
Policy Statement

Our Organisation is committed to ensuring the health, safety and wellbeing of children while transporting them to and from the Service and School and to and from the Service to excursion venues. The Service regularly transports children as part of providing the Education and Care Service. The aim of this Policy is to inform all Educators, families and other stakeholders of their responsibilities to ensure children's safety and protecting them from harm and hazards during periods of transportation. We recognise that transporting children provides opportunities for strengthening connections between children, Educators, families and the community and for extending children's learning.

Transportation Risk Assessment:

- ✓ A Risk Assessment must be completed before authorisation of any transportation is requested.
- ✓ The Risk Assessment will be titled Transport Risk Assessment.
- ✓ The Risk Assessment must identify and assess risks that the transportation of a child may pose to the health, safety and wellbeing of a child and outline steps to manage and minimise them.
- ✓ Consideration will be given to elements such as:
 - the route and duration of transportation
 - collection and delivery locations
 - means of transport
 - requirements for seatbelts and safety restraints
 - number of children and Educators involved in the transportation
 - number of Educators appropriate to provide supervision
 - items required to be available while transporting e.g. mobile phone, emergency contact list, first aid kit
 - process for entering and exiting the Service, excursion venue or other collection or delivery location
 - procedures for accounting for children when embarking and disembarking the vehicle
- ✓ The Approved Provider will ensure the number of children being educated and cared for by the Service does not exceed the maximum number of children specified in the Service approval no matter where the children are located, including while they are being transported by the Service.

Authorisations for Transportation:

- ✓ Authorisation for a child to be transported must be given by a parent or authorised nominee on the child's enrolment record as having authority to authorise transportation of a child.
- ✓ The authorisation must state the information listed below:
 - child's name
 - reason for transportation
 - if the authorisation is for regular transportation, a description of when the child is to be transported
 - if the authorisation is not for regular transportation, the date the child is to be transported
 - a description of the proposed pick up location and destination
 - means of transport
 - period of time during which the child is to be transported
 - anticipated number of children likely to be transported
 - anticipated number of Educators who will accompany and supervise the children during the transportation
 - any requirements for seat belts or safety restraints
 - risk assessment has been prepared and is available at the Service
 - written Policies and procedures for transporting children are available at the Service

Transporting children by foot the Educator in charge will:

- ✓ Ensure that a Risk Assessment has been carried out detailing the route that Educators and children will be taking. The Risk Assessment will be made available to families, children and Educators.
- ✓ Ensure children cross the road at the crossing or lights when available, and obey the road rules.
- ✓ Keep children together as a group and walk in line on pavement. Educators are to remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.
- ✓ Take appropriate wet weather gear, jackets or sun hats to use as required.
- ✓ Encourage children to have a water bottle available.
- ✓ First aid kit.
- ✓ Service mobile phone is available at all times and is fully charged and has Service contact and Emergency contact details.
- ✓ A wet weather meeting place will be established for regular outings when travelling by foot.
- ✓ Educators are to carry additional wet weather gear for children who do not have any wet weather gear. The cost will be added to family account as per Fee Policy.
- ✓ If very extreme weather, Educators and children may need to seek cover inside, then travel when safe to do so. The Coordinator or Manager must be informed if this occurs.

Procedures for Regular Transportation – Bus to and from Service and School:

- ✓ Educators will conduct a Transport Risk Assessment specific to transporting children and implement appropriate risk management and minimisation strategies.
- ✓ The Transport Policy and procedures, and the Transport Risk Assessment is available at our Service and on our Website.
- ✓ For Regular Transportation, a Risk Assessment will be conducted every 12 months or when circumstances relating to transportation significantly change.
- ✓ Families must be informed of all travel arrangements, prior to children travelling on any journey.
- ✓ No child will be transported without written authorisation from a parent or an authorised nominee.
- ✓ For Regular Transportation, authorisation from a parent or authorised nominee will be obtained annually or when the Risk Assessment is amended.
- ✓ All Educators responsible for transporting children will be trained in their responsibilities to implement the Transport Policy and procedures and the Transport Risk Assessment.
- ✓ Before travelling in the vehicle, Educators will ensure that when seat belts are fitted, children have them properly secured. Children travelling on buses (12 seats or more) are not legally required to use a child restraint or booster seat.
- ✓ When dropping off or collecting children, wherever possible, the vehicle should park in accordance to road rules and in a location, which does not require children to cross roads.
- ✓ Educators will engage children in establishing and implementing travel behaviour rules at a developmentally appropriate level. Rules will be focused on being safe, respectful and responsible to reflect the Child Behaviour Management Policy.
- ✓ Transport attendance records will be maintained to ensure they are accurate and current for each regular transport run. Records will include:
 - list of children being transported
 - photograph of each child being transported
 - provision for recording the date and time each child's entry to and exit from the vehicle and their arrival at or departure from the Service
 - provision for the signature of the Educator delivering or collecting the child
 - full name of the Educator in charge of conducting the transport run
 - verification that the vehicle has been checked and cleared of children at the conclusion of the transport run
- ✓ Vehicles used to transport children will contain:
 - transportation checklist
 - a fully stocked first aid kit
 - medication, medical management plans and risk assessments for individual children
 - a charged mobile phone with Service contact and emergency contact details
 - emergency contact details for children and Educators being transported

