

<p>Kalamunda Out of School Centre Inc</p> 	POLICY	<p>Document No: POL-MG-011</p> <p>Revision: 2</p> <p>Review Date: March 2021</p> <p>Frequency: Annual</p> <p>Next Review: March 2022</p> <p>Custodian: Centre Supervisor</p> <p>Approver: KOSC Committee</p>
	EXCURSIONS AND TRANSPORT	

CONSIDERATIONS:

- Philosophy–** The centre will provide a safe environment for children undertaking planned excursions or being transported to and from school. The centre staff will be professional and act responsibly.
- Legislation–** Occupational Safety & Health Act 1996
Road Traffic Act 1974 (including child car restraint laws)
Transport (Road Passenger Services) Act 2018
Education and Care Services National Law Act 2012 (WA)
Education and Care Services National amendment Regulations 2014
- Children’s needs–** The children need to have a safe stimulating environment in which to play and learn and be provided with a wide range of experiences. The children need to be transported safely to and from school or on excursion outside the centre setting.
- Families needs–** The centre will provide the families with reassurance that safety standards are maintained and their children’s safety is assured when on outings/excursions or being transported to and from school. All details for excursions and transport are made available to parents. The families are able to withdraw their child from an excursion if they wish
- Staff needs-** Staff require clear guidelines for excursions and before/after school pickups. Appropriate educator to child ratios and support and communication from families. Planned excursions will be included to complement children's learning programs. Adequate staffing levels to transport or escort children safely will be maintained. Clear procedures for transporting children will be provided and staff need to communicate with parents about children’s behaviours whilst travelling.
- Management needs-** To ensure before and after school travel and excursions are conducted safely and in accordance with legislative requirements. A reliable transport system for the centre is needed.

SOURCES:

Education and Care Services National Law Act 2012 (WA)
Education and Care Services National Regulations (WA)
National Quality Standard for Early Childhood Education and Care and School Age Care

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Early Years Learning Framework for Australia
Framework for School Age Care in Australia
Road rules 2008
Safer Child Restraints
Kidsafe WA

POLICY STATEMENT:

The service is committed to ensuring children are carefully supervised to protect their wellbeing and safety during a journey from or to school that involves travel in a bus operated by or organised by the service. This policy outlines how we will comply with our duty of care obligations and the Education and Care Services National Law and Regulations in relation to the transportation and safe handover of children.

STRATEGIES FOR POLICY IMPLEMENTATION:

- A risk assessment will be undertaken at least annually for 'regular transportation' of children.
- Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted.
- All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service.
- Our risk assessment will consider:
 - a) the proposed route and duration of the transportation;
 - b) the proposed pick-up location and destination;
 - c) the means of transport;
 - d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction);
 - e) any water hazards;
 - f) the number of adults and children involved in the transportation;
 - g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required;
 - h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers)
 - i) the process for entering and exiting the education and care service premises; and the pick-up location or destination (as required);
 - j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Management/ Nominated Supervisor will ensure:

- Risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- Risk assessments for 'regular transportation' are evaluated regularly to ensure potential risks are identified and managed
- Risk assessments for 'regular transportation' are reviewed at least annually

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- Details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- Every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- Compliance with first aid requirements of Regulation 136 are met at all times
- Parents/guardians complete an authorisation for transportation of their child and/or acknowledgement of Transport via Smart Central.
- Children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- Children's attendance is checked against an accurate attendance record showing when children are within the care of the service. The record of attendance must record the time that the child arrives and departs the service and signed by the nominated supervisor or educator
- Children's attendance is checked by the supervising educator/staff before departure from the designated pick up location and marked as present as they disembark from the vehicle
- Procedures for the safe handover of children between the Service and other educational site is documented correctly
- Educator to child ratio requirements are maintained at all times
- Children exit the vehicle using the 'safety door', if applicable
- Children wear approved seatbelts/restraints whilst the vehicle is in motion
- Children are never left unattended in the vehicle
- Education on road safety for children is included in the Service's programming (<https://www.rsc.wa.gov.au/Your-Safety/People/Children/Child-Road-Safety-Programs>)
- Safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- Staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- A working mobile phone is with the driver in case of emergency
- A list of emergency contact numbers for the children being transported is available
- Every effort will be made to notify parents/carers of delays returning to the Service if applicable
- Working with Children Checks are kept for any person transporting children. WWCC is recorded in staff records
- The person driving the vehicle/bus holds a current Australian driver's licence

