

(Revised September 2025)

## Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service does not generally include excursions as part of its educational program. Any 'Excursion', currently will be only to visit an area on site, that is not part of the OSHC licenced areas. An example of this would be visiting the Early Learning Centre of Retirement Village located on campus. Due to them being on campus, no transportation will be employed, and child or young person will be escorted on foot, through the grounds, to the destination. Normal escorting procedures will be upheld in accordance with Service escort policies and procedures but excursions requirements for parent/guardian permission and role checks will remain.

Due to the safety precautions and stringent policies required to transport children and young people to another venue, the Service will maintain all elements of this policy in the event that program opportunities change.

## Important terms:

<b>Children and young people</b>	Refers to the children and young people present in the care environment.
<b>Educator</b>	Refers to the staff employed by the Service to provide care for children and young people attending.
<b>Parent/guardian</b>	Refers to the primary carer/s of the child or young person attending the Service.
<b>Authorised nominee</b>	a person authorised by a parent/guardian to consent to a child being taken outside the premises.
<b>Nominated Supervisor</b>	a person designated under the National Law as responsible for the day-to-day management of the Service.
<b>Family</b>	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
<b>Excursion</b>	Any time children and young people are engaged in an activity outside the licenced areas of the Service.
<b>Transportation</b>	Any vehicle, usually a bus, carrying children and young people to or from an excursion site.

## Legislation:

### National Quality Standard (NQS):

- Quality Area**
- 1: Educational Program & Practice**
  - 2: Children's Health & Safety**
  - 4: Staffing Arrangements**
  - 6: Collaborative Partnerships with Families & Communities**
  - 7: Governance & Leadership**

<b>1.1</b>	Program	The educational program enhances each child's learning and development.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
<b>2.2</b>	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
<b>4.1</b>	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
<b>6.2</b>	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the

		program.
6.2.3	Community engagement	The service builds relationships and engages with its community.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## Education and Care Services National Regulations

99	<p>Children leaving the education and care service premises</p> <p>(1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(2) A nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service does not leave the residence or approved family day care venue except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(4) The child may only leave the relevant premises if the child—</p> <p>(a) is given into the care of—</p> <ul style="list-style-type: none"> <li>(i) a parent of the child; or</li> <li>(ii) an authorised nominee named in the child's enrolment record; or</li> <li>(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or</li> </ul> <p>(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or</p> <p>(c) is taken on an excursion in accordance with this Division; or</p> <p>(d) is given into the care of a person or taken outside the premises—</p> <ul style="list-style-type: none"> <li>(i) because the child requires medical, hospital or ambulance care or treatment; or</li> <li>(ii) because of another emergency.</li> </ul> <p>(5) In this regulation parent does not include a parent who is prohibited by a court order from having contact with the child.</p>
100	<p>Risk assessment must be conducted before excursion</p> <p>(1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion. Penalty: \$2000.</p> <p>(2) A nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion. Penalty: \$2000.</p> <p>(3) A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion. Penalty: \$2000.</p> <p>(4) A risk assessment is not required under this regulation for an excursion if—</p> <ul style="list-style-type: none"> <li>(a) the excursion is a regular outing; and</li> <li>(b) a risk assessment has been conducted for the excursion; and</li> <li>(c) that risk assessment has been conducted not more than 12 months before the excursion is to occur.</li> </ul>
101	<p>Conduct of risk assessment for excursion</p> <p>(1) A risk assessment for an excursion must—</p> <ul style="list-style-type: none"> <li>(a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and</li> <li>(b) specify how the identified risks will be managed and minimised.</li> </ul> <p>(2) Without limiting subregulation (1), a risk assessment must consider—</p> <ul style="list-style-type: none"> <li>(a) the proposed route and destination for the excursion; and</li> <li>(b) any water hazards; and</li> <li>(c) any risks associated with water-based activities; and</li> <li>(d) the transport to and from the proposed destination for the excursion; and</li> <li>(e) the number of adults and children involved in the excursion; and</li> <li>(f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and</li> </ul> <p>Example. Specialised skills could include life-saving skills.</p> <ul style="list-style-type: none"> <li>(g) the proposed activities; and</li> <li>(h) the proposed duration of the excursion; and</li> <li>(i) the items that should be taken on the excursion.</li> </ul> <p>Example. A mobile phone and a list of emergency contact numbers for children on the excursion.</p>
102	<p>Authorisation for excursions</p> <p>(1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.</p> <p>(2) A nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.</p> <p>(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family</p>

