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Elizabeth North Preschool

Safe Transportation Procedure

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This procedure applies to Occasional Care and Preschool.

National Quality Standards

QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Legislative requirements

Regs	89	First Aid Kits
	99	Children leaving the education and care service premises
	100	Risk assessments must be conducted before excursion
	102	Conduct of risk assessment for excursion
	102B	Authorisation for excursion
	102C	Transport risk assessment must be conducted before service transports child
	102D	Conduct of risk assessment for transporting of children by the education and care service
	136	First aid qualifications
Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harms and hazards

[Education and Care Services National Regulation](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1 Education and Care Services National Law \(South Australia\)](#)

Procedure Statement

Staff at Elizabeth North Preschool aim to protect the health, safety and wellbeing of each child at all times in relation to safe transport of children. This procedure aims to minimise risks of accidents and injuries on excursions, respond effectively to emergencies and promote awareness in Elizabeth North Occasional Care and Preschool children and their families/carers of road safety and play safety.

Rationale

“Transportation may present additional risks to children depending on how it occurs and how transition between a vehicle and an education and care service premises or other location is managed. These risks apply equally to single trips or during periods of regular transportation. Risk assessments must identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised.” ([ACECQA, 2020](#)).

Implementation

Our staff will:

Preparation

- Select buses with seatbelts when booking private transport
- Select buses that accommodate the number of children and adults it is licensed to carry
- Ensure that no child is transported by the service without authorisation from their family
- Ensure appropriate risk assessments in relation to transportation are completed and actions are undertaken, inclusive of determination of appropriate adult to child ratios. Inclusion will feature within the risk assessment to ensure all children can participate. Student Support Services will support planning where required
- Check at least staff member with current required first aid certification is in attendance
- Use child friendly language to discuss safety risks and minimisation with children in advance e.g., sitting on the bus, listening to staff
- Arrangements for telephone contact while on the excursion will be made and the School Principal or delegate will be notified of the excursion if there will be no one at Elizabeth North Preschool.
- The esky used for evacuations, including first aid kit, drinking water, medical plans, family contact information will be checked and taken on all excursions
- Ensure this procedure is included in induction of new and relief staff

While transporting

- Ensure all supervision requirements are met during transportation (Leader Band 3)
- Ensure first aid requirements are met during transportation (Leader Band 3)
- Undertake regular attendance checks to account for all children (designated teachers)
 - Roll call on the bus before departing site
 - Roll call off the bus when arriving at destination (inclusive of thorough physical checks to confirm all children have exited – on seats, under seats)
 - Roll call on the bus before departing destination
 - Roll call off the bus when arriving at site (inclusive of thorough physical checks to confirm all children have exited – on seats, under seats)
- Teachers will ensure that all required equipment and items are taken on the transportation, including but not limited to:
 - First aid kit
 - Children's medication
 - Emergency contact list
 - Mobile phone

In the event of an accident

- Remove children from the dangerous situation
- Contact emergency services
- Administer First Aid (first aid qualified staff member) – this staff member will allocate children in their care to other adults
- Inform the site and children's families as soon as practical, especially if in an urgent situation
- Complete relevant reports as soon as practical (e.g., Accident Report, Injury Report, IRMS)

In the event a child is not accounted for

- Conduct the roll immediately
- Search the immediate area
- Call police
- Notify site and family

- Complete IRMS as soon as practical

If a child’s guardian is not contactable upon disembarking the family will be called by the Leader Band 3. Failing this, emergency contacts will be called. Preschool staff will remain with the child until an authorized adult collect.

Working with families, health services & industry

Our Centre:

Works along-side relevant transport companies to ensure safe transport meeting appropriate regulations

Related policies

- Acceptance and refusal of authorisations policy
- Camps and excursions policy
- Camps and excursions procedure
- Safe transportation of children procedure
- School transport policy

Sourced References

- ACECQA safe transportation of children information sheet
- Education and Care Services National Regulations
- National Quality Standard - Quality area 2—Children's health and safety
- Education and Early Childhood Services (Registration and Standards) Act 2011, Schedule 1 Education and Care Services National Law (South Australia)

Version Number	Details of Changes Made	Date Issued
1	Policy creation	December 2021

Endorsed by the staff of Elizabeth North Preschool and the Governing Council: December 2021

Next Review Due: December 2023

Sources:

[National Quality Standards](#)

[ACECQA safe transportation of children information sheet - 2020](#)