Safe Maintenance of Transportation Vehicle

Management/ Nominated Supervisor will ensure:

- The transportation vehicle is fitted with the required child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- The vehicle is registered and insured (general legal requirements and best practice standards are adhered to)
- Any repairs are completed as soon as possible by a qualified mechanic
- Educators will complete weekly vehicle checklist

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- Ensure drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle

Supervising Educators will ensure:

- Complete daily vehicle inspection checklist when service operated vehicles are being used
- In the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- Every effort will be made to notify parents/carers of delays returning to the Service if applicable

Picking up Children and During Transportation

- Park the vehicle/bus in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- The children's attendance record is checked as children assemble in a predetermined location prior to boarding
- Children are continuously supervised during transportation by a designated educator/staff member
- Children remain seated until the vehicle/bus has completely stopped
- Ensure the designated driver of the vehicle/bus complies with all appropriate road, safety and transport regulations
- Designated driver of the vehicle has the right, if required to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner.

Dropping off Children

- Children are to remain seated until the vehicle/bus has completely stopped
- An educator/staff member will assist children to safely disembark the vehicle/bus
- Children exit the vehicle/bus using the 'safety door' or door located near the kerb
- The children's attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location at the end of the journey
- Educators/staff conduct a final sweep of the vehicle/bus, checking on and under seats to ensure there are no children or belongings left behind
- Once inside (or on location) the children are signed in which will provide an additional attendance check to confirm all are present
- Educators will record the time when children are signed in to the OSHC service or other venue

Educators/Driver will Ensure:

- Driver's licence is current, and they are licenced to carry the required number of passengers for the purpose
- Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury

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- They adhere to the road rules and regulations mandated by law within Western Australia
- Children remain seated and do not behave in a dangerous or inappropriate manner
- The vehicle is parked in a secure and safe location for children to access
- The number of passengers does not exceed the legal requirement
- A working mobile phone is taken in case of an emergency
- A fully equipped first aid kit is easily accessible
- Once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind

Other information

- Children will not be transported in a private motor vehicle.
- Families are required to contact the service to advise of their child's inability to attend a morning or afternoon session as soon as this is known so that their name can be withdrawn from the bus list for that day. Failure to do so will result in a charge of \$15 per incident. Repeat occurrence could result in the education and care place being withdrawn.
- In the event that children are late to school, children will be accompanied by the educator to their school front office to receive a late note or sign in and then accompanied to their individual classrooms.
- The service will develop behaviour rules for the collection and transport of children. School age children will be involved in the development of these rules, which will focus on safety issues and courtesy to other travellers and the driver. Unacceptable behaviour will be dealt with immediately by a supervising educator. Reoccurring behaviour management issues will be dealt with in accordance with the Guiding Children's Behaviour Policy.
- Educators who supervise children in the bus will involve them in activities that will encourage compliance with the behaviour rules, and make the journey a pleasant experience for all.
- Families are responsible to liaise with school staff to ensure their children know where the pick-up point is, and that they must be there on time, and the teacher does not hold children back.
- All attempts will be made to locate children missing from the pick-up point, with consideration given to children waiting on the bus and the children waiting at other schools.