	<p>day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.</p> <p>(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—</p> <ul style="list-style-type: none"> <li>(a) the child's name; and</li> <li>(b) the reason the child is to be taken outside the premises; and</li> <li>(c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and <ul style="list-style-type: none"> <li>(ca) if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and</li> </ul> </li> <li>(d) a description of the proposed destination for the excursion; and</li> <li>(e) if the excursion involves transporting children— <ul style="list-style-type: none"> <li>(i) the means of transport; and</li> <li>(ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and</li> </ul> </li> <li>(f) the proposed activities to be undertaken by the child during the excursion; and</li> <li>(g) the period the child will be away from the premises; and</li> <li>(h) the anticipated number of children likely to be attending the excursion; and</li> <li>(i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and</li> <li>(j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and</li> <li>(k) that a risk assessment has been prepared and is available at the service.</li> </ul> <p>(5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.</p>
102A	<p>Application of Division</p> <p>This Division does not apply to transportation of a child by or arranged by an education and care service that is undertaken as part of an excursion.</p>
102B	<p>Transport risk assessment must be conducted before service transports child</p> <p>(1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child. Penalty: \$2000.</p> <p>(2) A nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child. Penalty: \$2000.</p> <p>(3) A family day care educator must carry out a risk assessment in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child. Penalty: \$2000.</p> <p>(4) A risk assessment is not required under this regulation for transporting a child if—</p> <ul style="list-style-type: none"> <li>(a) the transportation is regular transportation; and</li> <li>(b) a risk assessment has been conducted for the regular transportation of the child within the previous 12 months.</li> </ul>
102C	<p>Conduct of risk assessment for transporting of children by the education and care service</p> <p>(1) A risk assessment for the transportation of a child by or arranged by the education and care service must—</p> <ul style="list-style-type: none"> <li>(a) identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child; and</li> <li>(b) specify how the identified risks will be managed and minimised.</li> </ul> <p>(2) Without limiting subregulation (1), a risk assessment must consider—</p> <ul style="list-style-type: none"> <li>(a) the proposed route and duration of the transportation; and</li> <li>(b) the proposed pick-up location and destination; and</li> <li>(c) the means of transport; and</li> <li>(d) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and</li> <li>(e) any water hazards; and</li> <li>(f) the number of adults and children involved in the transportation; and</li> <li>(g) given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and</li> <li>(h) whether any items should be readily available during transportation; and</li> </ul> <p>Example</p> <p>A mobile phone and a list of emergency contact numbers for the children being transported.</p> <ul style="list-style-type: none"> <li>(i) the process for entering and exiting— <ul style="list-style-type: none"> <li>(i) the education and care service premises; and</li> <li>(ii) the pick-up location or destination (as required); and</li> </ul> </li> <li>(j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.</li> </ul>
102D	<p>Authorisation for service to transport children</p> <p>(1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given under subregulation (4). Penalty: \$1000.</p> <p>(2) A nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given under subregulation (4). Penalty: \$1000.</p> <p>(3) A family day care educator must ensure that a child being educated and cared for by the educator as part of a family day care</p>

	<p>service is not transported by the service or on transportation arranged by the service unless written authorisation has been given under subregulation (4). Penalty: \$1000.</p> <p>(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service and must state—</p> <ul style="list-style-type: none"> <li>(a) the child's name; and</li> <li>(b) the reason the child is to be transported; and</li> <li>(c) if the authorisation is for regular transportation, a description of when the child is to be transported; and</li> <li>(d) if the authorisation is not for regular transportation, the date the child is to be transported; and</li> <li>(e) a description of the proposed pick-up location and destination; and</li> <li>(f) the means of transport; and</li> <li>(g) the period of time during which the child is to be transported; and</li> <li>(h) the anticipated number of children likely to be transported; and</li> <li>(i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and</li> <li>(j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and</li> <li>(k) that a risk assessment has been prepared and is available at the education and care service; and</li> <li>(l) that written policies and procedures for transporting children are available at the education and care service.</li> </ul> <p>(5) If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.</p>
160	<p>160 Child enrolment records to be kept by approved provider and family day care educator</p> <p>(1) The approved provider of an education and care service must ensure that an enrolment record is kept that includes the information set out in subregulation (3) for each child enrolled at the education and care service.</p> <p>(2) A family day care educator must keep an enrolment record that includes the information set out in subregulation (3) for each child educated and cared for by the educator.</p> <p>(3) An enrolment record must include the following information for each child—</p> <ul style="list-style-type: none"> <li>(a) the full name, date of birth and address of the child;</li> <li>(b) the name, address and contact details of— <ul style="list-style-type: none"> <li>(i) each known parent of the child; and</li> <li>(ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and</li> <li>(iii) any person who is an authorised nominee; and</li> </ul> </li> </ul> <p>Note— Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.</p> <ul style="list-style-type: none"> <li>(iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and</li> <li>(v) any person who is authorised to authorise an educator to take the child outside the education and care service premises and any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child.</li> <li>(c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;</li> <li>(d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;</li> <li>(e) the gender of the child;</li> <li>(f) the language used in the child's home;</li> <li>(g) the cultural background of the child and, if applicable, the child's parents;</li> <li>(h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;</li> <li>(i) the relevant authorisations set out in regulation 161;</li> <li>(j) the relevant health information set out in regulation 162.</li> </ul> <p>(4) In this regulation— parenting order means a parenting order within the meaning of section 64B(1) of the Family Law Act 1975 of the Commonwealth; parenting plan means a parenting plan within the meaning of section 63C(1) of the Family Law Act 1975 of the Commonwealth, and includes a registered parenting plan within the meaning of section 63C(6) of that Act.</p>
168	<p>(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2). Penalty: \$1100.</p> <p><b>Note.</b> These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.</p> <p>(2) Policies and procedures are required in relation to the following—</p> <ul style="list-style-type: none"> <li>(a) health and safety, including matters relating to— <ul style="list-style-type: none"> <li>(i) nutrition, food and beverages, dietary requirements; and</li> <li>(ii) sun protection; and</li> <li>(iii) water safety, including safety during any water-based activities; and</li> <li>(iv) the administration of first aid; and</li> <li>(v) sleep and rest for children, including the matters set out in regulation 84B;</li> </ul> </li> <li>(b) incident, injury, trauma and illness procedures complying with regulation 85;</li> <li>(c) dealing with infectious diseases, including procedures complying with regulation 88;</li> <li>(d) dealing with medical conditions in children, including the matters set out in regulation 90;</li> <li>(e) emergency and evacuation, including the matters set out in regulation 97;</li> <li>(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;</li> <li>(g) excursions, including procedures complying with regulations 100 to 102;</li> <li>(ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;</li> </ul>

