Safe Transportation Procedure at Napperby Preschool

National Quality Standard 2.3.1, 2.3.2
Regulations ***168 (2) (ga) 102C,99,100,101***

To ensure the health and safety of children in our care, Napperby Preschool adhere to the following procedure when children require transportation to or from the site.

Under no circumstances will any child be transported if all the following are not met:

- A relevant Risk Assessment has been undertaken.
- The bus driver holds both a current bus licence and a Working with Children Check.
- The requirements for seatbelt or safety restraints are followed as required.
- All children travelling on the bus have written consent from parent/guardian
- Children will be accompanied to and from the bus and be adequately supervised when near or on the bus.
- The bus will be parked close to the kindergarten or destination to eliminate the need for children to cross the road to enter or exit the bus.
- Educator to child ratios will be maintained in accordance with the risk assessment.

Prior to transportation

- A relevant risk assessment is completed
    - Sports, adventure, camps, and excursions risk assessment for excursions
    - Safe Transportation of Children – preschool children using the school bus and any other transportation requirement that is organised by the Pr.
- The risk assessment will outline the most direct route, a map may be attached.
- Obtain a signed authorisation from enrolling parent/caregiver is received (if a regular outing, then once every 12 months otherwise each time transportation is required)

Excursions

- All staff are briefed before the excursion as to their individual role, all staff are to read and sign the risk assessment prior to departure.
- Ensure the number of children being transported corresponds with the signed authorisations and the attendance numbers.
- Ensure bus is parked so children do not need to cross any roads for collection and drop off.
- Count all children when entering and exiting the bus confirming number with the bus driver.
- Children with additional needs and their support worker may need to embark/disembark first for safety reasons
- Head counts are taken regularly to ensure all children and staff are accounted for and that children and staff are seated and restrained correctly.
- Each child's emergency contact details along with medications required as per Health Support plans are available. A first aid kit and mobile phone are also taken.
- On exiting the bus, the designated educator will perform a sweep of the bus from the back to the front checking under seats to ensure all children have exited.

- If a child is found to be unaccounted for the teacher-in-charge will assemble everyone together and direct a search party while ensuring, there is adequate supervision of the main group.
- The educator/child ratio will not be less than 1:6 as per the Department for Education guidelines

School bus

Parents can apply for their preschool child to catch the school bus. In doing this, the following procedures will be followed (as per Department policies).

- The principal will complete a department's parent permission form and risk assessment to ensure children's safety

The principal managing departmental school bus service in our area, John Pirie Secondary School, have oversight of the school buses. In certain circumstances they may permit preschool children to travel on departmentally provided school bus services with consideration to the following:

- there is available room on the bus
- the bus is not involved in any additional travel
- the child is considered by the principal to be mature enough to travel safely on the bus and without causing difficulties for the driver
- the child is met at the set-down points
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

The principal is responsible for ensuring these documents are completed prior to any preschool child travelling on a school bus service.

- If a Preschool child is granted access to the school bus, they will arrive at NPS at 8:15am and not leave until approximately 3:40pm. The Preschool children will be supervised by the school teacher on yard duty before and after school.
- When the bus arrives in the morning, the teacher on school yard duty will ensure the children get off the bus safely and walk them to the classroom where they will be supervised with school bus children. At 8:30am the yard duty teacher will sign the child into Preschool.
- At the end of the day the child will be supervised by the school yard duty teacher. When the bus arrives, the teacher will walk the children to the bus. Preschool children should be seated at the front of the bus.
- Where a child is being transported via the school bus the parent/caregivers are advised that the driver is the only supervising adult present.
- If a child using the school bus does not have an adult at the designated drop off point to collect them the driver will enaction the risk plan as per the risk assessment and authorisation completed prior to using the service.
- Where fitted children must use seatbelts and safety seats correctly.
- The parent/guardian is responsible for ensuring the kindergarten is informed of changes to the arrangements made for bus transportation. In an emergency the parent/guardian can give the kindergarten verbal permission to allow another adult to collect their child (they will need to provide the bus driver with photo ID).
- At the end of the bus run the driver will make a sweep of the bus to ensure no-one remains of the bus.
- If a child/children miss the afternoon bus the preschool will contact the
- parent/caregiver immediately to arrange alternative collection arrangements.

Child Illness

- If a child becomes unwell an educator will monitor their symptoms and call parents regarding early collection where possible, either from the excursion destination or from the preschool as appropriate.
- Preschool educators will contact parent/caregiver if they feel the child is too ill to be transported via the school bus to their home destination.

Vehicle accidents/breakdowns

- If an accident occurs the welfare of children and educators is paramount, contact 000 for ambulance assistance, comfort children and administer first aid as required.
- The bus company will have contingency plans in place to address breakdown issues – replacement bus dispatched promptly.
- Families will be informed of any late arrival due to accident or breakdown
- Educators will remain calm and keep children calm and comforted due to the delays.
- An IRMS report will be completed on return to the kindergarten.

Bushfires

- No scheduled school bus services run on Catastrophic Fire Danger days.
- Excursions to bushfire prone areas will be postponed or cancelled if the threat of a bushfire is imminent in the area.

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