



## **Bus Arrival and Departure Policy**

### **QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY**

#### **Goals / What are we going to do?**

To Ensure the safety of the children who utilise the school bus services to and / or from the Centre and to ensure that a child is never accidentally left on a bus. To ensure that we have clear instructions from the parents as to when a child is on a bus and when the child is a pickup.

The Centre does not involve itself with the organising of children utilising the Tottenham Central School buses. This is an arrangement between the family and the bus owner/operator.

#### **Procedure for bus arrivals and departures**

##### ***Arrivals***

- ◁ Buses arrive at the Centre from 8:25am.
- ◁ Buses stop at the front of the building.
- ◁ Staff members collect the child/children from the bus and escort them on to the grounds and into the building. Staff members enter the time of arrival next to the child's name in the sign-in book
- ◁ Staff help the child to organise their belongings and direct them to an activity.
- ◁ If there are any alterations to their pick-up routine, the Centre must be notified prior to bus pick up by a phone call from an authorized contact on that child's enrolment form.

##### ***Departures***

- ◁ Buses arrive to collect children any time from 3:00pm at the front of the Centre.
- ◁ Staff members keep watch for buses. The child/children is/are then escorted from the building and onto the bus by a staff member.
- ◁ Staff members then sign the child out of the Centre and indicate the time in the sign-in book.
- ◁ Staff members will contact parents immediately if a bus fails to collect child/children at the Centre. Parents are responsible for the collection of children.

◁ Staff sign the bottom of the sign in sheet at the end of each day to confirm that all children have been collected by an authorized person or placed on a bus and that no child remains at the Centre.

## **Non-arrival of a child (expected on a bus) Procedure**

If a child has not arrived on the bus at the Centre within the anticipated timeframe, no later than 9.00am, and no prior communication has been received from the child's authorised contact person (parent/guardian), the Responsible Person on the day will immediately implement the following procedure to contact the family or families of absent child/ren and ascertain the reason for the absence.

- ◁ The mobile phone numbers of the family will be attempted (leave a message if no response).
- ◁ Contact will be attempted on the landline phone connection (leave a message if no response).
- ◁ Ring Tottenham Central School to check the bus is not late.
- ◁ Ring the contact person for that bus run.
- ◁ Continue to ring the contact details of an authorised contact (parent/ guardian).
- ◁ If after 15 minutes, no response has been received from any of the above attempts, the emergency contact people listed on the child's enrolment form will be contacted.

The incident and all actions will be recorded on the sign in sheet and any further information will be recorded in the Centre diary. The Nominated Supervisor will follow Education and Care Services National Regulation requirements.

◁ It is the responsibility of parents to make arrangements with the local bus drivers for their child/children to travel to/from the Centre.

◁ It is preferable that children under three years of age not travel by school bus unless the Centre Nominated Supervisor has been informed.

◁ Parents must give written permission, including all known drivers, to the Centre staff prior to bus travel. This is to be kept with the children's enrolment details.

◁ Staff must be aware of all children who will be using the school bus services as a means of travel to/from the Centre **prior** to their travel. Parents must indicate on the bus form if and when their child will be using the bus. **If bus travel arrangements change from week to week a call is necessary to the Centre.**

◁ Staff will include bus safety in their program throughout the year.

*Signatures on sign in sheet:*

The Education and Care Services National Regulations consents to staff signing in/out and noting your child's arrival and departure times.

It should be noted that bus services are not required or paid to deliver or collect students to our Centre, but they do it as a community service.

## **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **RELATED GUIDELINES, STANDARDS, FRAMEWORKS**

◁ National Quality Standard, Standard 2.12

### **SOURCES**

◁ Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Ratified Date: March 2020**

**Reviewed: February 2023**