



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 on Excursions Procedure

Updated and Amended 13/2/2023

Purpose

Children are sometimes transported by bus to and from excursions. The staff has a duty of care to ensure specific steps are taken to ensure the health, safety and wellbeing of children who use this bus service. This policy outlines the procedures for safe travel where a bus is needed for excursions.

Scope

This policy applies to all staff, educators, volunteers, caregivers, bus drivers and specialized agency workers who support the safe transportation of children on excursions.

Procedures for Bus Travel on Excursions

- Children will be accounted for by the use of a checklist of all children going on the excursion. This checklist will be available to be ticked off as children enter the bus, including a column for headcount.
- The children will again be accounted for on the return journey using the same checklist
- Staff will help children to put on seat belts if they are unable to do themselves as well as a visual check that all children have their seatbelts on
- Where possible parents of children requiring additional support will be asked to accompany their child on the excursion. A risk assessment will also be conducted for children with additional needs.
- Steps taken to immediately follow up any children unaccounted for – seat all other children on the bus, depending on number of staff and volunteers have excess staff and volunteers, physically search for missing child, ring police if necessary and parent to inform of situation
- Adequate supervision will be maintained at all times by having the correct child to staff ratio so that all children will remain accounted for. Children will also have instruction before the excursion about safety and the need to stay with the supervising Educator and parent and no wondering off.
- The leading staff member for the excursion will undertake and sign-off 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)
- All children's permission information with emergency contact details will be taken on each excursion. This will also include equipment required in the case of an emergency (e.g., emergency contact details for each child, mobile telephone, first aid kit, individual children's asthma packs etc.)
- Before any excursion involving a bus, staff will have a discussion the night before of procedures and processes including roles and responsibilities (including relief staff)
- Children will wear a bright coloured safety vest on all excursions where they leave the kindergarten grounds and while on bus so that they are highly visible

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 confirming 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
- Educators will make sure the children are seated on the bus and will personally either put their seatbelt on for them or make sure they have their belt on.
- A staff member will make sure they check the entire bus once children have got off. They will thoroughly check each seat and also under each seat.
- A head count will be done when the children leave a destination and numbers will be matched with the daily attendance sheet. Once children have exited the bus, the children will be counted again to make sure numbers match.
- discuss behavior code and educators' expectations with the children before travelling on a bus or an excursion
- sit with a child who has behavioral needs if their caregiver is unable to attend to support their child
- remind children of their responsibilities and reinforce behaviour expectations while travelling on the bus (where needed)
- inform parents beforehand that if their child's behavior escalates on the bus (or during the excursion) and cannot be managed by an educator, then they will be rung to either come to support their child or take them home

Directors Responsibilities:

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

Parental Responsibilities

- Parents will fill out and sign the permission forms
- If a child has additional needs and requires support a family member will attend with their child when possible.

Procedures to support children's behavior on buses

Children will be encouraged to:

- 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

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](#)

Legislation 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

Division 6	Collection of children from premises and excursions
Regulation 99	Children leaving the education and care premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion

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

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 to policy• Minor spelling and grammar edits• Inclusion of bright coloured safety vest as suggested by parent		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE