

12.1 Travel & Excursion Safety

Policy: Lady Game Community Kindergarten will minimise risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of road safety and play safety.

Relevant Legislation: *Education and Care Services National Regulations 2011; 101, 102; Children and Young Persons (Care and Protection) Act 1998 (NSW); Occupational Health and Safety Act 2000 and Regulations 2001 (NSW); Australian Road Rules 1999; Road Transport Regulation 1999 (NSW).*

Practices:

To minimise risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children of traffic and play safety, the Kindergarten will:

Excursion Planning

- **Ensure educators have parents' consent** for all children going on an excursion or leaving the Kindergarten on each occasion, and ensure educators have emergency phone numbers, a mobile phone, and a first aid kit.
- **Plan excursion travel, routes and locations that are safest**, plan the safest route of travel and check the location for safety hazards in advance or when arriving.
- **Minimise using cars** for taking children on excursions, preferably walk if the route is safe or use vehicles with professionally fitted child restraints and/or seatbelts.
- **Visit the excursion site prior to the visit and carry out an Excursion Risk Evaluation Checklist.** This includes identification of access, entry and exit points, utilities, food areas, availability of toilets, availability of water to drink and to wash hands, shade.
- **Be aware that the staff-child ratios is 1 adult for each 5 children** for excursions, travelling in motor vehicles, walking in the road traffic environment, and crossing roads.

Passenger Safety

- **Ensure all vehicles have child restraints and/or seatbelts** that are appropriate for the age and weight of each child, that conform to Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

- **Always buckle up children's seatbelts.** Keep children occupied when travelling in vehicles to help prevent children unbuckling their seatbelt e.g. sing songs, play simple games and talk about the journey.
- **Ensure as far as practicable child passengers enter and exit the car by the 'safety door'**, which is the rear, left hand side door of the car. The Early Childhood Road Safety Education Program can be contacted on (02) 9850 9882 to obtain a free resource order from to order safety door stickers.
- **Ensure there are no loose or sharp objects** inside the car that could cause injury if an accident occurs.
- **Avoid taking pets** with the children or ensure they are separated from the children.

Pedestrian Safety

- **The NSW Roads and Traffic authority recommends when walking with children up to age 8 years in a traffic environment** (eg. roads, pedestrian crossings, bicycle tracks, footpaths, driveways, and car parks), **all children hold an adult's hand.** If an adult's hand is not available, children should hold onto a pram, stroller, wheelchair, bag, or clothing, and should be kept in sight of an adult (ie. not walking behind).
- **Make a risk assessment of the excursion and traffic environment** likely to be encountered on a planned excursion, and use strategies such as choosing the safest route, choosing locations with minimal or no traffic, and taking extra staff or volunteer staff on excursions.
- **Promote awareness in children of road safety and play safety** by using a walking commentary about all things you are doing to keep safe while on excursions and when out walking.

Safe Play on Excursions

- **Choose a safe place for children to play** when on excursions. Playgrounds should be fenced, away from water and traffic hazards, and the play equipment must be safe and age appropriate.
- **Prevent children from playing with or going near dogs** and other animals.
- **Ensure children are protected from sun exposure** with appropriate clothing, hats, sunscreen, sunglasses and drinking water.

Supervision

- **Ensure children are supervised at all times with staff-child ratios of 1 adult for each 5 children** and be alert to all children's whereabouts, activities and safety.
- **Never leave children alone in motor vehicles** or standing alone by the side of the road or road crossings.

Emergency Precautions

- **Ensure educators have a first aid kit**, emergency phone numbers, and a mobile phone.
- **Be aware of the extra precautions that might be needed for children with a disability or medical problems**, such as having sweetened drinks or food in case of hypoglycaemia in a child with diabetes, an emergency medical kit for children with food, bee or other insect allergies. Always have plenty of water to drink.