**Local Safe Transportation procedure**

**Rationale**

Our Kindergarten believes that it is important for children to feel connected to their community. As part of our curriculum we will engage in play in the Sturt Gorge and go on local walks to places like our local school. We will also go on excursions that link with the current themes of our curriculum plans and utilise a private bus company to transport us to our destination. When transporting young children, it is important to have a process in place so all educators are aware of their duties in keeping children safe and accounted for.

**Before going on local walks/excursions the site leader will:**

* Visit the destination and follow the Camp’s and Excursion policy including a camps and excursion safety checklist ( the lead teacher may also do this if assigned the role- Director to check over this once completed by the lead teacher )
* Complete or update the risk assessment
* Share the risk assessment at a curriculum meeting for discussion re roles and plan for individual children who will need additional support plans to be put in place
* Send out to families the permission forms as per the Camp’s and Excursion policy/ Acceptance and refusal of Authorisations policy
* Send through the details to the Early Childhood leader so they are aware of excursion/outing dates/times
* Arrange for yearly check and restock of emergency first aid kits
* Keep the emergency contact details of educators and children up to date and in backpack

**Educators will:**

* Read the Safe transportation of children policy and procedure
* Attend the curriculum meeting to discuss and amend the risk assessment and plan for individual children’s needs during the excursion/walk.
* Have read the risk assessment for the local walk/excursion and understand their roles and responsibilities especially for children who will need additional support

**Before leaving for the local walk/excursion Educators will:**

* Check emergency backpack
* Check emergency contacts list
* Make sure to take their phones and a set of keys to open the door
* Check that all children are signed in on the attendance sheet and then take a photocopy of the roll to take on the walk/excursion
* Get all children to go to the toilet and once this is done a red Kindy bib will be put on each child. For excursions a name tag with an emergency contact number will be added to their bib

**During the local walk/excursion educators will:**

* Position themselves along the walking line / on transport e.g. one at back, middle and end so we can see what is happening
* Once at the destination educators to space out so we can see the whole group- children as per the risk assessment that need additional support will be allocated an educator for the excursion. Should that educator need to leave e.g. go to the toilet they will allocate/ask another educator to come across to supervise and support as per plan
* Continue to count across the day and communicate to the main group when taking groups of children off to the toilet

**Should a child be unaccounted for the most senior person on the excursion will:**

* Check the attendance sheet and talk with other educators to establish if the child has been collected by the parent/guardian
* If a child cannot be accounted for, ensure that all the other children are kept calm, safe and adequately supervised
* Delegate an educator to notify the Director(if not on the excursion) and Early Childhood Leader and inform them of the situation while another educator commences the search procedures outlines below
* Assign an educator to retrace the group’s steps and to conform the child is lost/missing. Depending on the destination the same educator to inform the office / admin e.g. if at Windmill go to the box office to let them know and give the emergency contact number of the educator in charge
* Phone parents and the police if the child is not located after retracing steps and searching the immediate area
* In consultation with the Early Childhood Leader decide whether arrangements will be made for the remaining children to return to Kindergarten accompanied by a qualified educator or if the planned activity will continue.
* Maintain telephone contact with the Early Childhood leader
* The Director is the **only person that may liaise with the media**

**The Director will:**

* Seek advice and support from the Department for Education( DfE) using the Extreme Severity and Serious Critical Incident reporting process
* Notify the regulatory Authority of the incident, as per the National Law on 82261815 and report the incident on IRMS
* Arrange for Counselling for parents, educators and children by contacting and seeking advice from the Department
* Fill out a detailed incident report
* Instigate a risk analysis of care procedures to prevent reoccurrence and coordinate the information to be include in the written report

**When leaving and arriving back to Kindergarten Educators will:**

* Get children to line up before they go out the gate and do a roll call. Two educators to do a headcount
* If travelling on a bus – before the bus leaves an educator to do the roll again and tick off- may sure that every child is visible when their name is called
* On arrival to the destination complete a roll call and two educators to do a head count to make sure everyone is off the bus/ at the destination. The last educator coming off the bus to check each row for children and belongings
* On departure the roll will be called- we must have a visual on each child. Once completed two educators to do a head count so that we know all children accounted for
* When coming off the bus cross the children off the roll as they enter the gate back into Kindergarten
* Double check the bus. The educator who is at the back of the bus will walk along and check each row for children and belongings.
* An educator when coming back from the Gorge will remain at the gate to count each child as they enter the Kindergarten

Approved by Educators and the Governing Council August 2021

To be reviewed 2024

Governing Council Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kindergarten Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**R168(2)(g) Transportation of Children**

**National Quality Standards 6.2.3**