

TRAVEL POLICY & PROCEDURE

Wildlings Pte Ltd

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1. POLICY STATEMENT

Travel is an integral part of the outdoor education experiences offered by Wildlings, providing children with the opportunity to explore diverse natural environments and engage in enriching educational activities outside their usual settings. We travel to a range of natural and outdoor settings across Singapore — including our Eco Centre at West Coast Park, the field and playground near our Dempsey site, school grounds, and public parks, beaches and islands such as Pasir Ris, Changi Beach, East Coast Park and Pulau Ubin — allowing participants to experience real-world applications of environmental education and fostering a deeper connection with nature.

2. PURPOSE OF TRAVEL

- **Educational Enhancement.** Travelling to various outdoor environments enhances the learning experience by exposing participants to different ecosystems and conservation practices.
- **Skill Development.** Each location offers unique challenges and learning opportunities that contribute to the development of skills including teamwork, problem-solving, and environmental stewardship.
- **Group Cohesion.** Taking children outside of their normal environment removes barriers and encourages interaction through shared experiences.

3. MODES OF TRAVEL

- **On Foot.** For nearby destinations, such as the field behind our Dempsey site and the nearby Secret Jungle Den, travel is conducted on foot under strict supervision.
- **Private Chartered Bus.** For further locations, transport is arranged via chartered bus services equipped with necessary safety features such as seatbelts.
- **Booked Vehicle (minibus, taxi or private-hire car).** For scheduled transfers between our sites — in particular the daily West Coast Park to Dempsey Camp Extension transfer — children travel in a booked vehicle, always accompanied by a Wildlings member of staff.
- **By Boat (Bumboat or Ferry).** For island and water destinations such as Pulau Ubin, travel is by licensed bumboat or ferry, with a life jacket worn by everyone for the whole crossing and enhanced supervision near water.

4. TRAVEL PROCEDURES

4.1 General Procedures

- **Pre-travel preparation.** Before every trip staff:
 - Conduct a safety check of the planned route or transport method.

- Ensure all necessary equipment, including a first aid kit and a mobile phone with emergency contacts (available through Wix app), is prepared.
- Conduct a briefing with participants to review travel safety rules and expectations.
- **Headcounts.** A headcount is taken before departure, at every change of location or transport, and on arrival at each destination and on return.
- **Stay together.** The group travels and stays together under supervision. No child is left behind, sent on ahead, or separated from the group, and no child is ever transported unaccompanied.
- **Missing child.** If a child cannot be accounted for, staff begin the missing-child procedure at once, search the immediate area, and notify a Child Safeguarding Lead without delay.
- **Weather and welfare.** Trips are planned around the weather. Staff carry drinking water, sun protection and a first aid kit, and monitor children for heat, fatigue and hydration.

4.2 On Foot

- **Formation and supervision.** Sunbirds and Hornbills Children are assigned a buddy before travel commences and are reminded to check on their buddy regularly.
 - Children travel together in one group, walking in pairs where needed by narrow pathways near roads or the car park at Core Collective.
 - A minimum of two supervisors accompany the children: one at the front, one at the rear, and, if available, one in the middle of the line.
 - Regular headcounts are conducted: before leaving, during travel, and upon arrival.

4.3 By Private Chartered Bus

- **Parental consent.** Parents must consent to travel outside of Wildlings via a bus through a signed consent form.
- **Safety during bus travel.** The bus is equipped with functional seatbelts for all passengers.
 - Children are divided into smaller groups to manage and monitor more effectively at the destination.
 - The visit lead carries a mobile phone with all emergency contacts readily available.