	<p>(gb) the safe arrival of children who travel between an education and care service and any other education or early childhood service within the meaning of regulation 102AA, including the matters set out in regulation 102AAB;</p> <p>(h) providing a child safe environment, including matters relating to the promotion of a culture of child safety and wellbeing within the service;</p> <p>(ha) the safe use of digital technologies and online environments at the service, including—</p> <p>(i) the taking, use, storage and destruction of images and videos of children being educated and cared for by the service; and</p> <p>(ii) obtaining authorisation from parents to take, use and store images and videos of children being educated and cared for by the service; and</p> <p>(iii) the use of any optical surveillance device at the service; and</p> <p><b>Example</b> The use of closed-circuit television.</p> <p>(iv) the use of any digital device issued by the service; and</p> <p>(v) the use of digital devices by children being educated and cared for by the service;</p> <p>(i) staffing, including—</p> <p>(i) a code of conduct for staff members; and</p> <p>(ii) determining the responsible person present at the service; and</p> <p>(iii) the participation of volunteers and students on practicum placements;</p> <p>(j) interactions with children, including the matters set out in regulations 155 and 156;</p> <p>(k) enrolment and orientation;</p> <p>(l) governance and management of the service, including confidentiality of records;</p> <p>(m) the acceptance and refusal of authorisations;</p> <p>(n) payment of fees and provision of a statement of fees charged by the education and care service;</p> <p>(o) dealing with complaints, including matters relating to—</p> <p>(i) the provision of a complaint handling system at the service that is child focused; and</p> <p>(ii) the management of a complaint that alleges a child is exhibiting harmful sexual behaviours.</p>
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## Education and Care Services National Law

167	Requires The approved provider and Nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.
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### Principals:

To ensure all aspects of staffing, risk management, transportation, permissions and safety are considered and addressed when going on excursion as part of the educational program. Maximum safety precautions will be maintained, and parent/guardian permission will be obtained before a student is taken on an excursion.

Should transportation be offered in the future, children and young people have the right to be safe while travelling in transport provided by The Mueller College Outside School Hours Care Service. All vehicles used need to comply with the appropriate legislation and regulations and Transport Operations (Road Use Management) Act, 1995. Maximum safety precautions will be maintained, and parent/guardian permission will be obtained before a student travel on any type of transport. All Excursions will be inclusive of children with additional needs, cultural requirements, and language backgrounds.

### Procedure:

#### **Educators will:**

- Follow all elements always outlined in this policy and its procedures.
- Regularly collect student input in regard to excursion ideas.

#### **Educational Leaders will:**

- Ensure no excursion is programmed without direct approval from the OSHC Nominated Supervisor.
- Liase with the Nominated Supervisor or Approved Provider if there are any changes to routines during the excursion.

#### **Approved provider & Nominated Supervisor will:**

- Share the 'Excursions, transport, Bus Safety & Vehicle Restraint Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are

readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.

- Share the 'Excursions, transport, Bus Safety & Vehicle Restraint Policy and Procedure' with all bus drivers engaged by the Service.
- Be responsible to ensure all Mueller College bus drivers and rostered OSHC employees have completed transportation training in the 2 weeks prior to the vacation care block to which they will be transporting children and young people attending the Service.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.
- Ensure Parents & Guardians will be notified of unexpected changes including arriving back at the service later than expected.

## **On site 'excursions' Procedure:**

Prior to excursion:

- Excursions will be rostered at a minimum of 1 educator: 8 children and young people + additional supervising educator.
- Written consent will be sought from parents/guardians for each child or young person participating. The information provided to parents/guardians will include
- Parent/guardian permission forms will be distributed before the outing and will detail:
  - The day of the activity,
  - The details of the activities to be undertaken,
  - That child or young person will be escorted on foot, with the college grounds.
  - Notification of the route being taken and any hazards along the way.
  - The estimated times of departure and return,
  - The determined adult to child ratio for the excursion
  - The number of children and young people & staff likely to be attending the excursion
  - The number of educators and adults accompanying and supervising children and young people, and
  - Any special items children and young people are required to bring.
- These permission forms will need to be signed and returned by a parent/guardian or authorised nominee prior to every excursion to ensure the well-being and safety of the children and young people.
- The Nominated supervisor will approve all excursions and the Nominated supervisor or Lead educator will contact by phone or visit the excursion venue and perform a risk assessment. The risk assessment will include but not be limited to: suitability of toilets, hand washing facilities, safety, disabled access and equipment. The risk assessment must consider:
  - The proposed route and destination for the excursion
  - The process for entering and exiting the service and destination
  - Any water hazards and any risks associated with water-based activities
  - Any other risks involved in the excursion
  - Any special needs of children and young people participating in the excursion
  - The proposed number of children and young people and adults involved in the excursion



- Given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
  - The risk assessment will be used to determine a suitable adult to child ratio for the excursion.
- If there is any material change in any of the information given to a parent or guardian about an activity, the parent or guardian will be notified of the change.
- There will be no change to the publicised itinerary during the excursion unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children and young people.

