



TRANSPORT POLICY

At Saints Academy, students will only be transported by bus or other means for a specific excursion. Students will not be collected by staff to attend Saints Academy 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 Saints Academy centres.

Saints Academy is committed to ensure the health, safety and wellbeing of students at all times.

Aims:

We will:

- Plan for excursions that require transport with careful consideration of the safety of students and adults.
- Only transport students on a bus where full documentation and permissions have been completed and obtained;
- Undertake a full risk assessment, prior to the day students are being transported.
- Not transport Saints Academy students using a private car.
- Transport by bus (or means other than private car) to enable a part of the program of education and care.
- Ensure a staff member or Nominated Supervisor (other than the driver) will be present to account for all students as they embark and disembark at the service and will keep a record of how each child was encountered for. This record will confirm that the interior of the vehicle was checked after all students have disembarked at the service premises. The record will also include the time, date, full name and their signature.
- Ensure there is adequate staff to supervise students and to follow safety procedures.
- Provide mandatory notification to the regulatory authority when regular transportation starts to be provided or arranged by Saints Academy.

Implementation:

Planning and Preparations

All excursions requiring transport will be thoroughly researched to ensure:

- 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 students 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.
- Staff will complete a check of the interior of the vehicle to ensure there are no students left behind.
- A suitable equipped first aid kit (including EpiPen and Asthma medication) and mobile phone are taken on the bus.



- Where possible, Saints Academy will uphold the right for all students to access all excursions requiring transport and engage all the children in meaningful ways while on excursions.

Risk Assessments

The Nominated Supervisor (Centre Director) will:

Ensure a risk assessment is conducted prior to any transportation of students 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 Saints Academy 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 students 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 students during travel.

Authorisation for Travel:

For all travel excursions, parents/guardians or authorised nominees 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 Saint Academy's Public Liability insurance cover.

Transport and Traffic

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

Educators will ensure students 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 students 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 students 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) Buses must have seatbelts and student should be encouraged to wear these.
- c) The Responsible Person 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 (or delegated Responsible Person) to ensure that an emergency first aid kit is taken on the excursion.
- e) To identify the students, 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 students being transported regularly to account for all students 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. They will also check the interior of 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 students attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of students and responsibilities.

A list of students on the excursion will be left at the service and a copy carried by the Nominated Supervisor or delegated Responsible Person.

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;
- Students emergency contact numbers;
- Students 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, Saints Academy will ensure a staff member remains behind to look, while the other group leaders escort the students back. The Nominated Supervisor will be notified immediately if not on the excursion, to determine if police or further assistance is required.

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 students safety.



Saints Academy
FOR THE WHOLE OF LIFE

SPCC Saints Academy

ACN 002 919 584

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

Bus Transport Checklist

Travel date:	
Destination:	
Transport Company:	
Nominated Supervisor:	
Responsible Person during travel:	

Vehicle registration:		Person conducting the check:
ITEM	Tick	Comment (if required)
Check unexpected or suspicious items located on the bus.		
Check seatbelts		
First aid kit		
Medications including puffers/EpiPen's as necessary		
Students have Saints Academy phone number clearly displayed (e.g. badge or vest)		
Copy of the risk assessment		
List of students 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		

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Mobile phone / other means of communicating with the service & emergency services		
Other items, please list		
Students counted onto the bus to begin travel		Number counted: Supervisors signature: Time:
Students counted exiting the bus at destination. Interior of vehicle checked.		Number counted: Supervisors signature: Time:
Students counted onto the bus to return to Saints Academy		Number counted: Supervisors signature: Time:
Students counted exiting the bus at Saints Academy. Interior of vehicle checked.		Number counted: Supervisors signature: Time:

Declaration- I acknowledge that all checks have been thoroughly carried out throughout the duration of this excursion.	
Signed	
Name (should be responsible person listed above)	