

TRANSPORTATION TO EXCURSIONS POLICY

Excursions are an important part of the curriculum at Child Side School encouraging and fostering depth of learning.

When an excursion is organised the following preference list for provision of transport needs to be worked through by the educator organising the excursion. Where a provision is not possible due to financial constraints, unavailability, unsuitability, practical constraints etc the next provision on the list will be explored.

1. Hiring a bus installed with seat belts with its own driver, especially if the excursion is organised for the whole school.
2. Hiring a bus with seat belts and supplying a driver with a bus licence from the community.
3. Using public transport such as catching the train where ever practical.
4. Parents transporting their own children to excursion in own vehicles.
5. Children being transported in private vehicles owned by community members that are not their parents.

Procedures for using private vehicles include:

1. Permission for the school to take children out in private vehicles is given by parents on excursion parent consent forms. Where permission is not given the responsibility lies with these parents to provide transport for their child on outings.
2. When children travel in private vehicles or up to 12 seater small buses, new legislation concerning child car restraints needs to be adhered to by all drivers. A summary of the changes are:

- Children up to 4 years must be in a restraint with an internal 5 point Harness
- Children 4-7 years must be in a booster seat (PLEASE NOTE THAT BOOSTER SEATS SHOULD ONLY BE USED WITH A 'LAP/SASH BELT' OR A SAFETY HARNESS NOT A 'LAP SEAT BELT')
- Children under 4 are NOT permitted in the front seat & under 7 are Not Permitted in the front seat unless all rear seats are occupied by children Less than 4 years. IF THERE IS A PASSENGER AIRBAG IN THE FRONT SEATING POSITION OCCUPIED BY A CHILD, IT IS RECOMMENDED THAT THE SEAT IS MOVED AS FAR BACK AS POSSIBLE WHILE STILL ALLOWING CORRECT RESTRAINT AND SEAT BELT FIT.

3. All driver's will:

- Have a current driver's licence (drivers with 'L' or 'P' plates are not able to transport students)
 - Obey all traffic regulations
 - Be fit to drive the vehicle
 - Be suitable and responsible to supervise students (sign a confidential declaration, provide a working with children check or police clearance to the school).
 - Sign a Transport Confidential Declaration Form before transporting children
- The vehicle's third party cover should ensure children against injury.

4. All vehicles will be registered and road worthy. (The school recommends that drivers have third party insurance in case of an accident involving another vehicle. The school is not liable for damage to the driver's or any other vehicle).

5. Educator organising the excursion needs to check registration status of the parents and staff drivers transporting children against the DOT website.

6. Arrangements about which children are travelling in which vehicles will be decided upon by the educator-in-charge and made clear before children leave the school grounds to enter the car park.

7. Care will be taken in car parks and crossing roads.

8. Road Safety will be discussed with children and included in the curriculum

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	Oct 2011	26/10/11	Changes to car restraint legislation included	KM
2	April 2015	27/5/15	Sentence about 'L' & 'P' plate drivers added & check with DOT	KM

CHILD SIDE SCHOOL

CONFIDENTIAL DECLARATION

This form is for persons requiring access to the school who are **not** employees of Child Side School.

Please place a tick in one of the boxes below.

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. <hr/> <hr/> <hr/>	<input type="checkbox"/>
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I certify that the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____
(BLOCK LETTERS PLEASE)

Date: _____

Signature: _____

Company: _____

Address: _____

Telephone: _____

CHILD SIDE SCHOOL

TRANSPORT CONFIDENTIAL DECLARATION

This form is for persons transporting children to and from excursions and other out of school activities in their own private vehicle.

Please place a tick in the boxes below.

(1)	I declare that I hold a current driver's licence	<input type="checkbox"/>
(2)	I declare that my vehicle is licensed and road worthy and that my vehicle has third party insurance cover Driver's licence number _____ Vehicle registration _____	<input type="checkbox"/>

I certify the accuracy of the above information and approve Child Side School to make enquiries using this information to check registration status.

Name: _____
(BLOCK LETTERS PLEASE)

Date: _____

Signature: _____

Address: _____

Telephone: _____

