



Safe Transportation of Children Policy

To be read in conjunction with: Education and Care Services National Law and Regulations: (1),85,98,99,100,101,102A,102B, 102C,102D,123,136,158,161,168, 168(2)(ga,),170,s165, s167. Links to National Quality Standard: Quality Area 2: Children’s Health And Safety 2.2, 2.2.1, 2.2.2	Version: 1.0 New Policy Last Amendment: Reviewed by: Janette Allen-Vie Date: 26/07/2021	Reviewed By: Date: Signature:
	Contact Officer: Janette Allen-Vie	Next Review: August 2022

Policy Section: 2 Children’s Health and Safety

Policy Title: Safe Transportation of Children Policy

Policy Statement:

Transportation of children is provided by our preschool at times as part of our program for purposes such as excursions. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our ensuring duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

Goals:

We aim to ensure that all children being educated and cared for by our preschool are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever the service is operating including providing transportation as part of our implementing our preschool program.

Scope:

This policy applies to children, families, staff, management and visitors of Brayside Community Preschool.

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Strategies:

The safety of children enrolled at our preschool is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures are implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments.

Definitions (effective 1 October 2020)

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing

Regular transportation: in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are *substantially* the same for each occasion on which the child is transported.

Written authorisation : authorisation 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. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and

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- d) if the authorisation is **not** for a regular transportation, the date the child is to be transported;
and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service;
and
- l) that written policies and procedures for transporting children are available at the education and care service.

Transport specific risk assessment

As per the Education and Care Services National Law, our preschool will *'ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury'* (Section 167).

Our Service will conduct comprehensive transport specific risk assessments to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)].

A risk assessment will be undertaken at least annually for *'regular transportation'* of children. Each time our preschool transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our preschool.

The following process guides our risk assessment process:

- **identify** any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- **assess** the risk of harm or potential harm using a risk matrix

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- **specify how the identified risks will be managed** by eliminating or minimizing the impact using control measures
- **evaluate** the current risk or potential harm by implementing control measures
- **review** and monitor the risk or potential harm to ensure it continues to be managed as a low risk

source: Risk assessment and management ACECQA (2020)

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport; and
- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) the process for entering and exiting-
 - i. the education and care service premises; and
 - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- the experience of the driver and licensing conditions for the vehicle
- the age, ability, needs and skills of children being transported (non-ambulant)
- the experience of adults involved in transportation and their capacity for supervising children
- movement of children between the vehicle and venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication to/from the vehicle- mobile phone reception
- health needs of all children and adults

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- first aid provision and management of illness, injuries and emergencies
- child safe practices.

source: NSW Government Kids and Traffic (2020)

Management/ Nominated Supervisor/Responsible Person will ensure:

- all staff are inducted in the *Safe Transportation Policy* and procedure and have completed practical training
- a copy of any training is kept at the Service
- risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- risk assessments for ‘regular transportation’ are evaluated regularly to ensure potential risks are identified and managed
- any updates to procedures are clearly communicated to all staff
- rehearsals for transportation of children are conducted throughout the year as ‘best practice’
- risk assessments for ‘regular transportation’ are reviewed at least annually
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- adequate supervision is provided (see below)
- compliance with first aid requirements of Regulation 136 is met at all times
- parents/guardians complete a written authorisation for transportation of their child and a copy of this is filed in the child’s enrolment record
- children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- Children’s attendance is checked against an accurate attendance record showing when children are within the care of the service. The record of attendance must record the time that the child arrives and departs the service and signed by the nominated supervisor or educator
- children’s attendance is checked by the supervising educator/staff before departure from the designated pick up location and marked as present as they disembark from the vehicle
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children exit the vehicle using the ‘safety door’

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- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to NSW Road Rules and Road Transport Act
- children are never left unattended in the vehicle
- education on road safety for children is included in our preschool’s programming (for example Kids and Traffic)
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- a working mobile phone or other similar means of communication to communicate with the preschool, parents/carers is provided in case of emergency
- a list of emergency contact numbers for the children being transported is available
- every effort will be made to notify parents/carers of delays returning to the preschool if applicable
- the person driving the vehicle/bus holds a current Australian driver’s licence
- any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy*.

Management/Nominated Supervisor/Responsible Person will ensure:

- adequate supervision is provided when children are being transported. Consideration must include:
 - the number, age and ability of children
 - visibility and accessibility
 - physical positioning of educators
 - risks related to the mode of transportation (including travel on foot)
 - risks in the environment, location and while travelling
 - the experience, knowledge and skill of each educator
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans and risk assessments for individual children
- educators are aware of emergency procedures in case of an incident, injury or illness of a child
- at least one staff member accompanying children during transportation holds:
 - an approved first aid qualification and

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- a current approved anaphylaxis management training qualification and
- an approved emergency asthma management training qualification.

Picking up children and during transportation

- the vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- a 'head count' and check of the children's attendance record is made by the supervising educator/staff member as children assemble in a predetermined location prior to boarding
- children are continuously supervised during transportation by a designated educator/staff member sitting in a location that provides clear vision of all children
- children are to remain seated and secured in appropriate child restraints until the vehicle/bus has completely stopped
- the designated driver of the vehicle/bus complies with all appropriate road, safety and transport regulations
- under no circumstances will the driver of the vehicle/bus and educators supervising the children use handheld mobile phones unless safely parked
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- the designated driver of the vehicle has the right, *if required* to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner.

Dropping off children

- the driver must park the vehicle in a safe location close to the entry to the preschool or location
- children are to remain seated until the vehicle/bus has completely stopped
- a designated educator/staff member will assist children to safely disembark the vehicle/bus
- children will exit the vehicle/bus using the 'safety door' or door located near the kerb
- a 'head count' of children against the attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location at the end of the journey and verified by a witness
- educators/staff conduct a final sweep of the vehicle/bus, checking on and under seats to ensure there are no children or belongings left behind

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- once inside (or on location) the children are signed in which will provide an additional attendance check to confirm all are present
- educators record the time when children are signed in to the preschool or other venue (these must not be pre-filled. Children should
- only be signed in upon being seen).

Educator/driver will ensure:

- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- they adhere to the road rules and regulations mandated by law within NSW
- children remain seated and do not behave in a dangerous or inappropriate manner
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working mobile phone is taken in case of an emergency
- a fully equipped first aid kit is easily accessible
- educators/drivers wear a high visibility vest
- once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind

Families will:

- adhere to our preschool *Arrival and Departure Policy* and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with management/nominated supervisor as soon as they are aware.
- ensure written permission for transportation of their child by the preschool is granted by either the parent or authorised nominee named in the child’s enrolment record
- update emergency contact numbers regularly

Resources:

Childcare Centre Desktop

Safe Transportation of Children Module

- Transporting Children Risk Assessment Template
- Safe Transportation Procedure

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- Transportation Pick Up/Drop Off Checklist

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

Sources:

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.
 Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011)
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 2020).
 Kids and Traffic Early Childhood Road Safety Education Program (NSW)
 Revised National Quality Standard. (2018).
 Road Transport (Safety & Traffic Management) Act 1999.
 Queensland Government Early Childhood Education and Care (2021) [Guidelines for health and safety- Transportation](#)
 Vic Roads- Primary school road safety education resources

Links to other policies:

Arrival and Departure Policy First Aid Policy Interactions with Children Policy Child Protection Policy Providing a Child Safe Environment Policy Emergency and Evacuation Policy	Enrolment Policy Excursion Policy Incident, Injury, Trauma and Illness Policy Record Keeping Policy Responsible Persons Policy Work Health and Safety Policy
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Policy review:

Version	Action	Date