to transporting children are communicated through policies and risk assessments.

## Supporting information

Any links required, etc.

## Approvals

Status: Approved

Version: 0.1

Approved by: Name | Director – Vicki Angel, Vale Park Preschool

Approved by: Name | Chairperson – Nathan Pawlak, Governing Council, Vale Park Preschool

Approval date: 20 February 2023

Next review date: 20 February 2026 (must be 3 years from the approved date)

## Revision record

(List the revision record in order of most recent updates at the top)

Version: 1.0

Approved by: Vicki Angel | Director, Vale Park Preschool

Approved date: 21 February 2023

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Amendment(s): document creation.