

Coonamble Public School Preschool



Preschool transportation of children procedure (other than for excursions)

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 99, 101, 102, 102B, 102C, 102D</p>	<p>Leading and operating department preschool guidelines</p> <p>Safe travel guidelines</p>	<p>Excursion and transportation regulations</p> <p>ACECQA information sheets:</p> <ul style="list-style-type: none"> • Changes to regular transportation of children [PDF 244 KB] • Safe transportation of children [PDF 189 KB] • Minimising the risk of children being left behind in vehicles [PDF 1,993 KB] • Safe Transportation of Children Safety Checklist and regular transportation record form [DOCX 56 KB] <p>Kids and Traffic:</p> <ul style="list-style-type: none"> • Transporting children safely: Guidance on understanding safe transport and travel

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
		<p>requirements for education and care service providers [PDF 13.4 MB]</p> <ul style="list-style-type: none"> • Transport for NSW endorsed key pedestrian safety messages <p>ACECQA's policy and procedures guidelines – Safe transportation of children [PDF 842 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure

	<ul style="list-style-type: none"> • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Introduction	<p>If the preschool provides or arranges transport for children, the following documentation must be prepared:</p> <ul style="list-style-type: none"> • transportation risk assessment plan • safe transportation procedure (this document) • written authorisation for the preschool to transport each child • transportation records.
Risk assessment plan	<ul style="list-style-type: none"> • A transport risk assessment will be conducted before a child is transported. • While a child is using transport provided by the preschool, they are in the care of the preschool, and so the law and regulations relevant to the preschool must be complied with.

	<ul style="list-style-type: none"> • The risk plan will identify risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised. • If the transport is <i>regular transportation</i>, only one risk assessment will be developed in a 12-month period. If there is a change to the means of transport, route or destination, the risk plan will be reviewed and updated to reflect the change. • The ACECQA transportation risk assessment template will be used. • The risk assessment plan must include assessment of: <ul style="list-style-type: none"> - the proposed route and duration of the transportation - the proposed pick-up location and destination - the means of transport - seatbelts or approved child restraints installed for children to use if transport is on a vehicle - any water hazards - the number of staff members required to provide supervision during transportation - the number of children involved in the transportation - the number of staff members that is appropriate to provide supervision and whether any adults with specialised skills are required - whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported) - the process for entering and exiting the preschool and the pick-up location or destination (as required) - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
<p>Authorisation for child to be transported</p>	<ul style="list-style-type: none"> • A child cannot be transported or leave the preschool premises without written authorisation.

	<ul style="list-style-type: none"> • The authorisation must be given by a parent or other person named in the child’s enrolment record as having authority to authorise the child being transported by the preschool or on transportation arranged by the preschool. • The parent authorisation must state: <ul style="list-style-type: none"> - the child’s name - the reason the child is to be transported - a description of when the child is to be transported if the authorisation is for regular transportation - the date the child is to be transported if the authorisation is not for regular transportation - a description of the proposed pick-up location and destination - the means of transport - the time period during which the child is to be transported - the anticipated number of children to be transported - the anticipated number of staff members who will accompany and supervise the children during the transportation - if seatbelts or approved child restrains are installed for children to use if transport is on a vehicle - that a risk assessment has been prepared and is available at the preschool - that a written procedure for transporting children is available at the preschool. • If the authorisation is for <i>regular transportation</i>, written authorisation only needs to be given once in a 12-month period.
<p>Transport record</p>	<p>A transportation record must be kept to maintain and support adequate supervision, particularly at times of greater risk to children during transportation; embarking, disembarking and when no children are expected to be in a vehicle.</p> <p>The requirements are:</p> <ul style="list-style-type: none"> • a staff member, other than the driver, must account for each child as they embark or disembark the vehicle

