Safe Transportation of Children – Policy

Rationale:

All HNS OOSH & Vacation Care Educators and staff are committed to ensuring the safe transportation of children by our Service, including for excursion, during single trips and for regular transportation. We ensure all Educators and staff are trained and regularly re-trained to implement the policies and procedures relating to safe transportation.

Definitions:

Educator: any person who works directly with children and is included in the educator-to-child ratio.

Staff/Volunteers: any adult person who is not included in the educator to child ratio and / or perform another primary function in the education and care service.

PMNC Children's Services: Known as HNS OOSH & Vacation Care provides Before and After School Care, Vacation Care and Pupil Free Day care under the auspice of the Hastings Neighbourhood Centre.

Stakeholders: Child, Family, Educators, Other Children, HNS Manager and Management Committee & the Centre

Responsible Person: can be:-

- The Approved Provider – if this is an individual. If it is an organisation or company, then someone with management and control of the service.
- The Nominated Supervisor – this is the person designated by the service as the Nominated Supervisor.
- A Responsible Person in Charge (RPIC) – this is a person with assessed as to be suitable and qualified to have been placed in day-to-day charge of the service.

Approved Provider: is primarily responsible for ensuring a service operates in accordance with national legislative requirements. – The Port Macquarie Neighbourhood Centre Inc.

Nominated Supervisor: is a person who has consented to be the primary supervisor of the day-to-day operation of an early childhood education and care service. The nominated supervisor will have primary management and control of a service in the absence of the approved provider.

Background: The Education and Care Services National Regulations require

approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children. This policy is to support the procedure to ensure every child is accounted for when transportation is required as part of their regular routine as well as when engaging in an organised excursion.

The priority of the Educator/staff member is to follow procedure for each specific regular transportation ensuring every child is accounted for, travels safely, and has arrived at Service or to their school.

Educators will be appointed to specific routine transportation and will be provided with the necessary equipment to ensure children are protected from harm or hazard during transportation.

Educators / staff will be orientated on the specific routine transportation prior to commencement. Clear roles and responsibilities will ensure they are aware of their roles and responsibilities in relation to the safe transportation of children. Regular review and ongoing training will ensure all Educators and Staff can confidently complete the transportation required.

All children being transported will be orientated to the expectations of safe travel and supported to ensure they are protected from harm or hazards.

All vehicles involved in transportation will be equipped with first aid kits which Educators and Staff can access. Educators / staff will ensure that in addition to the first aid kits Ventolin and a spacer are available at all times. At least one Educator involved in the routine transportation will have a current first aid certificate- HLTAID012 Provide First Aid in an Education and Care Setting.

Parents and/or Guardians will be aware of the routine transportation at the time of enrolment and again at the annual Re-enrolment. A detailed written description of the routine transportation specific to their child will be provided to them. Estimated times, educator / child ratio, transport provider details and a Risk Assessment will all be included. Parents/Guardians are required to acknowledge and agree to the information provided prior to the enrolment and re-enrolment.

Procedures are in place to ensure that the Educators/Staff know which children are to embark on the routine transportation and from where. When disembarking this same information will be used to ensure all children are accounted for. All information and tallies will be collated and confirmed by the RPIC.

Children’s safety, health and wellbeing is paramount. We are committed to meeting all the regulatory requirements to ensure the safe transportation of children by our service, including excursions, single trips, and regular transportations.

All notifications and prescribed information will be notified to the Regulatory Authority as required in Regulation 175* & 177*. The Centre has policies and procedures to ensure the safety of routine transportation and that all prescribed enrolment and other documentation is kept by the Approved Provider.

Education and Care Services National Law Act 2010	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazards
National Education and Care Regulations	
Regulation 24	Application for service approval – centre based service
Regulation 89	First aid kits
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursions
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 102E	Children embarking a means of transport – centre based service
Regulation 102F*	Children disembarking a means of transport – centre based service
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre based service
Regulation 136	First aid qualifications
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Polices and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175*	Prescribed information to be notified to Regulatory Authority
Regulation 177*	Prescribed enrolment and other documents to be kept by the approved provider

Related Policies and procedures

- Collection of Children Policy
- Enrolment & Orientation Procedure Policy
- Establishing and Maintaining a Child Safe Environment
- Child Protection Policy and Procedures
- Management of Basic First Aid
- Incident, injury, trauma, Illness & Accident
- Policy Development and Review

- OOSH Bus Policy
- Code of Conduct for Bus Travel

Safe Transportation of Children – Procedures – OOSH ASC

Each day the RPIC will prepare for the daily session. This will include preparing *Expected Passenger Lists* for each transportation from the Xplor Master roll. The Expected Passenger List is grouped by individual schools and according to the collection / drop off routine.

