

Mandatory – Quality Area 2

Delivery and Collection of Children Policy

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Purpose

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending this Kindergarten.

2 Policy statement

2.1 Values

This Kindergarten is committed to:

Ensuring the safe delivery and collection of children being educated and cared for at the service

Meeting its duty of care obligations under the law.

Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of this Kindergarten.

3 Background and legislation

3.1 Background

A duty of care exists at all times the child is attending a children’s service. In addition, the service has a duty of care to a child while he/she is on the service’s premises even if he/she hasn’t yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to *Supervision of Children Policy*).

The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency (refer to *Incident, Injury, Trauma and Illness Policy* and *Emergency and Evacuation Policy*) and for excursions (refer to *Excursions and Service Events Policy*).

All children who arrive at Kindergarten daily on Education Department buses or private bus lines will be met and supervised in line with the attached Country Bus arrival procedures and the Bus procedures. Staff will be nominated to meet the bus daily and records of arrivals and any communication with family, Provider, police or the DET will be carried out in line with the attached protocols. (Please refer to Attachment 5 and Attachment 6)

Any children who are to attend Warracknabeal Early Learning Centre (WELC) at the conclusion of the Kindergarten session will be escorted along the passage to the WELC by staff members. Families will be required to sign enrolment record providing permission for educators to escort their child.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Delivery and Collection of Children Policy	© 2012 Kindergarten Parents Victoria Telephone 03 9489 3500 or 1300 730 119 (rural)	Responsible Officer: Kindergarten Co-Ordinator
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3.2 Legislation and Standards

Relevant legislation and standards include but are not limited to:

Children, Youth and Families Act 2005 (Vic), as amended 2011

Children, Youth and Families Act 2005 (Vic), as amended 2012

Education and Care Services National Law Act 2010: Sections 167, 170

Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)

Family Law Act 1975 (Cth), as amended 2011

National Quality Standard, Quality Area 2: Children's Health and Safety - Standard 2.3: Each child is protected

4 Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Attendance record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Family member: in relation to a child, means:

a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood or half-blood, and whether that relationship arises by marriage (including a de facto relationship), by adoption or otherwise, or

a relative of the child according to Aboriginal or Torres Strait Islander tradition, or

a person with whom the child resides in a family-like relationship, or

a person who is recognised in the child's community as having a familial role in respect of the child.

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury,

trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child

- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication if required (Regulation 92). A sample medication record is available on the ACECQA website.

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DEECD) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

Unauthorised person: (in relation to this policy) is a person who is **not** a parent/guardian, family member, authorised nominee, emergency services or medical personnel, or a person who holds a current Working with Children Check card.

5 Sources and related policies

5.1 Sources

Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

Department of Education and Early Childhood Development (DEECD), Licensed Children's Services, phone 1300 307 415 or email licensed.childrens.services@edumail.vic.gov.au

5.2 Service policies

Acceptance and Refusal of Authorisations Policy

Child Protection Policy

Dealing with Medical Conditions Policy

Emergency and Evacuation Policy

Enrolment and Orientation Policy

Excursions and Service Events Policy

Fees Policy

Incident, Injury, Trauma and Illness Policy

Privacy and Confidentiality Policy

Supervision of Children Policy

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Bus Procedures

Country Bus arrival procedures

6 Procedures

6.1 The Approved Provider is responsible for:

- ensuring parents/guardians have completed the authorised nominee (refer to *Definitions*) section of their child's enrolment form, and that the form is signed and dated (refer to *Enrolment and Orientation Policy*).
- providing an attendance record (refer to *Definitions*) that meets the requirements of Regulation 158(1) and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day
- ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical emergency or an excursion (Regulation 99) (refer to *Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy, Excursions and Service Events Policy* and *Child Protection Policy*)
- ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Service Events Policy*)
- ensuring authorisation procedures are in place for excursions and other service events (refer to *Excursions and Service Events Policy*)
- ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency (refer to *Emergency and Evacuation Policy* and *Incident, Injury, Trauma and Illness Policy*)
- ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child (refer to Attachment 1 – Authorisation procedures)
- ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed (refer to Attachment 1 – Authorisation procedures)
- ensuring that there are procedures in place if an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring procedures are in place for the care of a child who has not been collected from the service on time (refer to Attachment 4 – Procedures for the late collection of children)
- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer also to *Supervision of Children Policy*)
- notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to *Definitions*), including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176)
- providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service.
- Ensuring children travelling to or departing from the service by bus follow the guidelines of the Bus Procedure and Country Bus Arrival Procedures.
- Ensure all children who depart preschool with an educator to attend onsite childcare follow correct procedures as stated in the Delivery and Collection of Children Policy.

