

## Safe transportation of children (other than for an excursion)

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 99, 101, 102, 102B, 102C, 102D</p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Safe travel guidelines</a></p>	<p><a href="#">Excursion and transportation regulations</a></p> <p>ACECQA information sheet –</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Changes to regular transportation of children [PDF 244 KB]</a></li> <li>▪ <a href="#">Safe transportation of children [PDF 189 KB]</a></li> <li>▪ <a href="#">Minimising the risk of children being left behind in vehicles [PDF 1,993 KB]</a></li> <li>▪ <a href="#">Safe Transportation of Children Safety Checklist and regular transportation record form [DOCX 56 KB]</a></li> </ul> <p>Kids and Traffic:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Transporting children safely: Guidance on understanding safe transport and travel requirements for education and care service providers [PDF 13.4 MB]</a></li> <li>▪ <a href="#">Transport for NSW endorsed key pedestrian safety messages</a></li> </ul> <p>ACECQA's policy and procedures – <a href="#">Safe transportation of children [PDF 842 KB]</a></p>

### **Responsibilities**

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>▪ the preschool is compliant with legislative standards related to this procedure at all times</li> <li>▪ all staff involved in the preschool are familiar with and implement this procedure</li> <li>▪ all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>▪ analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>▪ reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>▪ planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>▪ developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>▪ all staff in the preschool and daily practices comply with this procedure</li> <li>▪ this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>▪ they are actively involved in the review of this procedure, as required, or at least annually</li> <li>▪ details of this procedure’s review are documented.</li> </ul>

### **Procedure**

<p><b>Introduction</b></p>	<p>This procedure is specifically created to address the relocation of Coota Gulla preschool to Gulyangarri Public School for a period yet to be determined. Additionally, there is:</p> <ul style="list-style-type: none"> <li>▪ a transportation risk assessment plan</li> <li>▪ a written authorisation for all children travelling on the bus.</li> </ul> <p>All records will be kept in the preschool office once we return to Liverpool West Public School.</p>
<p><b>Risk assessment plan</b></p>	<ul style="list-style-type: none"> <li>▪ A transport risk assessment will be conducted before the children are transported.</li> <li>▪ The risk plan will identify risks that the transportation of a child may pose to the safety, health or wellbeing of the child. The children will be accompanied by their parent/carer. Additionally, the preschool supervisor, a preschool school learning support office and one of the</li> </ul>

	<p>preschool Aboriginal Education Officers will be on the bus when the children are on the bus.</p> <ul style="list-style-type: none"> <li>▪ Risks will be identified as/if they arise. It will be the responsibility of the preschool supervisor to manage and minimise any issues that may arise.</li> <li>▪ Parents/carers will be travelling on the bus with their child, between Ireland Park and Gulyangarri Public School.</li> <li>▪ This risk assessment plan will only be in effect for the duration that we are attending Gulyangarri Public School.</li> <li>▪ The ACECQA transportation risk assessment template will be used.</li> <li>▪ The risk assessment plan will address all of the matters listed in <a href="#">Regulation 102C</a>. A summary of these is provided in the Transportation section of the Leading and operating department preschool guidelines.</li> <li>▪ There will be three risk assessment plans:             <ul style="list-style-type: none"> <li>- the <i>Risk assessment and management – safe transportation of children safety checklist and regular transportation record form</i> (ACECQA)</li> <li>- the risk assessment plan regarding the bus transportation of children and their parent/carer between Gulyangarri Public School and Ireland Park</li> <li>- the risk assessment plan covering the children from when they disembark the bus on arrival to Gulyangarri Public School until they board the bus at the end of the day.</li> </ul> </li> </ul>
<p><b>Authorisation for child to be transported</b></p>	<ul style="list-style-type: none"> <li>▪ A child cannot be transported or leave the preschool premises without written authorisation.</li> <li>▪ Even though parents/carers are travelling with their child on the bus, they will still need to complete an authorisation form.</li> <li>▪ The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the preschool or on transportation arranged by the preschool.</li> <li>▪ The parent authorisation must state the information listed in <a href="#">Regulation 102D</a>.</li> <li>▪ A summary of this information is provided in the Transportation section of the Leading and operating department preschool guidelines.</li> <li>▪ If the authorisation is for regular transportation, written authorisation only needs to be given once in a 12-month period.</li> </ul>
<p><b>Transport record</b></p>	<p>A transportation record must be kept to maintain and support adequate supervision, particularly at times of greater risk to children during transportation; embarking, disembarking and when no children are expected to be in a vehicle.</p> <p>The requirements are:</p> <ul style="list-style-type: none"> <li>▪ a staff member, other than the driver, must account for each child as they embark or disembark the vehicle</li> <li>▪ immediately after all the children have embarked or disembarked the vehicle, the staff member must make a record that:             <ul style="list-style-type: none"> <li>- confirms each child has been accounted for</li> <li>- states how each child was accounted for (for example, through a roll call or head count)</li> <li>- states the date and time the record is made</li> </ul> </li> </ul>

- states the name of, and is signed by, the staff member.
- a staff member, other than the driver, must examine the interior of the vehicle to confirm no children remain on the vehicle.

