



Safe Transportation of Children on Buses – Local Procedure

Purpose

Dernancourt School is committed to ensuring the safety and wellbeing of all children when transported on buses arranged by the school. This procedure outlines how the Department for Education's requirements for safe transportation are implemented in our school's context.

This procedure applies to all staff engaged in the transportation of students on buses organised by Dernancourt School for camps, excursions or regular outings such as Special Class swimming.

Supervision of Children

- Active and adequate supervision will be maintained at all times during transportation.
- A supervising teacher (not the bus driver) must be present on all bus runs.
- A risk assessment will be conducted and documented for bus journeys relating to camps, excursions and regular outings with consideration will be given to:
 - the needs of individual children, including health care plans, medication, and individual risk assessments;
 - educator-to-child ratios (bus driver is excluded from the ratio);
 - the age and development of children;
 - the number and positioning of educators to ensure visibility and accessibility;
 - risks associated with the bus route, location, and transport environment;
 - children's ability to walk/transition safely to and from the bus.

Embarking and Disembarking

- Children must be supervised by a staff member (other than the driver) when getting on and off the bus.
- A headcount will be conducted at every embarkation and disembarkation, checked against the attendance record.
- At each disembarkation, a school staff member must walk through the bus, visually check under seats, and confirm that no children remain.

Emergency Management and Contingency Planning

- Emergency equipment and contact information for each child will be carried on the bus.
- Should an emergency arise including but not limited to, an unaccounted child/ren, vehicle breakdown or accident, staff or child illness/ medical emergency during transit, bushfire or local hazard; staff will follow emergency management plan which includes notifying Emergency Services (000) for Ambulance/ SAPOL/MFS if required, notify site leader, notify parent/ caregiver. Site leader will provide support and advice as required to manage emergency situations.

- Staff are trained in emergency response and follow the school's critical incident and emergency management plans.

First Aid

- At least one supervising educator on each bus must hold the required first aid qualification.
- The number of first aiders present will be determined through risk assessment.
- A school first aid kit will be carried on all buses including an anaphylaxis pen.
- Children's health care, medication management plans and required medication will be carried on the bus.

Behaviour Guidance

- The school's Behaviour Support Policy applies during all bus journeys.
- Staff will reinforce safe, respectful, and cooperative behaviour during transportation.
- Students displaying repeated unsafe behaviours on bus journeys will require an individual safety and risk plan created in consultation with family including proactive and reactive supports for inclusion and disability.

Staff Induction and Training

- All staff, including temporary relief staff, will be informed of their roles and responsibilities regarding safe transportation.
- Induction includes:
 - supervision expectations;
 - emergency management;
 - first aid and behaviour guidance responsibilities;
 - communication protocols.

Communication of Policy

This policy will be placed on our school website for families to access information on safe transportation of students on buses.