

GUIDING PRINCIPAL TRANSPORT

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

QUALITY AREA 4: STAFFING ARRANGEMENTS

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITIES

QUALITY AREA 7: LEADERSHIP AND LEADERSHIP

Introduction:

- To ensure the safe transport of children and educators
- To implement safety processes to ensure the safety of all children and educators

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

Definition:

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services

Policy

Staffing:

- 2 staff must attend the transport run
- 1 staff member must be an Educator
- The other staff member can be a pre-approved PCYC adult staff member/bus driver
- All staff must hold a current/verified Working with Children's Check
- All staff must hold a cleared National Police Check – PCYC cleared Police check
- All Educators must hold a minimum of Certificate 3 in Children Services
- All Educators must hold a current First Aid Certificate, Anaphylaxis and Asthma qualification
- Responsible Educators must hold Identify and Respond to Children and Young People in Risk of Harm

- All new staff are required to participate in a transport induction before commencing transport responsibility

After School Care

- Educators are responsible for collecting children from the meeting point on time
- Educators will take the responsibility of duty of care for each child
- Educators will ensure that all children are accounted for before leaving the meeting point
- Educators will ensure that the transport procedures are followed
- Educators will ensure that they make contact with parents of absent children prior to leaving any meeting points
- Educators will follow the procedure when a child is not located at the meeting point
- All staff are to position themselves throughout transport vehicle to ensure high level supervision.

Vehicles:

- Vehicles checks are conducted prior to transport run commencing
- All required boosters are correctly installed prior to transport run
- All staff ensure they hold an unrestricted full drivers licence
- All Staff are to report any infringements to Management before commencing Transport Run
- Risk Assessments are completed at the commencements and also conclusion of the transport run
- Children are not permitted to sit in the front of any transport vehicle
- Private cars can be utilised with prior approval from RSO/State Manager. Documentation needs to be sent along with Insurances.

Safety:

- All Staff are responsible to ensure all seat belts are in working order
- All Staff are responsible to ensure children are seated in their recommended safety seats (boosters)
- All staff are responsible to ensure children are educated on the safety of transport
- All staff are responsible to ensure children are seated at all times

Items to Take:

- Fully stocked First Aid Kit
- All emergency contact numbers
- Asthma Kits
- Children's ID Cards
- Safety Vest
- Service Mobile Phone

Emergency:

Check to see if any children or educators are injured, conduct first aid and phone for an ambulance if necessary

- Comfort and ensure all children remain calm
- Take information from the other driver:
 - Drivers Name
 - Contact Number
 - Licences Number
 - Registration Number
 - Insurance Details

Please ensure that you photograph any damage

- If anyone is injured please contact Police/Ambulance Services
- Contact RSO/State Manager
- Contact Club Manager
- RSO/State Manager to contact all parents/families members
- Complete the Incident Report
- Complete the Accident Report

Procedure

PCYC BUS:

- 1) 2 staff must be in attendance all runs
- 2) 1st staff member- Calls the roll and signs children into care using the sign in sheet
- 3) 2nd staff member- hands out the ID tags as the child's name is called(staff member checks name/face/tags)
- 4) Once back on the bus another head count and roll call is conducted
- 5) Once back at the club 1 staff member calls the roll 2 staff member collects the ID cards ensuring the names/photos and child matches
- 6) All ID tags need to be locked into a filing cabinet and not sent home

Walking:

- 1) 2 staff must be in attendance all runs
- 2) 1st staff member- Calls the roll and signs children into care using the sign in sheet
- 3) 2nd staff member- hands out the ID tags as the child's name is called(staff member checks name/face/tags)
- 4) Have one staff located at each end of the line and walk children back to PCYC
- 5) Once back at the club 1 staff member calls the roll 2 staff member collects the ID cards ensuring the names/photos and child matches
- 6) All ID tags need to be locked into a filing cabinet and not sent home

Public Bus:

- 1) 2 staff must be in attendance all runs
- 2) 1st staff member- Calls the roll and signs children into care using the sign in sheet
- 3) 2nd staff member- hands out the ID tags as the child's name is called(staff member checks name/face/tags)
- 4) Once back on the bus another head count is conducted and children encouraged to sit together
- 5) Once back at the club 1 staff member calls the roll 2 staff member collects the ID cards ensuring the names/photos and child matches
- 6) All ID tags need to be locked into a filing cabinet and not sent home

Date Approved: 22 February 2018

Review Date: 22 February 2019

Documents Considered:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r100, 101, 102, 168)

National Quality Standard (2.3)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies