



## Local Transportation of Children Procedure

### National Quality Standards and Regulations

Quality Area 2: Children's Health and Safety  
Regulation 168 (2) (ga)

### Background

Excursions are an integral part of the program at Hackham East Kindergarten and will be arranged to enrich the experiences of the children. We recognize that excursions provide opportunities for children to expand and enhance their skills and knowledge, gaining insight into their local and the wider community.

### Principles

This procedure has been developed to:

- Maintain the health, safety and wellbeing of children, educators and volunteers when being transported between the kindergarten and an excursion

### Scope

This procedure applies to all staff, volunteers and children who attend an excursion with Hackham East Kindergarten

## TRANSPORTATION

### Risk Assessment

Prior to any transportation of children, a risk assessment will be completed by staff and made available to families upon request. Risk assessments will identify and assess risks that the transportation of children may pose to the safety, health or wellbeing of the children and specify how the identified risks will be managed and minimized. The following criteria will apply when assessing safe transportation of children:

- The proposed route and duration of the transportation
- The proposed pick up location and destination
- The means of transportation
- Any requirements for seatbelts or safety restraints
- Any water hazards
- The procedure for embarking and disembarking the vehicle
- The number of adults and children involved in the transportation
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialized skills are required
- Whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers)
- The process for entering and leaving; the education and care service premises; any vehicle; the pick-up location or destination



## Authorizations for Transportation

Written authorization for a child to be transported must be given prior to transportation, and by a parent/caregiver or other person names in the child's enrolment record as having authority to authorize transportation of a child. Site leaders and educators will ensure written authorization is obtained prior to transportation and as required by the national regulations, ensure that written authorizations are available upon request.

This authorisation will state:

- The child's name
- The reason the child is to be taken outside the premises
- The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- A description of the proposed destination for the excursion
- The method of transport to be used for the excursion
- The proposed activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The anticipated adult to child ratio for the excursion including the number of staff and other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the kindergarten

*\*\*If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period\*\**

## Procedures and Actions

- An attendance sheet will be filled out before each excursion and its accuracy determined by an authorized staff member. A head count will be performed while embarking and disembarking transportation, as well as when entering the destination
- Planning for children with specific needs may reflect the need for additional support adults. This will be determined by the staff team prior to transportation and included in the risk assessment
- A thorough search of the premises will be conducted before embarking on transportation and a head count will be conducted. Should a child be unaccounted for, emergency services and parents or caregivers will be contacted immediately. All children accounted for will remain in a safe space supervised by appropriate number of adults.
- As per the excursion policy, a staff child ratio of 1:6 will be maintained to ensure adequate supervision, and a ratio of 1:4 if the destination is water based
- A nominated staff member will undertake and sign off that the entire bus have been physically checked to confirm that all children have exited the bus
- Staff will ensure that children's emergency contact details, medication plans, medication and first aid kits are available at all times
- Staff will carry a mobile phone
- Prior to transportation of children, all staff including relief staff, will revisit the safe transportation procedure and excursion policy

Endorsed by Governing Council:	May 2022
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