



Ardtornish

**Children's**  
**Centre**  
for Early Childhood  
Development and Parenting

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Government  
of South Australia

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## Safe transportation procedure

### National Quality Standard Area 2 | Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing.

### Purpose

This procedure outlines our responsibilities regarding how we ensure the safety, health and wellbeing of children when travelling between our premises and an alternate location.

This procedure applies to our site when arranging and providing transportation of children between our premises and an alternate location. Our service remains responsible for children during the period of transportation. When transport is arranged (other than as part of an excursion), our educators will ensure that our risk assessment is current, and authorisation for transportation has been obtained.

This procedure does not include requirements relating to excursions or regular outings. Excursions and regular outings are mandated by the camps and excursions policy.



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Department for Education

## Detail

Our educators will use the following processes in order to ensure the safety, health and wellbeing of children when transporting children.

## Accounting for children

During the transportation of children, our educators will use the following processes to ensure children are accounted for before, during, and after outings.

## Entering/exiting premises/destination

Children's attendance on the day will be confirmed using the Department's Daily Attendance Record, and head counts will be undertaken when entering and exiting the destination, as well as at regular intervals throughout the excursion.

## Embarking/disembarking the vehicle

Referring to the Daily Attendance Record, head counts will be taken before and after embarking and disembarking the vehicle. The Nominated Supervisor will perform a check of the vehicle at each disembarkment to ensure no child is left behind.

## Unaccounted for children

If at any time a head count indicates that an incorrect number of children is present, this will be verified by having another educator double check. The Daily Attendance Record will be used to identify which child or children are not present, and to ensure that no errors have been made in the final count. The Nominated Supervisor will phone the Centre to see if any information had been provided directly. Educators will perform a search of the area, notify authorities and the child/ren's family or caregiver, and contact the local Education Office to support next steps.

## Children requiring additional support

Children requiring additional support will have specific staff or their own parents assigned to their care for the duration of the transportation.

## Maintaining supervision

Children will be supervised using the Department's prescribed ratio, or higher wherever possible.

## Emergency procedures

For the duration of the excursion, the Centre mobile phone will be in the possession of the Nominated Supervisor. A folder containing children's emergency contact details will be carried, along with a first aid kit and medication for any children who have allergies or anaphylaxis.

## Staff induction processes

Before each excursion, a risk assessment will be completed by and distributed to educators so that they may familiarise themselves with the itinerary and travel plans, as well as roles and responsibilities over the course of the excursion. Educators are to review these documents and feedback any changes or queries.

This document forms part of our staff induction. It is updated regularly, and is available on our website.

## Supporting information

<https://edi.sa.edu.au/library/document-library/controlled-procedures/safe-transportation-of-children-procedure.pdf>

<https://edi.sa.edu.au/library/document-library/controlled-policies/safe-transportation-of-children-policy.pdf>

## Approvals

Status: Approved

Version: 0.1

Approved by: Heather Fuss | Director, Ardtornish Children's Centre

Approved by: Governing Council, Ardtornish Children's Centre

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Next review date: 25 March 2027 (must be 3 years from the approved date)

## Revision record

(List the revision record in order of most recent updates at the top)

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Approved by: | Director, Ardtornish Children's Centre

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Amendment(s):