6.2 The Nominated Supervisor is responsible for:

- ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical emergency or an excursion (refer to *Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy, Excursions and Service Events Policy* and *Child Protection Policy*)
- ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Service Events Policy*)
- ensuring that educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer also to *Supervision of Children Policy*)
- ensuring children are adequately supervised at all times (refer to *Supervision of Children Policy*)
- following the authorisation procedures listed in Attachment 1
- following the procedures to ensure the safe collection of children (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- following the procedures for late collection of children (refer to Attachment 4 – Procedures for the late collection of children).

6.3 Certified Supervisors and other educators are responsible for:

- ensuring the attendance record is signed by the parent/guardian, authorised nominee, Nominated Supervisor or an educator, detailing the child’s time of arrival and departure from the service (Regulation 158(1))
- developing safety procedures for the mass arrival and departure of children from the service
- refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these (refer to Attachment 2 – Authorisation Form) (refer also to *Acceptance and Refusal of Authorisations Policy*)
- implementing the authorisation procedures outlined in Attachment 1 in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child’s enrolment form will be collecting their child
- following the authorisation procedures (Attachment 1) and contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the service
- following procedures in the event that an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- informing the Approved Provider as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to *Definitions*)
- following procedures for the late collection of children (refer to Attachment 4 – Procedures for the late collection of children)
- maintaining educator-to-child ratios at all times children are in attendance at the service (including when children are collected late from the service)
- ensuring the entry/exit doors and gates are kept closed during program hours
- displaying an up-to-date list of the telephone numbers of the Approved Provider, DET, Child FIRST, DHS Child Protection Service and the local police station.

6.4 Parents/guardians are responsible for:

- completing and signing the authorised nominee section of their child’s enrolment form before their child attends the service
- signing and dating permission forms for excursions

- signing the attendance record as their child arrives at and departs from the service
- ensuring educators are aware that their child has arrived at/been collected from the service
- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to *Definitions*)
- supervising their own child before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service
- paying a late-collection fee if required by the service's *Fees Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

6.5 Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

7 Attachments

Attachment 1: Authorisation procedures

Attachment 2: Authorisation Form

Attachment 3: Procedures to ensure the safe collection of children

Attachment 4: Procedures for the late collection of children

Attachment 5: Country bus arrival procedures

Attachment 1

Authorisation procedures

These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child.

The Nominated Supervisor will:

1. request that the parent/guardian or authorised nominee email or fax the authorisation if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
2. accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email or fax, provided the following procedure is followed:
 - all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
 - two educators take the verbal authorisation message (recommended by DET)
 - the verbal authorisation is documented and stored with the child's enrolment record for follow-up
 - photo identification is obtained to confirm the person's identity on arrival at the service
 - ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (Attachment 2) when next at the service, or by adding details of the new authorised nominee to the child's enrolment form
3. ensure that fax or email authorisation is stored with the child's enrolment record
4. ensure the attendance record is completed prior to child leaving the service
5. refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
6. contact police if the safety of the child or service staff is threatened
7. implement late collection procedures (refer to Attachment 4) if required
8. notify the Approved Provider in the event that written authorisation is not provided for further follow-up.

Attachment 2

Authorisation form

To be used as a follow-up to a verbal/email/fax authorisation when the parent/guardian or authorised nominee is next at the service

I _____ authorised by telephone/email/fax
(please circle)

for my child/ren (write name/s) _____ to
be collected from _____ Kindergarten on _____ by:

Name: _____

Address: _____

Telephone number: _____

This was a one-off occasion, and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: _____ (Parent/guardian or authorised nominee)

Date: _____

This form will be attached to the child's enrolment form.

Authorisation form

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I _____ authorise

Name: _____

Address: _____

Telephone Number: _____

to collect my child/ren (write name/s) _____

from _____ Kindergarten on _____

This will be a one-off occasion and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: _____ (Parent/guardian or authorised nominee)

Date: _____

This form will be attached to the child's enrolment form.

