

APPENDIX A:

Procedure for supervision of school buses



AM

Bus duty

Rostered staff must assist with the unloading of students in the mornings and in manning doors and gates. The first staff member to a bus should take responsibility for marking students off the bus as they alight. Only the three buses immediately in front of the school are to be unloaded. The other buses should wait and proceed around as others depart.

Berwick Bus Lines buses – staff will hand the tablet to DVS staff who need to log in using a fob (obtained from the office) Students can then be tagged off as they exit the bus.

Ventura buses- bus staff will tag students off as they exit the bus. DVS staff should use the list on the clipboard to mark students present.

In the event of disagreement about the absence of a student the staff member should hold the bus until such time as the student's presence at school is confirmed.

Bag tags

All students who travel on one of the school buses have a bus tag on their school bag indicating the level of support required.

Students with red tags must be escorted off the bus and taken directly to their classrooms.

Students with orange tags must be supervised – staff should ensure they are in the school grounds and heading in the right direction.

Students with green tags can make their own way to their classrooms.

Electronic scanning device

Each bus is fitted with an electronic scanning device that enables bus staff to walk to the internal rear of the bus to ensure that the vehicle is clear of students and property. Bus staff then scan a fitted card reader that electronically records that the visual inspection has been completed.

Bus staff must complete this activity prior to departing the school in the morning and again at the end of the afternoon service.

When the fitted card reader has been scanned, the electronic student manifest device will record that the bus is cleared of students and property, enabling the bus staff to continue to their next destination. The STU, when required, can audit the completion rates of the scanning devices.

School staff duties

To further strengthen safety for students, school staff are also required to confirm that the bus service is clear of students (walk the bus) prior to the bus departing the school after the morning service.

PM

School staff are responsible for escorting their students to the buses in the afternoons.

All rostered/available staff should assist with marking students onto the buses using either the electronic tablet (BBL) or the checklist on the clipboard (Ventura)



Any queries regarding students who have departed early or are not travelling for any reason should be directed to the front office.

SDTP online learning module

The Department has developed an SDTP online learning module to educate school and bus staff about their roles and responsibilities under the program.

All school staff with a role in the SDTP should complete the module prior to the commencement of each school year or, for new staff, before they commence an SDTP related task.

For school staff, the module is available from the Department's Learning Management System, LearnED, through eduPay.

APPENDIX B:

Missing Child Checklist



INITIAL RESPONSE

First staff member who discovers a child missing **MUST**:

1. Call the office

2. State: “ is missing “

Allocated Tasks

1. Search co-ordinated from Front Office by **Rhonda/Kim/Michael W.** First 20 staff to front office to take maps and search allocated areas.
2. Staff at lunch (in staff room or classrooms) to join the search, some to the front of the school, others to the classroom, playground areas, garage, car park and Hydrotherapy Centre as allocated by co-ordination. Staff in street, take a mobile phone. Staff on duty to remain in the yard.
3. Staff may be asked to cover yard duty of senior personnel: **Rhonda, Michael. W, Kim, and Fiona.**
4. Phone calls to Fountain Gate Primary School (9703 1187) and Fountain Gate Secondary College (9796 6839)
5. Message over loudspeaker when the child is found – (external speakers as well as internal) – e.g. “Emergency Over”. Staff searching in streets notified by mobile phone.
6. **If child is not found immediately – Rhonda, Kim and Michael W.** to co-ordinate the following:
 - a) Identify witnesses and take details in writing: **Kim/Michael**
 - b) Staff on yard duty to remain supervising students until directed to return to classrooms.
 - c) Telephone:

Police 000:	Michael W/Kim
Parents:	Rhonda Fletcher
Emergency Management (1800 126 126):	Pam Blackburn
 - d) Parents to be met if necessary: **Rhonda, Kim or Michael W.**
 - e) Information re, medical status to be taken from file to give to the police if necessary: - **Pam/Bec**
 - f) **Rhonda, Kim and/or Michael W.** to remain at school after hours until information received about recovery of the missing child.

Missing Child Recovery Action Checklist

We will have an impromptu staff meeting when appropriate.

IF MISSING CHILD NOT RECOVERED

Tasks for Principal may include:

- Letter or phone call to parents of those most affected.
- Whole school letter to go out that afternoon if required
- on going liaison with appropriate outside agencies
- Make sure written record, critical incident and accident form is completed.
- Memorial Service arrangements if necessary.

Support for classrooms:

- Therapy sessions may be cancelled and staff used to assist in classrooms

Classroom/staff group to be kept together. Therapy staff to mind class if teacher unable to return to class.