## During the Excursion:

- The following items will always be brought on all excursions and be readily accessible to educators:
  - Excursion Risk assessment
  - First aid kit
  - Attendance record and necessary bus paperwork
  - Emergency contact numbers / Ipad with software enrolment information
  - At least one mobile phone
  - Child or young person medications, medication request forms, administration form and incident and illness forms.
- Roles will be marked at the beginning and end of each escort route and head counts will be made at regular intervals and when moving from one area to another.
- Children and young people will be placed in groups of no more than 8 and walk in 2 lines.
- Educators will lead children and young people in lines at all times, frequently turning to watch the line.
- Educators will supervise children and young people at all times. This includes in toilets and change rooms. Children and young people are to use the buddy system (3 children and young people at a time when going into the bathrooms).
- Educators will scan the environment to ensure it is safe for use before allowing the children and young people access to it.
- Educator/child or young person ratios for the Service will continue to apply during excursions and will be upheld at all times in accordance with that outlined in the Excursion risk assessment.
- In the event of injury occurring during an excursion, see Illness and Injury Policy & Procedures.
- In the event of emergency evacuation, lock down or medical emergency please refer to Service Incident, Injury, Trauma & Illness & Emergency Policies & Procedures.

## **Should an external excursion ever be offered, the following will be followed IN ADDITION to that already listed above:**

- Excursions will be derived from child or young person led ideas whenever possible. Child or young person's age, interests and abilities will be taken into consideration when planning excursions. Alternative arrangements should be planned in case of changed weather conditions. Excursions may be offered to certain grades only with alternative programs

available at the Service. When only some year levels are going out, parents/ guardians may choose to have their child remain at the Service.

- The risk assessment must additionally consider:
  - transport to and from the proposed destination
  - configuration of buses
  - the procedures for embarking and disembarking the transport and how children and young people will be accounted for
- Children and young people being educated and cared for at the Service will not be taken outside the Service's premises on an excursion unless written authorisation has been provided by the child or young person's parent/guardian or authorised nominee as indicated in the Service enrolment.
- In addition to the above, parent/guardians will also be notified through parent/guardian permission forms of:
  - the address and brief description of the destination,
  - the estimated travelling time for the activity,
  - the method of transportation,
- Parents/guardians are requested not to send children and young people on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

### **Selecting Transport:**

Transport will be provided by the Mueller College Bus service whenever possible. If unavailable other bus lines may be used. In all cases:

- All vehicles used must be registered in Queensland.
- Drivers are to be licensed to carry the required number of passengers for the purpose.
- Educators generally are not permitted to transport children and young people, but if permitted in any circumstances, the requirements of paragraphs above apply in relation to that educators member and the transport used.
- The Service will in all cases check prior to the excursion what alternative arrangements are available in the event of breakdown.
- The Service uses Mueller College buses which are not fitted with seat belts and will therefore ensure that suitable safety precautions are taken.
- "A" Class vehicles will not be used to transport children and young people except in an emergency situation.
- Excursion educators/child or young person ratios will apply during transportation.
- Emergency contact details must be displayed in the vehicle and the driver, or at least one adult in the vehicle, must carry a mobile phone during transportation.
- The Service will ensure that the drivers name is recorded and a communication system is available for use in the event of emergency.
- Drivers will be responsible to check and sign off that they have checked under all chairs, in storage and luggage compartments at each stop.
- Drivers will not be able to move the vehicle until approved by the Supervisor to move.
- Driver must park the vehicle close to the venue or Service so to avoid the need to walk across roads or carparks.
- Any regular transports arrangements will be notified to the regulatory authority in accordance with regulations.

