

3.6 Transport for Excursions

Policy Statement

Middle Park State School Outside School Hours Care includes excursions as a valuable part of its overall program. Excursions provide additional opportunities to extend on children's learning and development and facilitate connection with the wider community. In order for safety to be upheld throughout an excursion, risk assessments will be conducted and specifically consider the hazards and risk-management of transportation. Middle Park State School Outside School Hours Care is committed to ensuring the safety and protection of children is maintained.

Educators will not be permitted to transport children in their own private vehicle.

Related Policies

- 3.5 Excursions
- 6.3 Workplace Health and Safety
- 9.2 Enrolment
- 9.3 Interactions and Communication with Families
- 10.7 Insuring Risks
- 10.8 Information Handling (Privacy and Confidentiality)
- 10.9 Risk Management
- 10.32 Appropriate Governance

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Support the establishment of policy and standards for the transportation of children during excursions.
Nominated Supervisor	<ul style="list-style-type: none">• Support the Educational Leader in ensuring planning and vehicle selection is consistent with the service's policies.• Respond to incidents with diligence and sound communication to relevant stakeholders.
Educational Leader	<ul style="list-style-type: none">• Ensure the selection of transportation is consistent with policy and standards.• Communicate all transportation details to parents and carers prior to the excursion taking place.

Procedures

Selecting Transportation

The service will ensure any transportation of children upholds all relevant legislation and guidelines, including:

- Any vehicles used must be registered for the purpose and in suitable (roadworthy) condition.
- Drivers are to be suitably licensed to carry the required number of passengers.

In the case of children being transported in a bus, the following legislative guidelines shall be followed:

- Bus transport with 13 or more seats does not need to be fitted with seatbelts and child restraints are not required, however, where possible Middle Park State School Outside School Hours Care will select buses/coaches with seatbelts as a preference.
- Child restraints for four to seven-year olds apply to a bus that has 12 or less seats, with all passengers having to wear seat belts.

Public Transport

- Where public transport is intended to be used on an excursion, a comprehensive risk-assessment will be undertaken to address relevant hazards.

Vehicle Breakdown/Accident

- In the event of an incident occurring during an excursion, procedures as set out in the *Incident, Illness, Injury or Trauma* Policy be followed.
- In the event of a vehicle breakdown, while waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities. The Nominated Supervisor or delegate will communicate the situation and remedies to families via relevant communication channels.

- In the event of a late return to Middle Park State School Outside School Hours Care, every effort will be made to notify parents via email, Middle Park State School Outside School Hours Care Facebook Page or to contact parents individually.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *QLD Transport Operations (Road Use Management) Act, 1995*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *National Quality Standard, Quality Areas: 1 – Educational program and practice; and 2 – Children’s health and safety*

E&CS Legislative Compliance

- *Education and Care Services National Law Section 167.*
- *Education and Care Services National Regulations 10-102*

Policy Controls			
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