

Transport Policy –

Safe transportation of children

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.

Transportation Risk Assessment:

- ✓ Risk Assessment will be titled Transport Risk Assessment.
- ✓ 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, destination and duration of transportation
 - water hazards
 - risked associated with water based activities
 - 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

Authorisations for Transportation:

- ✓ Written authorisation must be given by a parent or authorised nominee to authorise the child being transported by the Service or on transportation arranged by the Service.
- ✓ 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
 - if the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period

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 or other means of communication are available and have Service contact.

Transport Policy –

Safe transportation of children

- ✓ 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.
- ✓ Transport Policy and procedures, and the Transport Risk Assessment is available at the Service and on website.
- ✓ For regular transportation, a Risk Assessment will be conducted every 12 months or when circumstances relating to transportation significantly change.
- ✓ No child will be transported without written authorisation from a parent or an authorised nominee.
- ✓ For regular transportation, written 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, Transport Risk Assessment, Regular Transportation of Children Daily Safety Checklist and Children Embarking and Disembarking the Vehicle for Regular Transportation.
- ✓ A Staff Member (other than the driver) will complete Regular Transportation of Children Daily Safety Checklist and Children Embarking and Disembarking the Vehicle for Regular Transportation and:
 - must be present when children embark and disembark a vehicle at the Service premises
 - account for each child when they embark and disembark a vehicle at the Service premises
 - complete a check of the interior of the vehicle after all children have disembarked at the Service premises to ensure there are no children left on the vehicle
- ✓ 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
 - 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 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 Policy – Management of Incident, Injury, Illness and Trauma Policy
 - Transport Policy - Safe Transportation of Children
 - Transport 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

Transport Policy –

Safe transportation of children

- 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.
- ✓ Manager/Assistant Manager 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 Children using Public Transport to and from the Service:

- ✓ Children using the Service that require Public Transport to and from the Service during the School Term do so at their own risk.
- ✓ An Educator will be present at the designated Bus Stop when children depart from the Service after a session and arrive to attend the current session.
- ✓ Drop off and pick ups will be for predetermined regularly scheduled bus services.

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. Responsible Person 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.
- ✓ All Educators responsible for transporting children will be trained in their responsibilities to implement the Transport Policy and procedures, Transport Risk Assessment, Single Trip Transportation of Children Safety Checklist and Children Embarking and Disembarking the Vehicle for Single Trip Transportation form.
- ✓ A Staff Member (other than the driver) will complete Single Trip Transportation of Children Daily Safety Checklist and Children Embarking and Disembarking the Vehicle for Single Trip Transportation form and:
 - must be present when children embark and disembark a vehicle at the Service premises
 - account for each child when they embark and disembark a vehicle at the Service premises
 - complete a check of the interior of the vehicle after all children have disembarked at the Service premises to ensure there are no children left on the vehicle
- ✓ 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.
- ✓ Vehicles used to transport children will contain:
 - transportation checklist and forms

Transport Policy –

Safe transportation of children

- a fully stocked first aid kit
 - medication, Medical Management Plans and Risk Minimisation Plan 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 Policy - Management of Incident, Injury, Illness and Trauma Policy
 - Transport Policy - Safe Transportation of Children
 - Transport 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

Transporting children by Public Transport on an Excursion, 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.
- ✓ 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 are 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

Transport Policy –

Safe transportation of children

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.
- ✓ 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 Policy and First Aid Policy - Management of Incident, Injury, Illness and Trauma.
- ✓ 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.
- ✓ 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.

Record Keeping Requirements

- ✓ These records must be kept until the end of three years after the last date on which the child was educated and cared for by the Service.

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 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notification to parents of incident, injury, trauma and illness
Reg 87	Incident, injury, trauma and illness policies and procedures
Reg 89	First Aid Kits
Reg 95	Procedure for administration of medication
Reg 96	Self-administration of medication
Reg 98	Telephone or other communication equipment
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

Transport Policy –

Safe transportation of children

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 102E	Children embarking a means of transport – centre-based service
Reg 102F	Children disembarking a means of transport – centre based service
Reg 136	First aid qualifications
Reg 161	Authority to be kept in enrolment record
Reg 162	Health information to be kept in enrolment record
Reg 168	Education and Care service must have policies and procedures

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

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

Early Years Learning Framework

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

Transport Policy – Safe transportation of children

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

Endorsed by the Management Committee on 31 May 2023
Transport Policy - Safe Transportation of Children is to be reviewed by 31 May 2028