



## ALDGATE KINDERGARTEN

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Government of South Australia  
Department for Education

## **Safe transportation procedure**

### **Rationale**

This procedure outlines the responsibility for, and duty of care owed to, children in scenarios where staff are transporting children between the kindergarten and another location, for example on an excursion. All department preschools require a site-specific safe transportation procedure.

As the approved provider, the department has obligations under National Law to ensure children are adequately supervised at all times. This includes transportation, which forms part of the education and care service if the service remains responsible for children during the period of transportation. The service must take every reasonable precaution to protect children from harm and from any hazard likely to cause injury. National Regulations require all education and care services to have in place a policy and procedure, a current risk assessment, and written authorization from parent/s or other person's named in the enrolment record when transporting children. To enable education and care services to meet these requirements, the department has developed a procedure for safe transportation of children, a risk assessment template and written authorization. All transportation documentation must be completed and retained at the service in line with this policy and associated procedures before any transportation takes place. Details on safe transportation are contained in this site-specific procedure.

### **The requirements of this procedure are that:**

- A risk assessment will be completed each time that children will be transported by bus
- Written authorization will be obtained from parent/caregiver prior to transportation using the AUTHORISATION FOR TRANSPORTATION OF CHILDREN IN EDUCATION AND CARE SERVICES form
- The number of educators (not including the bus driver) or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision
- Children are visually accounted for when entering and exiting the kindergarten, the pick-up location and the destination using the daily attendance sheet, which will be kept up to date to reflect times of children arriving and being collected
- Children are visually accounted for every time they embark and disembark the bus, and the interior of the vehicle is checked after all of the children have disembarked
- A specific form will be used to record children each time they embark and disembark the vehicle – this form will reflect any changes that have been made to the daily attendance sheet, and be signed off by supervising educators
- The site leader/nominated supervisor will undertake and sign-off that the entire bus has been physically checked to confirm that all children have exited the bus
- Children requiring additional support or supervision are allocated to a specific staff member for the duration of the trip
- The site leader/nominated supervisor will ensure that information and equipment required in case of an emergency is taken on the bus, including children's individual medications
- All staff and volunteer supervisors will be guided through an induction process and roles and responsibilities for supervision clearly communicated.