



Victor Harbor Community Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

Safe Transportation of Children to and from Victor Harbor Community Kindergarten Procedure

Updated and Amended 13/2/2023

Purpose

Children are sometimes transported by bus to and from Victor Harbor Community Kindergarten. This is arranged by families through the Victor Harbor High School. The staff has a duty of care to ensure specific steps are taken to ensure the health, safety and wellbeing of children who regularly use this bus service. This policy applies to children who travel to and from home and kindergarten and the local primary school via a Department for Education Government bus.

Scope

This policy applies to all staff, educators, volunteers, caregivers, Bus Drivers and specialised agency workers who support the safe transportation of children to and from Victor Harbor Community Kindergarten.

Procedure for school bus transportation to-and-from kindergarten

- Children using the bus service must meet the age requirements for preschool.
- All children who travel on the bus must follow the same procedure. The only exception is the Inman Valley bus service that drops children off at the centre but does not pick them up.
- Families must also go the Victor Harbor High school student services and fill out the relevant forms - Authorization for transportation in early childhood services. They will be given a bus pass, this way staff are aware that children are eligible to travel on the Government bus. The High School will pass on the children's information to the Kindergarten and permissions will be kept at the kindergarten on file along with the risk assessment.
- Families must come to kindergarten and fill out a consent form, before they can use the bus service. This must be signed by the Director and also the guardian.
- Families are given a copy of the bus policy consent form.
- To enable the children to be ready for pick up, staff will ensure lunch boxes and any notices are put in bags, and that kindy bags are collected prior to the last group time. A reminder to go to the toilet before the bus trip will also be given.
- A staff member will walk with the children to the designated bus zone at the time stated by the bus company.
- At the start and end of the day, all children are signed in and out by an educator and if they are travelling on the bus to and from kindy this will be written on the sign in sheet.
- Children's names will be highlighted if they are travelling on the bus.
- A table showing children travelling on the bus will be filled in

- If a child regularly travels on the bus and does not arrive at kindergarten in the morning, an educator will ring their families to follow up.
- Children travelling on the bus will be seated at the front of the bus near the bus driver. An educator will personally put their seatbelt on for them.

Staff Responsibilities

- A staff member will be present at the service to account for all children as they embark and disembark at the kindy and keep a record of how the child was accounted for and make sure they enter and exit the bus safely
- Check of the interior of the vehicle to ensure there are no children left behind
- Records will be kept to confirm each child was accounted for, state how each child was accounted for, state that the interior of the vehicle was checked. Records will include the time, date, full name and signature of the person responsible
- A staff member will meet the children at the designated bus zone (directly out the front of the kindergarten) upon arrival at the centre.
- A Staff member will have Bus attendance/checklist sheet and tick off when child has arrived. If a child who normally catches bus is not on for the day the Director will be informed and a phone call will be made to parent if deemed necessary.
- Educator will sign children in at the start of the day on the attendance sheet and write 'Bus' in comments section to let other staff know that child is catching the bus at the end of the day. An educator will also use a highlighter marker to mark the bus children on the role so that it is clearly visible to all staff.
- Educator will check for notes in lunch box to see if there has been any change to usual bus arrangement ie. parent is collecting child at the end of the day rather than child going on bus.
- Staff will check the attendance sheet prior to getting the children ready at the end of the day to ensure there are no changes to the regular bus arrangements. Educator will sign off the attendance sheet to say the child has been put on the bus. Bus attendance/checklist will also be signed off.
- To enable the children to be ready for pick up, staff will ensure bags, lunch boxes and any notices are collected prior to the last group time. A reminder to go to the toilet before the bus trip will also be given.
- Educators will make sure the children are seated at the front of the bus and will personally put their seatbelt on for them.
- Only regular teachers at the kindergarten will put children on the bus

Directors Responsibilities:

- Mandatory notification to the regulatory authority when regular transportation starts being provided or arranged by the service, or ceases

Parental Responsibilities

- Parents wishing their children to travel on the DfE school buses will need to notify kindergarten each term and the Victor Harbor High School Student Services at the start of each year to fill out appropriate forms
- Parents will need to notify staff if there are any changes to the regular bus arrangements. This will need to be stated verbally when parent drops child at preschool, by phone, or by a note in lunchbox. This also needs to be written on the daily attendance sign in sheet which staff will check prior to getting the children ready at the end of the day.

- Families will need to write on the daily attendance sheet if their child will be going on the bus after kindergarten.
- Parents will need to call the kindergarten if for any reason their child isn't catching the bus on a particular day.

Procedures to support children's behavior on buses

Children must:

- follow instructions from Bus driver
- sit properly on a seat (in an allocated seat if directed by the driver or a staff member)
- wear a seatbelt (if fitted), at all times and in the correct manner
- store bags/equipment under the seat or in appropriate luggage areas
- speak quietly and in a respectful manner, and do not create unnecessary noise
- wait until the bus stops before standing to get off
- leave the bus in a quiet and orderly manner
- wait in the area indicated by the educator (or driver) once they have dismounted the bus

Children must not:

- place feet on the seats
- throw any article around or from the bus
- consume food or drink, or play music without the permission of the driver
- allow any part of their body to protrude out of the bus windows

Reference to the National Quality Framework requirements

National Quality Standard

Quality Area 2	Children's Health and Safety
Standard 2.2	Each child is protected.
Element 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Element 6.2.2	Effective partnerships support children's access, inclusion and participation in the program.

Education and Care Services National Regulations

Regulation 99	Children leaving the education and care premises
Division 7	Transportation of children other than as part of an excursion
Regulation 102A	Application of Division
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 102D	Authorisation for service to transport children

Related Policies and Procedures

This policy/procedure should be read in conjunction with the following Department for Education’s documents:

- [Safe Transportation of Children Policy](#)
- [Safe Transportation of Children Procedure](#)
- [School Transport Policy](#)
- [Camps and Excursions Policy](#)
- [Camps and Excursions Procedure](#)
- [ACECQA Safe Transportation of Children](#)

Approved and Checked By

Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

REVIEW

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Added all new requirements as per ACECQA 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