- emergency response information including Emergency Policy and First Aid - Management Incident, Injury, Illness and Trauma Policy
- Safe Transportation of Children Policy
- Safe Transportation of Children Risk Assessment
- ✓ Children being transported will be accompanied by at least one Educator with approved and current:
 - First aid qualifications, and
 - Anaphylaxis management training, and
 - Emergency asthma management training
- ✓ For vehicles seating more than 12 people, the driver will be supported by at least one additional Educator to ensure adequate supervision of children in transit. The number of supervising Educators required will be determined by the Transport Risk Assessment.
- ✓ The Approved Provider will ensure the number of children being educated and cared for by the Service does not exceed the maximum number of children specified in the Service Approval no matter where the children are located, including while they are being transported by the Service.

Procedures for Transportation on Excursions – chartered Transport:

- ✓ Prior to an Excursion a Transport Risk Assessment and implementation of appropriate risk management and minimisation strategies will be created.
- ✓ A Risk Assessment will be undertaken each time transportation is proposed for an excursion.
- ✓ All children travelling from the Service to another external venue must have written consent from their parent or authorised nominee.
- ✓ Wherever possible, for the safety of the children, the Service will hire chartered transport when taking children out of the Service on excursions.
- ✓ Any vehicles used by the Service will comply with current Service NSW Legislation.
- ✓ Educators are to ensure to the best of their ability, that the driver of the vehicle is not under the influence of alcohol or drugs.
- ✓ If an Educator has concerns about the state of the vehicle or the condition of the driver, they are to voice these concerns to the Responsible Person. The Responsible Person in charge is to assess the situation and cancel the trip if the concerns are valid.
- ✓ All drivers will hold the appropriate driver's licence for the vehicle they are driving.
- ✓ Before travelling in the vehicle, Educators will ensure that when seat belts are fitted children have them properly secured. Children travelling on buses (12 seats or more) are not legally required to use a child restraint or booster seat.
- ✓ When dropping off or collecting children, wherever possible, the vehicle should park in accordance to road rules and in a location, which does not require children to cross roads.
- ✓ Educators are to ensure that children remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.
- ✓ In case of an emergency, if safe to do so, the children shall be instructed to stay with the vehicle until assistance arrives. If site is unsafe, the Responsible Person is to decide where to relocate the children in the safest manner possible.
- ✓ A list of names of children, Educators and volunteers travelling is taken, one copy is to go with the children and one copy is to stay at the Service.
- ✓ While transporting children on Excursions, the Responsible Person will ensure documentation and items, as stated in Procedures for Regular Transportation is available in the vehicle.

Transporting children by Public Transport the Educator in charge will:

- ✓ Ensure that a list of names of any children, Educators and volunteers travelling is taken, a copy is to stay at the Service.
- ✓ Ensure that a Risk Assessment has been carried out detailing the route and mode of transport that Educators and children will be taking. This Risk Assessment will be made available to families, children and Educators prior to the day of transportation.
- ✓ The Risk Assessment will consider the additional child protection risks posed by sharing transport with the members of the public.