Every child who is expected to be in daily attendance will be recorded on their respective list. The total of all lists will be confirmed against the total on Xplor.

The RPIC will allocate suitably qualified Educators to manage the collection and/or drop off from the daily staff rosters.

The RPIC will ensure all required documentation is displayed in the parent area and signed for on the Safety Checklist.

The RPIC will ensure all equipment and documentation required for the transportation, are accurate and in good working order. This will include mobile phones, first aid kits, Expected Passenger Lists, and pens.

The RPIC will ensure the Safety Checklist is used and signed off for each day.

Procedure for the OOSH Bus

- The educator allocated to this bus run – advised at the 2.30pm Meeting, will check that they have all the required documentation, equipment and know the details of the run.
- Both the Educator and the Bus Driver will sign on to the run using the Transportation Sheet.
- The Driver will follow the displayed bus route unless advised prior to leaving the Centre by the RPIC. If a change is required whilst on route the Driver is responsible for advising the RPIC.
- The Driver will stop in the school's designated bus zone.
- The school Teachers will bring the children safely to the bus ready to board.
- The Educator will open the bus door and will check off each child as they step onto the bus from the Expected Passenger List.
- If there are any additional children or children missing the Educator will ask the Teacher on bus duty but if they cannot locate the child in the area we will move on.
- If an additional enrolled child is in attendance we will accept this child into care, writing their full name onto the Expected Passenger List, recording the time beside the name and adjusting the total numbers. Any additional children will need to be booked in by the person at the Centre on Phones using Xplor admin.
- The additional child will also be signed in using the Xplor Playground App.

- If there is a child absent the educator will cross the child's name on the Expected Passenger List and adjust the totals.
- The Educator will ensure children are seated in care seats if applicable (under 7 years of age) and that all seatbelts are secured before the Driver leaves the bus zone.
- The Educator will then sign each child on board the bus into care using the Xplor Playground App.
- **If there are any additional children or children absent the Educator will call back to the Centre to advise the RPIC. They will continue to call until the phone is answered.**
- The Educator will also record the change to the expected attendance under *Additional Information on the Children Embarking the OOSH Bus for Regular Transportation form*.
- This process is repeated for all the scheduled pickups.
- After the last school pick up, the Educator will total all the information on the Expected Passenger List to get the total number of children being transported.
- Upon arrival at OOSH House the bus will pull into the Centre's driveway.
- When the Educator instructs the children, they can removed their seat belts and prepare to disembark the bus.
- The Educator will step off the bus and count each child as they disembark to line up at the front gate. The total number of children disembarking must be the same as the total on the Expected Passenger List.
- When all the children are off the bus the Educator will do a visual inspection of the bus to ensure no child remains on board.
- The Educator will then wait at the Centre gate for the children to be counted into the Service.
- The Educator will then sign all the Embarking and Disembarking forms and the Safety Checklist confirming the bus run is completed and accounted for.
- All equipment and paperwork is returned to RPIC.
- The Driver will also complete an inspection of the bus prior to disembarking to confirm it is empty.

