



## Safe Transportation of Children on an Excursion Policy & Procedure (appendix)

**Department Policy Reference:** Please note, this policy and procedure appendix must be read in conjunction with and compliments the Department's safe transportation of children policy, and related policies and documents, and should be referenced collectively.

### Purpose

This policy outlines the obligations and transportation requirements to ensure the safety, health, and wellbeing of all children during transportation, whilst in our duty of care.

### Aims

- To ensure the safety, health, and wellbeing of all children whilst in our duty of care.
- To ensure educators are meeting the requirements of the legislation when transporting children or arranging transportation of children.
- To ensure the safety, health and wellbeing of staff, parents/ caregivers, and volunteers during transportation.

### In preparation of the excursion educators will:

- Prior to any excursion where the use of transportation is required, educators will complete required Department for Education documentation including risk assessments, authorisation for transportation, and planning documenting in conjunction with children and families.
- In preparation of the excursion educators will read books and have conversations with children regarding safety and expectations (practicing lining up, holding hands, headcounts etc.) and staying with their nominated teacher.
- Educators will organise staffing, adults and volunteers based on the ratio detailed in the risk management plan.
- Educators will assign groups of children to educators and volunteers, ensuring that children who require additional support will always have an assigned educator from the staff team or their own parent/ guardian accompanying them.
- All volunteers and parents/ guardians accompanying their child on the excursion will be inducted prior to the excursion, and Department for Education Volunteer Policy and Procedure followed.
- Nominated supervisor will ensure any relief staff on the day of an excursion read and understand the risk management plan and responsibilities on the day.
- Educators will ensure all information and equipment is packed including:
  - ❖ Health care and Action Plans for individual children and educators/ adults
  - ❖ Medications for individual children and educators/ adults
  - ❖ First aid kit
  - ❖ General use Epipen and Asthma Kit
  - ❖ Mobile phone with enrolled child's parent/ guardian contact detail.
  - ❖ Wipes, tissues, and spare changes of clothes.
  - ❖ Packed spare food and water bottles.
  - ❖ Roll of children present
  - ❖ Record of children assembling and disassembling

- ❖ Children/ parent/ guardian/ volunteer and educator, emergency contacts details.

#### **During the excursion educators will:**

- ❖ Director or nominated supervisor will ensure all the above listed information and equipment is packed. As well as the fully charged kindy mobile phone.
- ❖ At the beginning of the kindergarten session the director or nominated supervisor will check the attendance sheet and record the attendance and time completed. This attendance record will be used to conduct roll calls throughout the excursion.
- ❖ Prior to leaving the kindergarten each child will be provided with a high visibility vest to wear during the duration of the excursion.
- ❖ Site leader will ensure every child is accounted for when embarking and disembarking the bus by completing a head count and roll call of children. This will be cross checked with educators' small groups on the day.
- ❖ Directors or nominated supervisor will undertake a 'bus check' of the entire bus and complete a record. This includes, physically checking that the bus is free of children (i.e under seats), before the bus departs, as well as checking for belongings such as bags, hats, etc.

#### **In an event of a child being unaccounted for educators will:**

- ❖ Follow the Risk Assessment procedure and alert emergency services and the child's emergency contacts.

#### **At the completion of the excursion educators will:**

- ❖ Return to the kindergarten, and then a head count and roll call will be completed to ensure all children are accounted for.
- ❖ Director or nominated staff member will undertake another 'bus check, of the entire bus to ensure no child has been left on the bus. As well as check for any left belongings.

#### **Additional information:**

- ❖ If inclement weather is forecast on the day of excursion, such as strong winds, heavy rainfall, extreme high temperatures, high UV level or thunderstorm, the director or nominated supervisor will follow DfE inclement weather policy and sun safety and cancel the excursion if deemed unsafe. Site leader will provide families and volunteers with 24 hours of notice if the excursion is cancelled. If unplanned inclement weather occurs during the excursion and the site leader deems continuing the excursion as unsafe, children and adults will return to the bus and everyone will return to the kindergarten.
- ❖ In the event where more than two contracted teachers take unplanned leave (such as sickness, personal etc), the director or nominated supervisor will decide if the planned excursion is safe to continue with the relief educators, taking into consideration how familiar the relief staff are with the group of children and the risk minimisation plans.

#### **Related Reference Documents:**

National Quality Standard and Regulations

- 1.1.3 Program and learning opportunities
- 2.2.1 Supervision
- 6.2.1 Transitions
- Regulations 89, 99, 100, 101, 102, 122, 123, 123A, 124, 136, 168, 169, 170, 171, 172.

#### **Policy and Procedures**

- Safe transportation of children policy
- Safe transportation of children procedure
- Camps and excursions policy
- Camps and excursions procedures
- Attendance recording procedure for preschools
- Volunteer Policy and Procedure
- Inclement weather and sun protection
- EMS to create child and emergency contact details

**Sources:**

Department for Education related policies and procedures as listed above  
South Port Kindergarten children (children's voice/consultation where appropriate)  
South Port Kindergarten families and community users  
South Port Kindergarten qualified teachers and educators/staff team  
South Port Kindergarten Governing Council

**Approved by Governing Council: 22<sup>nd</sup> May 2023**

**Chairperson: Amelia Rance**

**Approved by Director: Carly Smith & Marissa Neeb**

*Next review date: May 2026*