

Procedure

Safe Transportation for excursions

NQS

QA2 2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QA6 6.2.1 Transitions - Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities

National Regulations

Reg 100 Risk assessment must be conducted before excursion.

101 Conduct of risk assessment for excursion.

102 Authorisation for excursion.

99 Children leaving the education and care premises

Aim

The safety of each child and all educators is paramount at all times. When conducting excursions or preschool activities that require transportation of children the Department for Education Safe Transportation of Children Policy, Safe Transportation of Children Procedure and Camps and Excursion Policy must be adhered to and read in conjunction with this procedure.

Prior to leaving the preschool grounds a risk assessment must have been conducted and written parental/caregiver permission granted. Refer to Camps and Excursions Policy.

Information and Equipment Required in the Case of an Emergency

Emergency contact details of each child, mobile telephone (School phone and each educator to take their own if possible), first aid kit including site asthma kit and EpiPen, health care plans and medications, contact information of each adult, emergency services phone numbers

Accounting for Children when entering and exiting the preschool premises and the pick-up location or destination

- The vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- The children's attendance record is checked by the supervising teacher as children assemble in a predetermined location before boarding
- A head count is conducted to double check and confirm numbers
- The daily attendance sheet (roll) is taken by the lead educator conducting the excursion on to the bus
- After children board bus another head count is conducted by the educator leading the excursion
- The supervising teacher completes the 'Children embarking the vehicle for regular transportation' record form. This is completed each time the children enter the bus.

- When children disembark at the destination, another head count is conducted.
- Prior to leaving the bus an SSO physically checks the entire bus to confirm that all children have exited the bus, ie check for any children who may have fallen asleep during the journey or may be hiding underneath a seat. The SSO in conjunction with the supervising teacher completes the 'Children disembarking the vehicle for regular transportation' record form. This is completed each time the children leave the bus.
- When time for the children to board the bus again, they are required to line up and enter the bus in an orderly manner.
- When the children are seated, the educator leading the excursion will call the roll for the day and ensure all children are present and accounted for on the bus.
- Another head count is conducted to double check and confirm numbers.
- This process is repeated each time the children enter and exit the bus.
- When arriving back at preschool, the children are required to assemble on the mat area for group time. The daily attendance sheet (roll) is taken again by the educator leading the excursion and verified by a witness. The educator records the time of arrival back on the Daily Attendance Record sheet, documents that all children are accounted for, records the number of children and signs their name.
- Another head count is conducted to double check and confirm numbers.
- Prior to leaving the bus an SSO physically checks the entire bus to confirm that all children have exited the bus, ie check for any children who may have fallen asleep during the journey or may be hiding underneath a seat, and all equipment and belongings have been removed as required, eg children's hats, jumpers, etc.
- The SSO records that the bus has been physically checked to confirm all children have exited the bus on the daily attendance sheet, signs their name and records the time. They complete the 'Children disembarking the vehicle for regular transportation' record form. This is completed each time the children leave the bus.

Steps to Take to Immediately Follow up any Children Unaccounted For

- One educator looks for unaccounted child while other educators remain with the rest of the children ensuring safe supervision. If ratio of 1:6 can still be maintained 2 educators may go looking.
- Each educator must take their mobile phone so they can be contacted at all times by the large group.
- Recheck the bus and site visited.

Steps to Take to Immediately Follow up any Adult Unaccounted For

- All adults are required to take a mobile phone with them on an excursion. The list of phone numbers will be included in the Excursion Folder that contains children's signed consent forms, excursion details, emergency contact numbers, daily attendance roll, etc. Another adult rings the unaccounted for adult's mobile phone to determine their whereabouts and reason. If the unaccounted for adult doesn't respond another adult will leave the main group to look for them.

Adequate Supervision of Children Will be Maintained at All Times

- Children are continuously supervised during transportation by educators
- Educators are to sit in strategic places on the bus so that all children are clearly visible, ie dispersed throughout the bus
- An educator will sit next to children requiring additional care/supervision for additional safety
- Health Care Plans and Agreements will be followed, eg Transfer and Positioning
- Children are continuously supervised when the children disembark from the bus and reach the destination. Educators are required to place themselves strategically amongst the children so that all children are cared for, ie spread themselves amongst the children. Children with additional needs or supervision concerns are to be closely shadowed by an educator. This may require holding their hand to ensure they do not leave the group and remain safe at all times.
- Children and educators are required to wear a seat belt in the bus. Educators are to systematically ensure each child is safely buckled up prior to the bus departing.
- The designated driver of the vehicle/bus complies with all appropriate road, safety, and transport regulations
- The designated driver of the vehicle has the right if required to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving dangerously
- Children are to remain seated until the vehicle/bus has completely stopped and the educator gives them permission to stand
- A designated educator/staff member will assist children to safely disembark the bus

Staff Induction Processes and Responsibilities

- All staff accompanying children on an excursion are required to be familiar with this procedure and Loxton North School's Excursions Policy.
- Educator in charge of the excursion is responsible to ensure all staff know their designated roles and responsibilities, including relief staff for the day.

Review

The procedure will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	06/2023	Procedure Developed	06/2025
	2.0	05/02/2025	Updated and reviewed	05/02/2027

Approved by Governing Council _____ Principal's Signature _____