Attachment 3

Procedures to ensure the safe collection of children

Early childhood professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to *Definitions*).

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.

- Consult with the Nominated Supervisor or the Approved Provider, if possible.
- Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
- If the Nominated Supervisor or the Approved Provider fears for the safety of the child, themselves or other service staff at any time, contact the police immediately.
- Complete the *Incident, Injury, Trauma and Illness Record* and file with the child's enrolment form.
- Inform the Approved Provider as soon as is practicable, and at least within 24 hours of the incident.
- Inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring (refer to *Definitions*).

Attachment 4

Procedures for the late collection of children

Scenario 1: The service has been notified of the late collection

Where a parent/guardian or authorised nominee **has** notified the service that they will be late collecting their child, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- contacting parents/guardians or the authorised nominee if the child has not been collected by the agreed time, and informing the Approved Provider of the situation
- following the steps listed in scenario 3 (below) if parents/guardians or the authorised nominee do not arrive to collect the child and cannot be contacted.

Scenario 2: The service has *not* been notified of the late collection

Where a parent/guardian or authorised nominee is late collecting their child and **has not** notified the service that they will be late, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- contacting parents/guardians or the authorised nominee to request collection
- informing the Approved Provider of the situation
- following the steps listed in scenario 3 (below) if the parents/guardians or authorised nominee cannot be contacted.

Scenario 3: The child has not been collected and a parent/guardian/authorised nominee is unable to be contacted

Where the parent/guardian or authorised nominee is late collecting their child and is **unable to be contacted**, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- contacting Child FIRST or the local police if a child has not been collected within a set time period (to be determined by the service)
- notifying DET as soon as is practicable
- informing the Approved Provider of the situation.

Late collection fee

A late collection fee may be charged in accordance with the *Fees Policy* of the service in all of the above scenarios.

Country Bus Arrival Procedures - Kindergarten

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

- Each Pre School MUST complete a 'Bus List for Pre Schools form' with names of all children utilizing school buses to the service and the days that they will be travelling on the bus - Appendix 1
- Each Preschool MUST also complete the Risk Assessment Template – Appendix 6. Must be stored with Bus List for Preschools form.
- Educators ensure that the 'Bus List for Pre Schools form' each day is kept up to date and any daily changes notified by parents are recorded immediately on the form in the 'Additional Comments' section e.g. child is to be absent.
- Pre Schools will ensure there is an designated educator waiting for the school bus to arrive at scheduled arrival time

If the bus arrives more than 10 minutes late the educator will go back inside the service and contact the coordinating school to enquire as to the whereabouts of the bus

- The educator will stand at the bus door as children exit and mark them off the 'Bus List for Pre Schools' to ensure all children have arrived safely.
- Educator will sign the 'Bus List for Pre Schools' to acknowledge that children have been collected
Educators accompany and supervise children to ensure a safe walk into the service and then sign in all children collected off the bus onto the attendance sheet

For children who were listed on the 'Bus List for Pre Schools' but weren't present or ticked onto bus:

The educator will communicate with the Bus driver and check the 'Bus List for Preschools' carried by the driver to ensure they were not put on the bus that day

- Educators will immediately contact parents to confirm that their child will be absent once back inside the Pre School
- If it is confirmed that the child will be absent by parents the educator will mark them accordingly on the attendance sheet and 'Bus List for Pre Schools'
- If both parents are un-contactable a phone message will be left and another call made 5 minutes later, if both parent/guardians are still unavailable another message will be left.

If no contact is made an attempt to ring the next emergency contact should be made before contacting the **Manager Community Services and Development** on **0427 680 253** for advice.

What to do if a child who is expected (ticked onto bus) to arrive on the 'Bus List for Pre Schools Information List' fails to exit the bus:

- If a child on the has not exited the bus the educator will communicate with the Bus driver and check the 'Bus **Information List**' carried by the driver to ensure they were not put on the bus that day
 - If any children ticked on the 'Bus **Information List**' have not gotten off the bus the Educator will ask the bus driver to walk the length of the bus to determine the whereabouts of any children ticked on and unaccounted for
 - If a child who was ticked **onto** the bus is unaccounted for the bus driver will call the School Bus Coordinator and follow emergency procedures
Educators will walk into Pre School with any other bus children
 - **Educators will then notify other educators at the Pre School, Parents and Manager Community Services and Development on 0427 680 253** of the situation immediately,
 - The Educator will then work with the bus driver and Coordinating School to determine whereabouts of unaccounted for child including calling 000 to notify police
 - Parents will be updated immediately upon verification of whereabouts of child
 - Educators will complete all relevant reports required and notify Department of Education & Training Quality Assessment Rating team.
(Serious Incident Report- ACECQA website)