### **Vehicle breakdown/accident:**



- In the event of injury occurring in the course of being transported, (see Incident, Injury, Trauma and Illness & Response to a Medical Emergency Policy).
- While waiting for replacement transport/repairs, children and young people will be kept safe, comfortable and occupied with suitable activities.
- Additional Arrival checks and Departure approval forms must be used.
- In the event of a late return to the Service, every effort will be made to notify parent/guardians e.g. to arrange for a notice to be displayed at the Service or to contact parent/guardians individually.

### **Toilet stops:**

- In the event of a child requiring the toilet during transportation, the Bus Supervisor will communicate with the Driver to find a suitable toilet stop location. Whenever possible this will be a Service station.
- A minimum of 3 children will be escorted off the bus and escorted along the safest route, away from moving vehicles to the toilets. Toilets will be checked by staff before use.
- Remaining children and young people are not permitted to leave their seats and the door to the bus will be monitored at all times.
- The bus will remain on to allow ventilation for remaining children and young people.
- When returning to the bus a full marking of the role will be complete BEFORE the bus is permitted to leave the site.
- Additional Arrival checks and Departure approval forms must be used.
- A risk assessment will be complete and available at the Service.
- Children and young people are toileted before boarding the bus.
- Children and young people avoid walking in areas where vehicles are moving.
- Toileting procedures upheld and hand sanitiser will be available.

### **Vehicles Restraints (Cars or buses with less than 13 seats):**

- The Service will provide appropriate child restraints in accordance with recommendations for children and young people 4-7 years. These are a booster seat with H-harness or a booster seat with a secured adult seatbelt.
- Booster seats provided shall be Australian Safety Standard approved. (Australian Standard AS/NZ 1754 Child Restraint Systems Used in Motor Vehicles.)
- A child or young person may stop using a child restraint once they turn seven or if their eye level is above the back of the booster seat.
- A child or young person aged between four and seven years of age cannot sit in the front row of a vehicle that has more than one row of seats unless all the other seats are occupied by children and young people under seven years of age.
- Should the back seat have two child restraints fitted and there be no room for a third child restraint, a non-tethered booster seat or booster cushion can be used, providing the child or young person using the booster seat is between four and seven years of age.

### **Bus restraints:**

- Bus transport with 13 or more seats does not need to be fitted with seatbelts and child restraints are not required.
- The restraint provisions for four to seven-year old apply to a bus that has 11 or 12 seats (as above).

- The indicative weight specified for this age range in the restraint laws is 14 to 26 kgs. Children and young people who are four (or more) years of age but below the indicative weight and/or height range may be recommended the forward-facing child restraint with built-in harness. Children and young people who are seven (or more) years of age, within the indicative age range may still require the recommended child restraint.

## Transportation safety:

- All staff will have regular training (including drivers employed by Mueller College) and practical rehearsal of required transportation processes and documentation. Staff going on excursions must attend a bus safety training session in the month prior to the vacation period applicable with the exception of attending the November for the January Vac period. New staff entering the Service will specifically have the transportation processes and requirements included in their induction.
- Children and young people will not be left unattended on the bus.
- Staff will vigilantly supervise children and young people when travelling on the bus and ensure the bus behaviour guidelines are followed at all time.
- Multiple headcounts will be conducted throughout as necessary, particularly when walking through crowded areas.
- Safe walking routes will be discussed between educators to ensure best path is used. When concern for higher risk areas like road side, Lead educators will discuss best disembarking area directly with the driver before children and young people move off the bus.
- All children and young people are to adhere to the Bus behaviour guidelines outlined below and in the excursion risk assessment.