Children missing from pick-up point

- If a child is missing at the pick-up point, the educator will follow the following procedures:
 - Question other children at the pick-up point regarding the child's attendance at school that day, and where the child is now;

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- Leave children in the school office or leave the children on the bus under the supervision of the driver dependent on location; speak with the school office staff to verify school attendance that day.
- Call the Centre landline or the Supervisor/Nominated Supervisor to advise that the child cannot be located.
- Return to the school office and inform Principal/Office staff that the child cannot be located and that they will need to continue searching. Advise that Centre Supervisor is calling parents/emergency contacts.
- The bus and staff continue on to the next pick-up point.
- Centre Supervisor/Nominated Supervisor will
 - Call the Parent (Mother, Father, Step Parents) and request information about the child's whereabouts
 - Call emergency contacts (Grandparents, relatives, friends)
 - If the children are known to attend other centres call other child care centres to see if the children have alighted onto the incorrect bus.
 - If no one can account for the child by 3.30pm Emergency services will be called to advise of the situation (Phone 131 444)
- If the parent/guardian advises that the child was at school and should have been picked up, the nominated supervisor will advise the parent that the bus has moved on and recommends that the parent contact the school and follow up with the school as to the child's whereabouts.
- If the child is still unaccounted for when all the buses and children have returned to the centre and ratios are intact or learning activities modified a staff member will return to the school to continue searching/discussing with the school/talking with emergency services.
- The nominated supervisor will document all phone calls, discussions and procedures taken, and also request the educator from the bus to document their actions, times and names of the people they have spoken to.
- Following such an incident the service will review pick-up procedures and discuss with the school and the family how the procedures could be improved.

Collecting or taking children to Pre Primary

- The service will inform parents that a bus is used to collect children from school.
- The service will negotiate with individual pre-primary staff to hand over or collect children directly from a school staff member. E.g. At front office.

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- Families are responsible to liaise with pre-primary staff to ensure their children are ready for the pick up at the time agreed with the education and care service.

Engaging the Services of Transport Providers

- Contracted bus operators will be required to sign a written agreement detailing the responsibilities and requirements of their contract to transport children for the service.
- Contracted drivers will be required to provide a current criminal record check or current Working with Children check.

Using Public Transport

- Journeys by public transport will be carefully planned, and the transport authority advised of the proposed journey, including numbers of children and supervising adults, ahead of time, so that appropriate additional staff and/or bookings can be arranged, to ensure children's safety and comfort during the journey.
- Children will be given clear guidelines in regard to expected behaviour during the journey, including the need to stay in their group and follow the instructions of their group supervisor at all times.
- Each supervising adult will be given responsibility for a group of children during the journey, and will sit with and supervise that group for the duration of the journey, including walking to and from the bus.

Procedures for breakdowns, accident or emergencies

- Should the bus in which the children are passengers break down, or become involved in an accident or other emergency the educator in charge will:
 - assess the danger;
 - assess the safest place for the children to wait for a replacement bus or for repairs to be carried out;
 - call an ambulance and/or administer first aid if required;
 - contact the service to advise them of the situation. If the bus is travelling to drop children off at school, the affected schools will be notified of the situation and the children involved.

FURTHER SOURCES

Harrison, L – Promoting road safety in child care services – extract from *Putting Children First*, the Newsletter of the National Childcare Accreditation Council – Issue 23, September 2007

Kids and Traffic – Key road safety messages for children – Retrieved 7 June 2011, from <http://www.kidsandtraffic.mq.edu.au/fsheets/fact5.pdf>

Kids and Traffic – Key road safety messages for adults who care for young children – Retrieved 7 June 2011, from <http://www.kidsandtraffic.mq.edu.au/fsheets/fact6.pdf>

Kid Safe Fact Sheets – Bicycle safety; Pedestrian safety; Safety in the driveway – Retrieved 7 June 2011, from <http://www.kidsafewa.com.au/factsheets.htm>

Tansey, S – Supervision in children's services – extract from *Putting Children First*, the Newsletter of the National Childcare Accreditation Council – Issue 15, September 2005