Transport Policy –

Safe transportation of children

- ✓ Prior to using Public Transport, the Vacation Care Coordinator will review the Public Transport Services Timetable to ensure it suits the Organisation's departure times from each destination. Wherever possible, the Public Transport provider will be contacted to inform them that a group of children will be using their services that day.
- ✓ Ensure Service name, address and contact numbers are available.
- ✓ Conduct a head count on a regular basis:
 - prior to embarking
 - when embarking
 - when on board
 - when disembarking
 - after disembarking
 - an Educator will always be the last person to embark and disembark when using public transport.
- ✓ While transporting children by Public Transport, the Responsible Person will ensure documentation and items, as stated in Procedures for Regular Transportation is available.

Private Vehicle Transport:

Wherever possible, transportation of children in private vehicles should be avoided.

- ✓ The following will apply if private vehicle transport is used:
 - Vehicle is registered
 - Vehicle has comprehensive insurance
 - Vehicle is mechanically sound and tyres are in road worthy condition
 - Vehicle is equipped with seat belts
 - Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
 - Driver must hold a current full driver's licence
 - Driver will ensure that the fuel level is sufficient to undertake the journey
 - First aid kit shall be carried in the vehicle
 - A charged mobile phone with Service contact and emergency contact details
 - Driver ensures the number of passengers does not exceed the vehicle requirements

In the case of a vehicle breakdown the Educator in charge will: for public, private and chartered vehicles:

- ✓ When safe to do so, phone the Service to inform the Coordinator or Manager.
- ✓ The Staff in charge will discuss suitable alternative transport and organise for this to be undertaken.
- ✓ Ensure that the children are kept safe at all times.
- ✓ The Coordinator or Manager will inform parents/guardians of the breakdown and the alternate travel taken, if necessary.

In the case of a vehicle, train or bus accident the Educator in charge will: for public, private and chartered vehicles:

- ✓ Check on the welfare of children and Educators and provide first aid, comfort and support.
- ✓ Call emergency services, if required.
- ✓ Implement all other actions in accordance with Service's Emergency and First Aid Management Incident, Injury and Trauma Policies.
- ✓ Take the required details of the other driver involved:
 - name
 - contact phone numbers
 - registration number
 - driver's licence
 - Insurance
 - if safe to do so, take photos of any damage made to either vehicle.
- ✓ Phone the Service to inform the Coordinator or Manager and organise alternative transport.
- ✓ Complete an accident report on return to the Service.

Transport Policy – Safe transportation of children

- ✓ The Coordinator or Manager will inform parents/ guardians of the incident as soon as it is possible; the main priority is attending to the injured and contacting emergency services.
- ✓ The Nominated Supervisor will inform the Regulatory Authority within 24 hours of the incident taking place.

Considerations

Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements
174	Offence to fail to notify certain information to Regulatory Authority
301	National regulations

Education and Care Services National Regulations

Reg 86	Notification to parents of incident, injury, trauma and illness
Reg 99	Children leaving the education and care service premises
Reg 100	Risk assessment must be conducted before excursion
Reg 101	Conduct of risk assessment for excursion
Reg 102	Authorisation for excursions
Reg 102A	Application of Division
Reg 102B	Transport risk assessment must be conducted before service transports child
Reg 102C	Conduct of risk assessment for transporting of children by the education and care service
Reg 102D	Authorisation for service to transport children
Reg 174	Time to notify certain circumstances to Regulatory Authority

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.2 Safety	2.2.1 Supervision
		2.2.2 Incident and emergency management
		2.2.3 Child Protection
QA 4 Staffing Arrangements	4.1 Staffing	4.1.1 Organisation of educators
QA 7 Governance and management	7.1 Governance	7.1.2 Management systems
		7.1.3 Roles and Responsibilities

Activity Centres Inc. Policies and Procedures

Acceptance and Refusal of Authorisation Policy	First Aid Policy - Management of Incident, Injury, Illness and Trauma
Child Behaviour Management Policy	Medical Conditions Policy
Child Protection Policy	Medication Administration Policy
Child Safe Environment Policy	Pick Up and Drop Off Policy
Emergency Policy	Responsible Person Policy
Enrolment Policy	Staff Child Ratio Policy
Excursion Policy	Supervision Policy



Transport Policy – Safe transportation of children

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> • Children interact verbally and non-verbally with others for a range of purposes

Legislation

NSW Road Rules 2014	
Passenger Transport Act 2014	
Service NSW - Driving and transport	
Transport for NSW - Centre for Road Safety	

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 16 March 2021

Safe Transportation of Children Policy is to be reviewed by the 16 March 2023