## Transportation Behaviour Guidelines:

BEHAVIOUR	ACTIONS REQUIRED
Respect other people and property	<ul style="list-style-type: none"> <li>Treat other people and their possessions with respect.</li> <li>Follow the teacher &amp; driver's directions without argument.</li> <li>Do not cause damage to the bus in any way.</li> </ul>
Wait for the bus in an orderly manner	<ul style="list-style-type: none"> <li>Wait well back from the bus (2m+) until it stops.</li> <li>Stand quietly without calling out or shouting.</li> <li><b>DO NOT play with balls on footpath.</b></li> <li>Do not push other people in the line.</li> </ul>
Whilst on the bus, conduct yourself in an orderly manner	<p><b>CHILDREN AND YOUNG PEOPLE SHOULD:</b></p> <ul style="list-style-type: none"> <li>Always follow instructions from the teacher/ driver about safety on the bus.</li> <li>Sit properly on a seat if one is available (in an allocated seat if directed by the teacher/ driver).</li> <li>Stay seated – do not move around the bus.</li> <li>Always wear a seat belt if bus fitted with seat belts.</li> <li>Store bags under the seat or in appropriate luggage areas.</li> <li>Speak quietly and not create unnecessary noise.</li> </ul> <p><b>CHILDREN AND YOUNG PEOPLE SHOULD NOT:</b></p> <ul style="list-style-type: none"> <li>Bully other children and young people.</li> <li>Place feet on the seat.</li> <li>Fight, spit or use offensive language.</li> <li>Throw any article around or from the bus.</li> <li>Consume food or drink (except water).</li> <li>Allow any part of their body to protrude out of the bus windows.</li> <li>Stand forward of the front seat.</li> </ul>
Use designated stops	<ul style="list-style-type: none"> <li>Get on and get off the bus at the correct designated stop.</li> </ul>

When getting off the bus, do so in an orderly manner	<ul style="list-style-type: none"> <li>Wait until the bus stops before standing to get off.</li> <li>Get off the bus in a quiet and orderly fashion.</li> <li>When you get off the bus, take two (2) big steps away from the bus.</li> <li>If an article is dropped under the bus DO NOT retrieve it.</li> <li><b>Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road.</b></li> </ul>
In case of an emergency or a breakdown, follow the driver's directions	<ul style="list-style-type: none"> <li>Wait until the bus stops before standing to get off.</li> <li>Leave the bus in a quiet and orderly fashion.</li> <li>Wait in the area indicated by the driver.</li> </ul>
<b>DANGER: If you can touch the bus, the driver may not see you and you are in danger.</b>	
Children and young people are NOT to cross the road after getting off bus (drop off/pick up on same side as bus). Continually <u>reinforce</u> rules.	

## Transportation documentation:

- Bus manifests will be checked, and approval forms complete before leaving the premises.
- Educators should use head counts AND verbal marking of the roll when coming on and off the bus to ensure all children and young people are accounted for in addition to supervisor checks.
- The Nominated supervisor will nominate a supervisor and checker for each vehicle. The supervisor must account for children and young people getting in and out of the vehicle. Records of this process will be completed by the supervisor as outlined by the Nominated supervisor. The Nominated supervisor will also supply supervisors with bus safety checklists and rolls in which they can record, head counts, roll markings and proof of bus checks. Bus checks will require signatures from the nominated supervisor, checker and driver of each vehicle.
- Separate Supervisors, checkers and forms are required for each vehicle.
- Both forms are to be complete for each journey, requiring both a Departure approval form & Arrival checks form for the journey to the site and both again to return.
- Example forms below:

