



Safe Transportation of Children Procedure

This procedure applies to our site when arranging and providing transportation for children during an excursion between our premises and an alternate location.

Transport Considerations

Any excursion requiring children to be taken from the site using vehicle transportation will be planned well in advance. A detailed risk assessment along with a description of planned activities will be completed and signed consent from the Wynn Vale School principal sought prior to consent form being issued to parents and caregivers.

- The mode of transport will be stated on the Information Sheet for Parents provided with the DfE ED170 Excursions Consent form prior to each excursion.
- When a bus is used preschool staff will ensure that the seating capacity is not exceeded. All children will sit on seats and seat belt guidelines will be followed in-line with the safety protocol for the type of bus. If the bus has seat belts, preschool staff will ensure they are worn.
- Public transport will be used when/if deemed appropriate for the context of children and adequate ratios for supervision will be considered.

On the day of excursion

- The roll will be checked and called prior to leaving the preschool.
- Regular head counts will be conducted throughout the excursion, including all transition times.
- The roll will be called again before leaving the excursion site and prior to re-entering the preschool.
- The first aid kit, Asthma Pack, EpiPen and children's medication and medical plans will be packed.
- The preschool mobile phone, consent forms and emergency contact folder will be packed.

Embarking and disembarking the vehicle

- A member of staff will take the roll and count children as they enter and exit the bus at all locations to ensure that all children are accounted for.
- A member of staff will check the bus after the children have exited to ensure all children have exited the bus.
- If a child is unaccounted for prior to leaving preschool, one member of staff will re-enter the site and check the outside yard, all rooms inside and the toilets, whilst another member of staff will take the roll again and recount the children lining up to get on the bus. If the child cannot be located, a staff member will contact the parents to clarify that the child has been dropped off at preschool or determine if the child was marked as present by mistake.
- If a child is unaccounted for when leaving an excursion destination, a staff member will re-enter the premises and search for the child, alerting the proprietors to the situation. If the child cannot be located, a staff member will inform the parents and seek assistance from the Police. Once back at preschool, an IRMS report will be completed.

Supervision

- Support staff will assist children who require additional support by helping them on and off the bus after their name has been called on the roll and will sit in close proximity to them on the bus.
- Staff members and parent helpers will sit on aisle seats, ensuring that staff members are spaced evenly throughout the bus. At least one staff member will be seated at the front of the bus and one staff member seated at the back of the bus.
- Before disembarking from the bus at least one staff member will take up position outside to supervise children as they disembark the bus.
- A member of staff will check the bus after the children have exited to ensure all children have exited the bus.
-

Reviewed on Friday 30th August 2024

Endorsed by Wynn Vale School Governing Council:

Chairperson Signature: _____

Date: _____

Date for review: August 2026