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## Riverbanks College B-12 Preschool Safe Transport Policy

To minimise risks and prevent accidents on excursions it is important to plan ahead of time and choose safe excursion locations and safe travel routes, take precautions and be prepared for emergencies by carrying a first aid kit, family/carer contact phone numbers, mobile phone and power bank. It is also important to consider road safety including passenger and pedestrian safety and safe play. This includes following recommended guidelines for transport of children in motor vehicles and walking with children as pedestrians. Excursions are also an opportunity to promote awareness in children of road safety and play safety.

### Rationale

To minimise risks of accidents and injuries on excursions, respond effectively to emergencies and promote awareness in Riverbanks College preschool children and their families/carers of road safety and play safety.

### Scope

This policy applies to all Riverbanks College preschool families/carers who attend Riverbanks College preschool and all Riverbanks College staff including volunteers.

## IMPLEMENTATION

### Preparation

Riverbanks College preschool children will be prepared for an excursion beforehand through the programmed activities. Follow up activities will be used to assess the success of the excursion.

### Permission

Riverbanks College preschool families/carers may on occasions, take part in the excursion if their time permits and policies allow for this to occur. Advance notice of excursions will be placed in a prominent place at Riverbanks College preschool to allow for families/carers to be informed and a notice will be posted on Seesaw. Riverbanks College preschool staffing ratios for excursions will be maintained but additional adult help from families/carers will be invaluable, if permitted. All Riverbanks College preschool children and Riverbanks College adult helpers will remain within line of sight of a Riverbanks College preschool staff member at all times. The use of Riverbanks

College preschool family/carer and staff vehicles to transport Riverbanks College preschool children in our care will not be condoned.

### Prior to Date of Excursion:

Risk management plan to be completed.

Appropriate notice of excursions to be given to Riverbanks College preschool families/carers.

Permission forms to include the following information:

- The purpose of the excursion, benefits, and experience the children will gain.
- Families/carers' contact phone number on the day of the excursion if different to usual.
- Details of any medication the child is taking.
- Permission forms will be signed by family/carers.
- Permission forms will be taken on the excursion and then retained by Riverbanks College preschool.

On the excursion note the following details will be included: destination, estimated time of arrival and departure, type of transport being used and any cost involved.

Arrangements for telephone contact while on the excursion will be made and the School Principal will be notified of the excursion if there will be no one at Riverbanks College preschool.

Riverbanks College preschool staff will have a list of the parents/carers helping and will work out group arrangements.

### On the day of the Excursion

Riverbanks College preschool staff will prepare the children and family/carer helpers as to what will happen and how, their responsibilities, etc. Only a Riverbanks College preschool staff member will take Riverbanks College preschool children to the toilet. There will be a Riverbanks College preschool staff member at the front and rear of the group ensuring that the group stays together.

Riverbanks College preschool staff will perform regular head counts from the beginning to the end of excursions and record. This will include embarking and disembarking any transport vehicles, entering, and exiting venues.

A First Aid bag with, disposable gloves, tissues, band aids must be taken on all excursions, as well as hats and sunscreen if required. Arrangements for drinking water will also be made.

The bus will not be overcrowded and only accommodate the number of children and adults it is licensed to carry.

Safety on Excursions:

- Riverbanks College preschool staff will ensure they have a list of families/carers' contact numbers for that day. This will be taken on the excursion.
- At least one Riverbanks College preschool staff member will hold a current First Aid Certificate and ensure a basic First Aid kit is taken on all excursions.
- Arrangements for telephone contact will be made for the excursion.

- Riverbanks College preschool staff will liaise with families/carers to ensure that children have adequate protection from the weather, suitable footwear, sunscreen, and spare clothes.
- Regular head counts will occur throughout the excursion and will be recorded. Riverbanks College preschool staff will prepare Riverbanks College preschool children for the excursion including talking about any safety issues, eg: walking together, holding hands when walking, crossing the road, sitting on the bus, listening to Riverbanks College preschool staff. Riverbanks College preschool staff use stories, songs, and games to send a safety message to the children throughout the program.
- All participants will stay with the group at all times.

#### In the Event of an Accident:

- Riverbanks College preschool staff will remove children from the dangerous situation.
- A first aid qualified Riverbanks College preschool staff member will administer First Aid and direct someone to seek further assistance as quickly as possible. This staff member will allocate children in their care to other adults.
- Accident Report to be completed and Incident and Response Management
- System completed on returning to Riverbanks College preschool.
- Child's family/carers to be contacted and informed immediately, especially if in an urgent situation.

In the event a child is not accounted for, an immediate head count will be conducted. A staff member will do an immediate search of the area. Police will be called. Family/carers will be notified. IRMS will be completed upon arrival back at preschool.

#### Related policies

- Acceptance and refusal of authorisations policy
- Camps and excursions policy
- Camps and excursions procedure
- Safe transportation of children procedure (PDF 292KB)
- School transport policy
- Sourced and 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)