	<ul style="list-style-type: none"> • immediately after all the children have embarked or disembarked the vehicle, the staff member must make a record that: <ul style="list-style-type: none"> – confirms each child has been accounted for – states how each child was accounted for (for example, through a roll call or head count) – states the date and time the record is made – states the name of, and is signed by, the staff member. <p>CPS preschool uses the ACECQA Safe Transportation of Children Checklist to meet the above requirements.</p> <ul style="list-style-type: none"> • a staff member, other than the driver, must examine the interior of the vehicle to confirm no children remain on the vehicle
<p>Mandatory notification requirement</p>	<p>Early Learning will be notified via email when regular transport starts or ceases being provided or arranged by the preschool. Early Learning will then notify the Regulatory Authority on behalf of the preschool.</p>
<p>3 Week Pick Up Program</p>	<p>At Coonamble Public School Preschool families can be part of a three week pick up program to support attendance. This program is initiated after discussion with the Nominated Supervisor and the child’s family. This procedure outlines how CPS Preschool staff ensure the safety of children who are collected by educators and delivered to preschool and returned home.</p> <p>Procedure</p> <p>Staff</p> <ul style="list-style-type: none"> • Staff are made aware of the transportation of children procedure (other than for excursions) during induction, during the annual review and prior to any transport being provided. • This procedure will be reviewed annually or more regularly when required.

Families

- Families are made aware of the procedure around transportation prior to preschool transportation being organised for their child.
- If a family requests an alternative drop off location for their child, where they won't be (for example, a friend's house), the family will be notified that this is not possible and the child will be dropped to the pre-organised address.
- If the parent is not at the designated drop off location to receive their child, phone contact will be made with the family and the child may be returned to the preschool for pick up or dropped at the same address to an emergency contact with authorisation.
- If there needs to be a change of location made due to unforeseeable circumstances, the Preschool Responsible Person In Charge will be called for consultation and to give approval of the new destination.

Prior to the trip

- the driver will have their licence sighted by the Nominated Supervisor.
- all staff visiting off site must have completed an **off site self assessment** with their supervisor and have read the **off site risk management plan**.
- Preschool Educator (driver) and pre organised second staff member will read the risk management plan prior to the day of pick ups.
- Preschool staff will discuss pick up with families, organising the time, place and the expectations.
- Preschool staff will ensure there is a signed parent authorisation with permission for the child to be picked up by preschool staff using the school car.

On the day - Collection from Families

1. Educator will phone the family to notify them of the time they will be arriving.
2. Educator (Preschool SLSO) will get the key to the school car from the front office.
3. Educator and a second school staff member will sign out of the school
4. Educator will ensure a booster seat is properly fitted on the back passenger side seat of the car.

5. Educator will ensure they have their mobile phone, a copy of the preschool attendance register, a pen and portable first aid kit with an EpiPen and Ventolin puffer.
6. Prior to leaving school the educator will check the school car to ensure that it looks to be in good repair and has enough fuel. They will also know the address they are travelling to.
7. Educator and a second school staff member will travel to the pre-organised address and park in a safe place outside the residence and lock doors when you leave the car.
8. If safe, knock on the door and wait for a reply. If no answer - try to phone the family - if still no answer return to school and record on Sentral.
9. When the door is answered, ensure the parent/carer signs the preschool attendance register. If the educator has forgotten the attendance register. Have Parent/carer sign the note with the time and date of pick up.
10. Assist the child to get into the car and safely buckle them into their seat belt. Ensure child lock is on the child's door. Discuss travel expectations with the child ie. sitting in a booster seat, seatbelt on, not touching the door handle.
11. If the parent/carer is attending, ensure they have their seat belt on and are sitting in the back seat, next to their child. If the parent/carer is not travelling with the child, the second staff member is to sit next to the child in the back seat of the car.
12. Return to school via the agreed route recorded on the associated Risk Management Plan (RMP).
13. Upon arrival at school, park in the preschool car park, in front of the preschool entrance.
14. The supporting educator (not the driver) is to walk the child into the preschool and complete the [ACECQA Safe Transportation of Children Checklist](#).
15. If the parent/carer did not attend with the child the educator is to sign the child into the preschool and staple the copy of the attendance register signed by the parent behind the original.
16. Support the child to unpack their bag and pass any messages onto the preschool teacher.
17. If the parent attended with the child, drive the parent home, following the route recorded on the risk management plan.
18. Park the school car back into the school garage and return the key to the front office