**Matters to be considered**

Procedure

- A team meeting will be held to ensure all preschool staff understand the transport processes.
- As this is a temporary event no review will be conducted unless an issue arises.
- This procedure and risk management plan will be updated the next time it is necessary to transport children other than for an excursion.

Families

- This transportation plan will be shared with families via phone calls, texts and ClassDojo.
- The only alternative route will be for families to transport their child to Gulyangarri Public School themselves.
- If the parent/carer is not at Ireland Park to catch the bus and be brought to Gulyangarri Public School to collect their child, the child will remain at Gulyangarri Public School until a parent/carer comes to collect the child.
- No child will travel on the bus without a parent/carer.

During the trip

- One of the educators will enter the bus first, with the first aid kit, to ensure everything is in order and guide families to their seats.
- The second educator follows after all children and their families are onboard.
- Both educators check to ensure all children have their seatbelts in place.
- One educator will sit at the back of the group, the other educator will sit midway.
- The preschool supervisor remains off the bus to mark the roll as each child boards with their parent/carer. Once the roll is marked and everyone is onboard the preschool supervisor boards the bus and sits at the front.
- There will be regular reminders to the children and parents/carers for everyone to remain seated and that seatbelts are in place for the children.
- The spacing of the educators will ensure adequate supervision is maintained on the bus.
- In the case that the attendance register is not taken, one of the educators will record the names of the children on the bus.
- In the case of a crash or other emergency, where possible, one of the educators will inform the principal, however, the priority will be to provide care and ensure the safety of all the children.
- Older siblings who attend Liverpool West Public School will travel with their peers on the other busses.
- As the priority is to have as many of the children attend the preschool at Gulyangarri Public School, we will accommodate parents/carers who also have younger children with them.

Arrival procedure

- One of the educators will leave the bus first.

- The preschool supervisor will mark the roll as the children and their parent/carer leave the bus.
- The children and their parent/carer will join the first educator.
- The second educator will check the bus to ensure no one, or any items are left behind.
- The educators escort the families into the preschool.
- Parents/carers sign the *Daily Arrival and Departure Register*.
- One of the educators escorts the parents/carers back to the bus to be returned to Ireland Park.
- The bus driver will remain with the bus, locally, during the day to be available for the afternoon pickup. The location is determined by the bus driver and the bus company.

#### Departure procedure

- Parents/carers will meet the bus at Ireland Park to be transported to Gulyangarri Public School.
- On arrival, parents/carers will enter the preschool to collect their child and sign the Daily Arrival and Departure Register.
- The preschool supervisor marks the role.
- One educator, with the first aid kit, leads the group to the bus, with the second educator following mid-way and the preschool supervisor at the end.
- One of the educators will enter the bus first to ensure everything is in order and guide families to their seats.
- The second educator follows after all children and their families are onboard.
- Both educators check to ensure all children have their seatbelts in place.
- One educator will sit at the back of the group, the other educator will sit midway.
- The preschool supervisor remains off the bus to count all the children on board with their parent/carer. The preschool supervisor boards the bus and sits at the front.
- There will be regular reminders to the children and parents/carers for everyone to remain seated and that seatbelts are in place for the children.
- The spacing of the educators will ensure adequate supervision is maintained on the bus.
- On arrival at Ireland Park one of the educators leaves the bus first.
- The second educator remains to the end to ensure everyone is off the bus and no items are left behind.
- The preschool supervisor counts off the children as they leave the bus.

#### Documentation

- The *Risk assessment and management – safe transportation of children safety checklist and regular transportation record form* will be completed daily.
- The *Daily Roll Call of Preschool Children*, on and off the bus, will be completed daily.
- The above lists, the authorisation forms and both risk assessments will be kept by the preschool supervisor and brought each day between Ireland Park and Gulyangarri Public School.

- Once this travel arrangement has ceased all paperwork will be filed in the appropriate folders in the preschool office.

**Record of procedure's review**

Date of review	16/2/2024
Who was involved	Preschool supervisor and educators
Key changes made and reason why	Created to address the relocation of Coota Gulla preschool, along with the rest of Liverpool West Public School, to Gulyangarri Public School due to the discovery of asbestos on the Liverpool West Public School site.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure  Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.