



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## TRANSPORT POLICY

At Narnia, children will only be transported by bus or other means for a specific excursion. Children will not be collected by staff to attend Narnia and will not be transported to their homes at the end of the day. Staff should never transport a child in their private vehicle unless they have a previous relationship with the family. In this case, signed authority must be given including an acknowledgement that this arrangement is in no way linked to Narnia Early Learning centres.

Narnia is committed to ensure the health, safety and wellbeing of children at all times.

### **Aims:**

We will:

- Narnia staff will not transport Narnia children using a private car.
- Transport by bus or means other than private car is intended only to enable a part of the program of education and care;
- Plan for excursions that require transport with careful consideration of the safety of children and adults;
- Only transport children on a bus where full documentation and permissions have been completed and obtained;
- Undertake a full risk assessments, prior to the day children are being transported.
- Ensure there is adequate staff to supervise children and to follow safety procedures.

### **Implementation:**

#### **Planning and Preparations**

All excursions requiring transport will be thoroughly researched to ensure:

- Only buses with seatbelts are used
- Risk assessments are completed by staff and checked by the Director prior to the day of travel.
- supervision is adequate and appropriate, with decisions based around the risk assessment
- there is adequate access to food, drink and other facilities (toilets, hand washing etc);
- consideration is given to the mobility and supervision requirements of children with additional needs;
- Parents or legal guardians are provided with permission forms to complete to authorise their child's travel on the bus or other acceptable means of transport.
- Completed permission forms for each child are collected prior to attending the excursion;
- Additional adult supervision on the bus is organised where required;
- A suitable equipped first aid kit (including EpiPen and Asthma medication) and mobile phone are taken on the bus.
- Where possible, Narnia will uphold the right for all children to access all excursions requiring transport and engage in meaningful ways while on excursions.

#### **Risk Assessment**

##### **The Nominated Supervisor (Centre Director) will:**

Ensure a risk assessment is conducted prior to any transportation of children to identify and assess the risk the travel may pose to the safety, health and wellbeing of any child or adult whilst travelling and will specify how Narnia will manage any risks identified.

The risk assessment conducted will consider:

- Proposed route, destination and duration of travel;
- transport to and from destination;
- number of educators, responsible persons, and children involved;
- items to be taken on the bus e.g.: mobile phone, emergency contact numbers, spare clothes, travel sickness bags, water.

**The Nominated Supervisor (Centre Director) will also:**

- appoint a Responsible Person to be in charge if they are not accompanying the children during travel.

**Authorisation for Travel:**

For all travel excursions parents or legal guardians will be asked to complete a travel permission form with full details of the transportation. Please see Excursion policy for details.

**Insurance**

Any planned excursion requiring transport, will be consistent with the requirement of the Centre's Public Liability insurance cover.

**Transport and Traffic**

Safety of children will be considered in the choice of route and mode of transport. Narnia will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Family members/volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.

All volunteers/family members' details will be entered into the appropriate staff record for that day.

**Supervision**

Supervision will ensure the safety and wellbeing of all children for the duration of the travel, taking into account ratios and all risks and hazards likely to be encountered.

- a) The adult/child ratio will be maintained.
- b) All buses must have seatbelts
- c) The Nominated / Certified Supervisor on the bus must be an adult paid staff member.
- d) A minimum of one staff member attending the excursion is to hold a current first aid certificate. The Nominated Supervisor to ensure that an emergency first aid kit is taken on the excursion.
- e) To identify the children, name and phone number of the service will be attached to them
- f) Staff are considered "on duty" at all times.
- g) Staff must refer to the list of children being transported regularly to account for all children following the procedure for embarking and disembarking.
- h) At the conclusion of the trip, the bus must be checked by two staff members to ensure every child has exited the bus. The list must be signed and dated by the staff who checked and a copy of this list filed with the excursion notes and approvals.

## **Conducting the Excursion**

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated Certified Supervisor.

Before leaving on the excursion, a copy of the contingency plan will be left at the service which includes:

- itinerary and timetable; and
- mobile contact phone number.

Items to be taken on excursions include:

- a suitable stocked first-aid kit including EpiPen and asthma medication;
- a mobile phone;
- children's emergency contact numbers;
- children's medication, if required; and
- other items as required e.g. sunscreen, drinking cups, spare clothes, vomit bags, water etc.

If a child is lost on an excursion, Narnia will ensure a staff member remains behind to look, while the other group leaders escort the children back. The Nominated Supervisor will be notified immediately if not on the excursion, to determine if police or further assistance is required.

## **Narnia Young Parents**

Children attending Narnia Young Parents Centres are sometimes collected by bus and accompanied by their parents. The collection of these families is the initiative and responsibility of SPCC DALE Young Parents and not Narnia Young Parents.

Children at Narnia Young Parents attend a SPCC DALE young Parents retreat with their parents each year. The transportation of these families is the initiative and responsibility of SPCC DALE Young Parents and not Narnia Young Parents.

## **Accident of Injury**

In the case of a child being injured and requiring medical assistance, an Ambulance must be rung to transport the child. Staff should not transport an injured child to a hospital or other medical centre in a private car.

In the case of the parent being in attendance and wanting to transport the child in their own car, staff should encourage the calling of an Ambulance to transport both the child and parent. If the parent refuses, a staff member may travel with them for additional supervision and safety. Staff should remain calm at all times.

## **Evaluation**

All travel will be conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion are addressed and actioned to ensure children's safety

# Bus Transport Checklist

**Travel date:**

**Destination:**

**Transport Company:**

**Nominated Supervisor:**

**Certified Supervisor during travel:**



Vehicle registration:		Person conducting the check:
ITEM	CHECK	Comment (if required)
Check unexpected or suspicious items located on the bus.		
Check seatbelts		
First aid kit		
Medications including puffers/EpiPen's as necessary		
Children have Narnia phone number clearly displayed (e.g. badge or vest)		
Copy of the risk assessment		
List of children attending the excursion		
Contact information for each child		
Medical information for each child		
List of adults participating in the excursion		
Contact information for each adult		
Mobile phone / other means of communicating with the service & emergency services		
Other items, please list		
Children counted onto the bus to begin travel		Number counted: Supervisors signature:
Children counted exiting the bus at destination		Number counted: Supervisors signature:
Children counted onto the bus to return to Narnia		Number counted: Supervisors signature:
Children counted exiting the bus at Narnia		Number counted: Supervisors signature:

**Declaration-**

I acknowledge that all checks have been thoroughly carried out throughout the duration of this excursion.

**Signed-**

**Name-**