



ALD GATE 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/s prior to transportation
- Children are visually accounted for when entering and exiting the kindergarten, the pick-up location and the destination using the daily attendance sheet
- Children are visually accounted for every time they embark and disembark the bus
- Children requiring additional support or supervision are allocated to a specific staff member for the duration of the trip
- The site leader will undertake and sign-off that the entire bus has been physically checked to confirm that all children have exited the bus
- The site leader will ensure that information and equipment required in case of an emergency is taken on the bus
- All staff and volunteer supervisors will be guided through an induction process and roles and responsibilities for supervision clearly communicated.