

Kangaroo Inn Preschool - Local Safe Transport of Children Procedure

Purpose

To ensure the safe transportation of children in accordance with the DfE Safe Transport of Children Procedure and relevant departmental policies, reflecting our local context and arrangements.

Scope

This procedure applies to all preschool staff and educators involved in organising, supervising, or supporting the transport of children at Kangaroo Inn Preschool on the white - Governing Council owned bus to and from school.

1. Active and Adequate Supervision

- Maintain supervision of all children at all times during transportation, in line with current risk assessments.
 - Factors considered in supervision include:
 - Individual needs (including medication, health plans, risk assessments for specific children)
 - Children's age, development, and ability to walk/transition safely
 - Risks associated with mode of transport, route, environment, and location
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2. Entering and Exiting the Premises

- At collection/delivery, a parent/authorised person hands child to bus driver 's supervision.
 - Supervising educator and bus driver both record attendance.
 - All attendance records are stored.
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3. Embarking and Disembarking the Vehicle

- Supervision provided by a staff member during embarking/disembarking.
- After the final drop-off, driver walk through and visually inspect the bus, including under seats.
- Driver repeats a check at the final bus parking location.

- If no parent/authorised nominee is present at disembarkation, a pre-determined mitigation strategy is enacted (e.g., contact family/emergency contacts, keep child safe on bus, return to site as needed).
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4. Emergency Management and Contingency Plans

- Response plans for vehicle accident or breakdown, staff or child illness, and bushfire (if relevant) are established.
 - Emergency contacts for each child and basic emergency equipment are required on the vehicle at all times.
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5. First Aid Provision

- First aid kit and medical plans for individual children are taken on all journeys.
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6. Behaviour Guidance

- Educators and children are required to follow the service's behaviour guidance procedure and expectations during transportation.
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7. Vehicle Inspection and Maintenance

- Only vehicles with up-to-date inspections and maintenance in accordance with the School Transport Policy and Code of Practice for Buses are used.
 - Pre-trip and post-trip vehicle safety checks are documented and completed before each transport.
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8. Bus Driver Selection

- Selection criteria for bus drivers as specified in the School Transport Policy are always followed.
 - All bus drivers hold appropriate clearances and comply with DfE requirements.
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9. Communication with Families

- The local safe transport policy and procedure, and updates will be available to families as required.
- The policy/procedure is accessible at the preschool and provided on request.

10. Staff Induction

- All staff (including relief staff) involved in transport receive induction on this procedure and their roles/responsibilities before supervising or managing transportation.
- Ongoing training and regular reviews are provided as part of annual induction and compliance processes.

Review

This local procedure will be reviewed every two years, or following any transport incident, or when departmental policy updates occur.

For further advice, contact the Transport Services Unit
at education.transportservices@sa.gov.au or phone 8226 3872.

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