4.4 By Booked Vehicle — West Coast Park to Dempsey Camp Extension Transfer

- **What this covers.** The West Coast Park to Dempsey Camp Extension transfer is a booked, paid service for children attending a West Coast Park morning camp who are also enrolled in the Dempsey Camp Extension. It runs on the advertised camp-extension weeks, departing West Coast Park at around 12:30pm and arriving at Dempsey (27A Loewen Road) for the afternoon programme.
- **A member of staff always travels with the children.** Every transfer is accompanied by a named Wildlings member of staff who boards the vehicle with the children, stays with them for the whole journey, and hands them over on arrival. This is the core safeguard of the service.
- **Children are never transported unaccompanied.** Sending a child alone in a taxi, private-hire or ride-share car is prohibited in all circumstances — regardless of time pressure, staffing, cost or logistics. Instructing a driver to check for a Wildlings staff member at the other end is not a substitute for an accompanying adult and must never be used in place of one.
- **Check the roll against Wix before travel.** Before departure, staff check every child booked onto the transfer against the day's confirmed list, verified against Wix (our source of truth) before issuing to the camp team, and take a headcount. A late or last-minute booking is confirmed in Wix and added to the

roll before travel — a child booked for the transfer is never left behind, and a child who is not booked is never sent.

- **Seating and capacity.** The vehicle must provide a seat, with a seatbelt where fitted, for every child and for the accompanying staff member. If there are more children than seats, a second staffed vehicle is booked. Children are never carried without a seat or without staff.
- **Visual Evidence:** Photographic and video evidence of the safe, compliant transfer is taken on the accompanying staff member's phone and sent to the Camp Manager.
- **Headcount and handover at Dempsey.** A second headcount is taken on arrival. The accompanying staff member hands the children directly to a named Wildlings staff member at Dempsey; children are released only to Wildlings staff, or to an authorised parent or carer whose identity is confirmed.
- **Communication.** The accompanying staff member carries a charged mobile phone with emergency contacts. Where the vehicle is booked through an app, the live trip is shared with the receiving site so arrival can be monitored.
- **Records and incidents.** The transfer is logged. Any incident is reported under the Accident and Incident Reporting Procedure and assessed under the Child Safeguarding Policy severity scale.

4.5 By Boat — Bumboat or Ferry (e.g. Pulau Ubin)

- **Consent.** Written parental consent (the Travel Permission Form) is obtained before any island or water-based trip.
- **Life jackets.** Every child and every staff member wears an approved, correctly fitted personal flotation device (life jacket) for the entire crossing.
- **Licensed operator and conditions.** Only licensed bumboat or ferry operators are used. Staff check the weather and water conditions before travelling and do not sail in adverse conditions.
- **Boarding.** Children board and disembark one at a time, holding a handrail or a staff member's hand. A staff member boards first and a staff member boards last, so no child is on the jetty or gangway unsupervised.
- **Headcounts near water.** A headcount is taken before boarding, once seated on the boat, immediately on disembarking, and repeated throughout the day. Staff are positioned at the front and rear of the group at all times.
- **In the water.** Children enter the water only during a planned, risk-assessed and supervised water activity, with the correct ratios, equipment and a designated lookout.
- **Emergencies.** The visit lead carries a charged phone with emergency contacts and knows the location of the nearest first aid and help point at the destination.

5. RESPONSIBILITIES

- **Visit Leads.** Responsible for enforcing safety rules, conducting headcounts, and managing emergency situations.
- **Parents.** Required to provide consent through indemnity/permission forms and ensure their children are prepared for the day's activities.
- **Administration.** Organise and confirm travel arrangements, ensure communication tools are in place, and handle logistical coordination.
- **Child Safeguarding Lead.** Informed of any serious incident during travel and responsible for any resulting inquiry.

6. COMPLIANCE AND MONITORING

- **Review and updates.** This policy is reviewed annually and updated based on participant feedback, changes in safety regulations, or operational needs.
- **Emergency procedures.** Detailed emergency response procedures are established and reviewed with staff regularly to ensure swift and efficient action in case of an incident.

Note: This policy was updated in July 2026 to include the scheduled West Coast Park to Dempsey Camp Extension transfer and travel by boat to island destinations such as Pulau Ubin.