## EXCURSION DEPARTURE APPROVAL FORM

THIS FORM MUST BE COMPLETE BEFORE DEPARTURE FROM **ANY** AREA OR THE SERVICE  
**ONE PER VEHICLE PER TRIP**

<b>EXCURSION SITE:</b>		
<b>ADDRESS OF DEPARTURE:</b>		
<b>ADDRESS OF DESTINATION:</b>		
<b>NUMBER OF BUSES:</b>		
<b>THIS FORM IS FOR BUS NUMBER:</b>		
<b>BUS DRIVER FOR BUS # :</b>		
<b>EMPLOYED BY:</b>		
<b>SUPERVISOR FOR BUS # :</b>		
<b>CHECKER FOR BUS # :</b>		
<b>CHILD OR YOUNG PERSON / STAFF RATIO (Not including driver) FOR BUS # :</b>		
<b>STAFF WITH CPR, 1<sup>st</sup> AID, ASTHMA &amp; ANA TRAINING FOR BUS # :</b>		
<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>INITIALS</b>
Bus manifest copy given to driver	SUPERVISOR	
Bus manifest with the 'supervisor' for each bus	SUPERVISOR	
Medical alert list, first aid and medication has been collected	SUPERVISOR	
Medication required for children and young people are on the same bus as the child or young person	SUPERVISOR	
Risk management documentation is complete and copy attached	SUPERVISOR	
Permission forms complete for all children	SUPERVISOR	

**BUS DRIVER IS NOT TO LEAVE THE SITE UNTILL ALL THE FOLLOWING ARE COMPLETE:**

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>INITIALS</b>
Head count onto bus	SUPERVISOR	
Roll complete	SUPERVISOR	
All children and young people secured into seats	SUPERVISOR	
<b>Final authorisation to depart venue? Yes/ no</b>		
<b>SIGNED:</b> _____ <b>DATE:</b> _____ <b>TIME:</b> _____		
<b>Supervisor</b>		
Bus driver informed he may go	SUPERVISOR	

**SUPERVISORS MUST SIT AT THE REAR OF THE BUS**



# EXCURSIONS, TRANSPORTATION, BUS SAFETY & VEHICLE RESTRAINTS POLICY & PROCEDURE

THIS FORM MUST BE COMPLETE BEFORE DEPARTURE FROM **ANY** AREA OR THE SERVICE  
**ONE PER VEHICLE PER TRIP**

<b>EXCURSION SITE:</b>
<b>ADDRESS OF DEPARTURE:</b>
<b>ADDRESS OF DESTINATION:</b>
<b>NUMBER OF BUSES:</b>
<b>THIS FORM IS FOR BUS NUMBER:</b>
<b>BUS DRIVER FOR BUS # :</b>
<b>EMPLOYED BY:</b>
<b>SUPERVISOR FOR BUS # :</b>
<b>CHECKER FOR BUS # :</b>

**THE DRIVER MUST PARK IN A SAFE LOCATION NEAR TO THE SERVICE OR SITE ENTRY**

TASK	PERSON RESPONSIBLE	INITIALS
Roll complete	SUPERVISOR	
Head count off bus	SUPERVISOR	
Children and young people escorted to site or Service	SUPERVISOR	
Search vehicle including under seats, in luggage racks and storage areas. <b>No children remain</b>	DRIVER	
Search vehicle including under seats, in luggage racks and storage areas. <b>No children remain</b>	CHECKER	

TASK	PERSON RESPONSIBLE	INITIALS
Role complete at site or Service	SUPERVISOR	
Head count complete at site or Service	SUPERVISOR	
All children and young people accounted for	CHECKER	
<b>SIGNED:</b> _____ <b>DATE:</b> _____ <b>TIME:</b> _____ _____ <b>Checker</b>		
Bus driver informed he may go	CHECKER	

## See Also:

- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Incident, Injury, Illness & Trauma Policies & Procedures
- Mueller OSHC Duty of Care Policy & Procedure
- Mueller OSHC Emergency Evacuation Policy & Procedure
- Mueller OSHC Lock Down Policy & Procedure
- Mueller OSHC Child Protection Policy & Procedure
- Mueller OSHC Employee Code of Conduct Policy & Procedure
- Mueller OSHC Sun safety policy and procedure

## REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Transport Operations (Road Use Management) Act, 1995(Qld), Aug 2024
- Queensland Government: Transport and monitoring, Child Restraints, July 2024
- Education and Care Services Act 2013, Current as at Feb 2024

## REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Edited to be for escorting only with additional transport info as extra only</li> <li>• Updated references</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> <li>• Updated references</li> <li>• Addition of review table</li> </ul>		JAN 2025