Procedure for Port Bus

- The educator allocated to this bus run – advised at the 2.30pm Meeting, will check that they have all the required documentation, equipment and know the details of the run.
- All Educators will sign on to the run using the Transportation Sheet.
- Educators will equally share the roles and responsibilities of the bus run.
- Whilst on route to the first school the Educators will confirm the Expected Passenger List, and the Playground App attendance totals are the same.
- Upon arrival at the school bus zone, when safe to do so, one Educator will move to the bus door to accept the children from the school Teacher.
- For St Peters School collection educators will disembark together if no children currently on the bus and collect from inside the school in the allocated pickup area. If only 1 child is on the bus, the child and both educators will disembark to collect the St Peter's children to ensure safe practices.
- The Educator will tick each child off on the *Expected Passenger List* as they board the bus.
- If there are any additional children or children missing the Educator will ask the Teacher on bus duty but if they cannot locate the child in the area we will move on.
- If an additional enrolled child is in attendance we will accept this child into care, writing their full name onto the *Expected Passenger List*, recording the time beside the name, and adjusting the total numbers.
- The additional child will also be signed in using the Xplor Playground App. Any additional children will need to be booked in by the person at the Centre on Phones using Xplor admin.
- If there is a child absent the educator will cross the child's name on the *Expected Passenger List* and adjust the totals.
- The Educator remaining onboard the bus will be marking each child as they sight them into care using the Xplor Playground App. If they see any additional children or absent children they will remain standing to speak with the other Educator.
- When the 2 Educators agree the attendance information is correct, they will return to their seats, allowing the Port Bus Driver to move on with the route.
- **If there are any additional children or children absent the Educator will call back to the Centre to advise the RPIC. They will continue to call until the phone is answered.**
- The Educator will also record the change to the expected attendance under *Additional Information on the Children Embarking the OOSH Bus for Regular Transportation form*.
- This process is repeated for all the scheduled pickups.
- After the last school pick up the Educator will total all information on the *Expected Passenger List* to get the total number of children being transported this will be confirmed with the Educator using the Xplor Playground App.

- Upon arrival at the Centre when the bus has fully stopped the first Educator will step off the bus. The children can then disembark to the lineup area and are counted off the bus by the first Educator.
- The 2nd Educator is last to leave the bus after completing an inspection of the bus confirming all passengers have disembarked. The 2 Educators will confirm to each other that the bus is empty and the number of passengers that have been counted off. Only then will they indicate to the Port Bus Driver it is clear to move off.
- The children will walk with the Educators to the front gate of the Centre, lining up to be counted into the Service.
- The Educators will then sign all the Embarking and Disembarking forms and the Safety Checklist confirming the bus run is completed and accounted for.
- All equipment and paperwork is returned to RPIC.

Procedure for St Agnes Collection

- The Educators allocated to this Collection from School – advised at the 2.30pm Meeting, will check that they have all the required documentation, equipment and know the details of the run.
- All Educators will sign on to the run using the Transportation Sheet.
- When 2 or more Educators are involved (depending on child ratio needs) in the transportation the Educators will equally share the roles and responsibilities of the collection.
- Before walking to the school, the Educators will confirm the Expected Passenger/Registered List, and the Playground App attendance totals are the same.
- The Educators will wait for the children to arrive at the designated pickup area inside the school grounds.
- As the children are sighted arriving, they will be marked off by the Educator with the Expected Passenger/Registered List and the other Educator using the Xplor Playground App. The children then take a seat in our pickup line.
- Once all the children in attendance have been marked off the 2 and/or 3 Educators will confirm the number of children they have marked. The Educators are looking for any variations between their 2 rolls.
- If there are any additional children or children missing, the Centre is to be contacted before leaving the school. The person at the Centre allocated to phones will call their parents and/or contact the school so see if they are absent or have been collected earlier in the day. St Agnes children can then be walked across to the OOSH Service.
- If an additional enrolled child is in attendance we will accept this child into care, writing their full name onto the Expected Passenger/Registered List, recording the time beside the name, and adjusting the total numbers.
- The additional child will also be signed into care using the Xplor Playground App. Any additional children will need to be booked in by the person at the Centre on Phones using Xplor admin.
- If there is a child absent the educator will cross the child's name on the Expected Passenger/Registration List and adjust the totals.
- When they have confirmed their rolls are correct both Educators will complete a head count again confirming the same number of children in attendance.
- The children will be transitioned into being ready to walk from the school to OOSH House.
- One Educator will take the lead of the group. They will commence walking out the front gate and stopping at the pedestrian crossing.
- The 2nd and/or 3rd Educator (depending on child ratios) will walk at the back of the group keeping the children together and moving.
- At the crossing the Educators and children will follow the instructions of the School Crossing Guard.
- Upon arrival at OOSH House the children will line up along the fence to be counted into the Centre.

- The Educators will confirm the correct number of children have entered the service.
- The Educators will then sign all the Embarking and Disembarking forms and the Safety Checklist confirming the collection is completed and accounted for.
- All equipment and paperwork are returned to RPIC