Appendix 1 - Bus List for Pre Schools

Appendix 2 - Procedures for Transporting Children by Bus to Pre Schools

Appendix 3 - Notification Form for Transport

Appendix 4 - Early Years Staff Agreement Form

Appendix 5 - Country / Town Bus Phone Tree Procedures

Appendix 6 – Risk Assessment Template

Appendix 2
PROCEDURES FOR TRANSPORTING CHILDREN BY BUS TO PRE SCHOOL

CONDITIONS

The Coordinating School and External School Bus Companies will follow their own policies and procedures including those as outlined and developed in conjunction with the 'Department of Education & Training School Bus Program Policy and Procedures', (November 2013) and 'School Bus Program Emergency Management, Operational Guidelines' (February 2014) including;

- Ensuring all bus drivers employed to transport children to Yarriambiack Shire Council Pre Schools will hold a current Working with Children's Check and Police Check.
- Providing bus drivers with a 'Bus Information List' outlining children's names, travel requirements and emergency contact details to be completed by bus driver as children get on bus.
- Notifying the Pre School of any changes to this list as soon as they are aware of them.
- Notifying the Pre School of any changes to bus access including when a bus won't be running on a particular day due to a pupil free day.
- Notifying the Pre School of scheduled arrival time.
- The bus driver ensuring the door of the bus is not opened until the educator is waiting at the door.
- The bus driver ensuring all children exit the school bus at the correct location.
- If a child on the service's list does not get off the bus, the bus driver will walk the length of the school bus to confirm that the child is not present whilst at the service.
- The bus driver walking the length of the school bus to ensure there are no children remaining on the bus at the end of the trip.
- In the event of a breakdown, accident or emergency the bus driver will follow procedures as outlined in

Department of Education & Training – School Bus Program Emergency Management Operational Guidelines' (February 2014)

- As outlined they will phone the coordinating school to inform them of the situation.
- The coordinating school with then phone the Pre School to inform them.

Yarriambiack Shire Council and associated Pre Schools will in turn follow their own policies and procedures including:

- Ensuring there is an educator waiting for the school bus to arrive at scheduled arrival time.
- Ensuring educators communicate with bus drivers to determine there are no children remaining on the school bus this includes checking the 'Bus Information List' carried by the driver.
- Educators contact families immediately to confirm that their child is absent if they do not arrive on the bus.

Appendix 4**EARLY YEARS STAFF AGREEMENT FORM**

Early years Staff only - Not to be distributed to families

I understand and acknowledge the contents of the Yarriambiack Shire Council - Pre Schools 'Bus Procedure' and agree that I will follow the principles and processes in this document

Name (please print) _____

Signature _____

Date _____

Please return this page only to the Human Resource Officer at Yarriambiack Shire Council for filing