19. Sign back into the school and return to the preschool.

Delivering a child to their parent/carer

1. Educator will phone the family to notify them of the time they will be arriving. If contact can not be made the educator will still travel to the house.
2. Educator (Preschool SLSO) will get the key to the school car from the front office.
3. Educator and a second school staff member will sign out of the school.
4. Educator will ensure a booster seat is properly fitted on the back seat of the car.
5. Educator will ensure they have their mobile phone, a copy of the preschool attendance register, a pen and first aid kit which contains a Ventolin puffer and an EpiPen.
6. Prior to leaving school the educator will check the school car to ensure that it looks to be in good repair and has enough fuel. They will also know the address they are travelling to.
7. The educator will park in the preschool car park, in front of the preschool.
8. Educator will sign out the child and assist them into a booster seat in the back seat of the passenger side of the school car. They will ensure the seatbelt is fitted and the child lock is on their door.
9. Educator and second school staff member will travel to the pre-organised address and park in a safe place outside the residence, close to the kerb
10. The educator will help the child out of the car and lock doors of the car.
11. If safe, knock on the door and wait for a reply. If no answer - try to phone the family - If no answer contact an emergency contact and if necessary travel to their house to drop the child off after gaining approval from the nominated supervisor. If you are not able to make contact with anyone, return to school and seek the nominated supervisor's advice. Ensure you record on Sentral.
12. When the door is answered, ensure the parent/carer signs the copy of the preschool attendance register.
13. The educator supporting the child is to complete the [ACECQA Safe Transportation of Children Checklist](#) .
14. Return to school via the agreed route recorded on the associated Risk Management Plan (RMP).
15. Park the school car back into the school garage and return the key to the front office
16. Sign back into the school and return to the preschool.

17. Staple the signed copy of the attendance register to the back of the original preschool attendance register.

If upon arrival the family is not at the designated drop off point. The family will be contacted and staff may wait for them to arrive, however, if no contact is made or family can not make it to the drop off point in a timely manner, the child will return to preschool with preschool staff. Once at preschool the 'delivery and collection procedure' will be enacted. As mandatory reporters, staff will then run the incident through the Mandatory Reporter Guide and inform the nominated supervisor of the outcome. They will also record the incident on Sentral.

This procedure has been created for the preschool child and the parent/carer only. No siblings or other family members will be allowed to travel with the parent and the child.

At the end of the three week cycle a meeting will be held with the child's guardian to discuss what travel arrangements the family have made and to discuss any further support the family may require.

If there is an accident during the trip Educators are to (if safe to do so) remove the child from the car and move them to a safe place. They are then to make contact with emergency services and follow emergency services instructions. Staff must also contact the school to notify the Executive Principal that an accident has occurred.

Documentation

- The [ACECQA Safe Transportation of Children Checklist](#) used on the day and the embarking and disembarking form will be stored with the RMP and a copy of the parent authorisation letter in the 'Documents to be Kept' section of the file cabinet. A digital copy will also be stored at the end of the year in Google Drive- Shared Drive- CPS Preschool- 2023- QA 2 Health and Safety – Pick Up and Drop off Program.

Record of procedure's review

Date of review	12/11/23
Who was involved	Carolyn Jones, Miriam McKeown, Leanne McMaster & Annette Thomson

<p>Key changes made and reason why</p>	<p>Change to formatting and additional items added to RMP section.</p>
<p>Record of communication of significant changes to relevant stakeholders</p>	<p>Principal- emailed to Executive Principal – 27/11/23</p> <p>Staff – All preschool staff were in the review of the procedure process 12/11/23</p> <p>Parents- Shared on Kinderloop 27/11/23</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.</p>