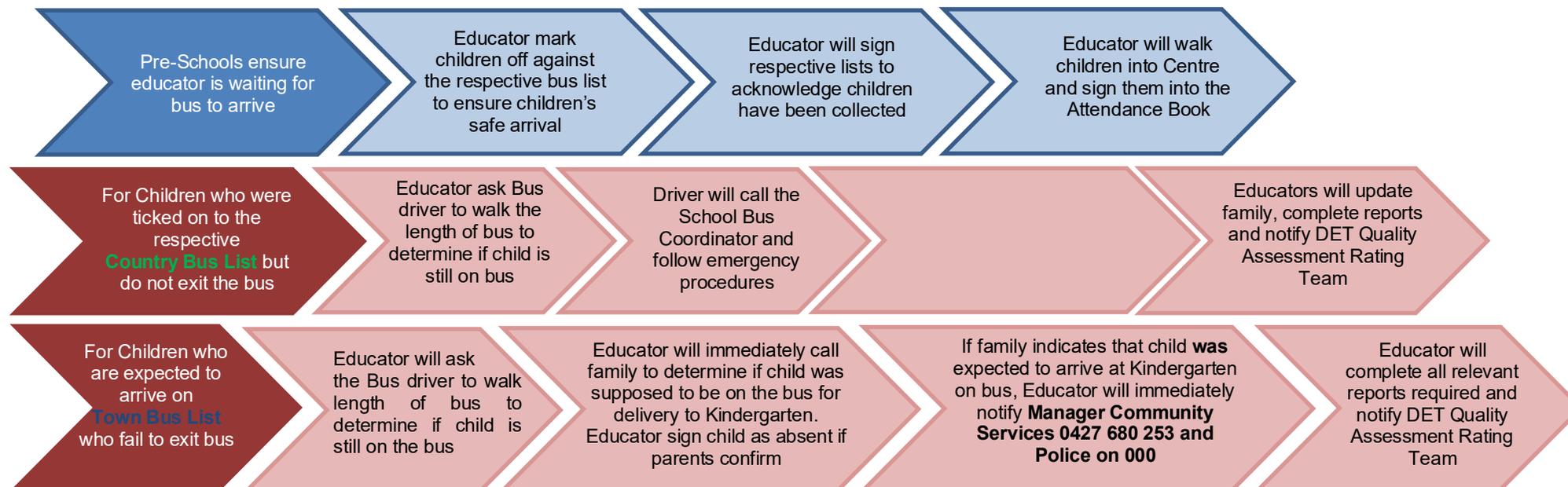
Appendix 5

COUNTRY / TOWN BUS PHONE TREE PROCEDURES

COUNTRY BUS: Complete Bus List for Pre Schools Form- all children travelling on Country Bus will be listed on this form. If bus arrives more than 10 minutes late, the Educator will go back inside the service and contact coordinating school to ascertain whereabouts of bus. **PH: 53 918 433**

TOWN BUS: Every parent/guardian with a child utilising the town school bus to a service is to complete a 'Town bus form each term.

- A copy of the child's 'Town bus form will be kept with pre school bus information list.
- Parents must ensure that the town bus form' is kept up to date and daily changes notified by parents to pre school



Process for calling families to determine if child was expected to arrive on but **NOT** ticked on:

- If it is confirmed that the child will be absent by parents the educator will mark them accordingly on the attendance sheet and 'Bus List for Pre Schools'
- If both parents are un-contactable a phone message will be left and another call made 5 minutes later, if both parent/guardians are still unavailable another message will be left in a further 5 min interval. If no contact is made an attempt to ring the next emergency contact should be made before contacting the Manager Community Development on 0427680253 for advice.

Appendix 6
Risk assessment template – Transporting children (*other than as part of an excursion*)

Service name	
Activity E.g. collecting children from school or home	
Start date	End date
Pick-up location and destination(s) Include each location travelled to or from ¹	
Estimated time of travel between the different locations E.g. Departing the service, arriving at children's homes or schools and arrival at the service	

¹ Note: Consider matters such as privacy and family violence situations, and decide how much detail should be recorded. It is likely not appropriate nor necessary to include street addresses for children's homes in the risk assessment document, however street addresses for services and schools are more likely to be included. In some circumstances, a much more generic description of a pickup location within the risk assessment will be the only appropriate option, as opposed to a child's street address.

Proposed route You can include an image of the route sourced online ¹	
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	
Requirements for seatbelts or safety restraints in your state or territory have been met	Yes / No Comment:
Number and full names of each adult involved in the transportation of children	
The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required E.g. for children's individual needs	
The number of children being transported	
Any water hazards on proposed route travelled and at each stop? E.g. Bridge, causeway, risk of flooding, beach, lake, dam	Yes / No Comment:

<p>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)</p>	
<p>Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)</p>	

Transport checklist – items to be readily available when transporting children (please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk Matrix										
						Consequence				
						Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme				
	Likely	Moderate	Moderate	High	Extreme	Extreme				
	Possible	Low	Moderate	High	High	Extreme				
	Unlikely	Low	Low	Moderate	High	High				
	Rare	Low	Low	Low	Moderate	High				

Plan and Review		
Plan prepared by:	Full name: Signature: Role/Position:	Date:
Prepared in consultation with:	Full name: Signature: Role/position:	
Communicated to all relevant staff:	Yes / No Comment if needed:	
Vehicle safety information reviewed and attached	Yes / No Comment if needed:	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> '*, a risk assessment must be undertaken at <i>least</i> annually.		