

## Policy statement

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It is a service's legal responsibility to ensure the safety, health and wellbeing of all children who are attending the service and being transported by the service. It is the right of the child to be protected from harm and hazards throughout the transportation process. The service considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment.

The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimisation strategies. Children will be closely supervised by the educators throughout the whole transportation process. Written authorisation must be received by each parent/carer before any child is allowed to be transported. The National Law and Regulations and other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times.

The service recognises that transporting children provides opportunities for strengthening connections between children, educators, families and the community and for extending children's learning. The service will utilise travel time to enhance relationships and outcomes for children.

## Strategies and practices:

A copy of the Safe Transportation of Children Policy will be readily available to all educators, families and visitors who enter the service. Educators will be provided with opportunities to be involved in the review of this policy and any educator attending an excursion whereby transportation is required, will be asked to read the policy to ensure they are aware of the

## Procedure

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- In compliance with Regulation 168(2) (ga) all education and care services must have policies and procedures for the safe transportation of children. As part of the Safe Transportation of Children Policy, Gidgillys will undertake a Risk Assessment.
- Risks should be evaluated each time children are transported unless transportation is considered regular. What this means is that the service will conduct one risk assessment every 12 months if information within the risk assessment has not changed. This includes route information, transport providers and destinations. The education and care service must identify and assess risks that the transportation of a child may pose to their safety, health or wellbeing and specify how the identified risks will be managed and minimised.
- In regards to the transport policy there is a list of people that are responsible for the children, the transport, the paperwork etc. Ensuring that each person knows what they are responsible for is crucial to ensuring children's safety. Below is a table that outlines responsibilities of each person from the planning of transport to the collecting and delivery of children.

# Safe Transportation of Children – Jan 2022

## Responsibilities

AP – Approved Provider NS – Nominated Supervisor ED – Educator PC – Parent/Carer				
1. When Planning Transport	Who's Responsible?			
	AP	NS	ED	PC
1.1 – All educators and responsible staff must be confident in the implementation of the Safe Transportation of Children policy and procedures.	X	X		
1.2 – Children must always be in the care of a responsible person who has been appointed by the Nominated Supervisor.		X	X	
1.3 – A full risk assessment must be conducted prior to authorisations being requested. The risk assessment will be used to identify the risks associated with transporting children, such as the route, delivery locations, means of transportation, water hazards, ratios, items required for transportation (e.g. mobile phone, first aid kit and emergency contacts lists), and procedures for accounting for children during transportation (head counts and roll call).	X	X	X	
1.4 – Risk management and risk minimisation strategies implemented to ensure the health, safety and wellbeing of children during the transportation.		X	X	
1.5 – Planning for the number of Educators needed during transportation. Consideration will include things such as the children's age and abilities, visibility and accessibility in the vehicle, environmental risks, risks associated with the mode of transport and compliance with National Law and National Regulations.	X	X		
1.6 – Increased adult to child ratio does improve supervision and minimise risk, but child supervision should not be delegated to parents or volunteers.	X	X	X	
1.7 – The number of children being educated and cared for should not exceed the number for which the service has been approved in their service approval.	X	X		
1.8 – Each parent or authorised nominee must complete a transportation authorisation form.		X	X	X
<b>2. When Providing Transportation</b>				
2.1 – All vehicles used for transporting children must be regularly maintained.	X	X	X	
2.2 – The vehicle used to transport children needs to be equipped with items such as: <ul style="list-style-type: none"> <li>• first aid kit</li> <li>• a fully charged mobile phone</li> <li>• medication, health plans and risk assessments for each child</li> <li>• emergency contact details for all children being transported</li> <li>• spare drinking water</li> <li>• torch, high visibility vest</li> </ul>		X	X	
2.3 – A minimum of 1 staff member involved in the transport of children must hold a current first aid certificate, anaphylaxis management training and emergency asthma management training.	X	X	X	
2.4 – The driver must hold a current class C driver's license, at a minimum, and must be in a fit and proper state to drive.		X	X	

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2.10 – At least one additional educator will be required to accompany the driver if there are more than 12 seats on the vehicle. The number of supervising adults will be determined by the transport risk assessment.		X	X	
2.11 – In an emergency the supervising adults will follow policies and procedures relating to emergency response.	X	X	X	
2.12 –The service will establish and implement travel behaviour rules, taking into consideration developmental ages and stages of the children.		X	X	
2.13 – The travel time will be used for educators to enhance relationships, build connection and engage in conversation.			X	
2.14 – Educators responsible for the supervision of children must conduct head counts and cross check and mark the transport attendance record to ensure that all the children are present at the following specific times: Prior to embarking, when embarking, when on board, when disembarking and after disembarking. An educator will always be the last to embark and disembark the vehicle to ensure that all children are accounted for.		X	X	
<b>3. When Using Public Transport</b>				
3.1 – When using public transport, the children’s safety must be considered and routes must be planned carefully.		X	X	
3.2 – When appropriate, the service will contact the transport provider to inform them of the route.		X	X	
3.3 – Supervision of children must be in accordance with the Excursion and Supervision policies and procedures.		X	X	
<b>4. When moving children to and from the vehicle</b>				
4.1 – The vehicle should be parked as close as possible to the collection/delivery location to avoid crossings, traffic and carparks.			X	
4.2 – The safest route must be chosen to walk to and from the vehicle as determined by the risk assessment.			X	
4.3 – Educators must communicate safe practices to, and actively supervise, the children when moving to and from the vehicle.			X	
<b>6. When Arriving at the Service</b>				
6.1 – An educator will conduct a roll call and mark children’s names on an attendance record before exiting the vehicle.			X	
6.2 – Once the educator from the vehicle has entered the service, they will record children’s attendance and perform a head count.			X	
6.4 – The driver of the vehicle must conduct a thorough check of all seats, under seats, storage areas and under the vehicle calling out the names of the children that attended the transport run. The vehicle must be turned off to enable uninterrupted hearing.			X	
6.5 – An educator will check the transport attendance record to ensure that all children have been marked as having left the care of the service once the vehicle has returned after delivering children.			X	

# Safe Transportation of Children – Jan 2022

<b>National Child Restraint Laws - NSW</b>	Child restraints must meet the Australian/New Zealand Standard AS/NZS 1754
Newborn to 6 months	Children up to the age of six months must be secured in an approved rearward facing restraint
6 months to 4 years	Children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness
4 years to 7 years	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
Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat	Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened

If your child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level. If your child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

**\*When travelling on a large bus (over 12 seats) to an excursion, child restraints are not required. Should families choose for their child to attend the excursion in a booster seat/child restraint, educators will support this decision and ensure the family leaves a seat to be fitted within the bus.**

## **Related Policies, procedures and plan**

Administration of First Aid  
 Child Protection Policy  
 Child Safe Environment Policy  
 Code of Conduct Policy  
 Delivery and Collection of Children Policy  
 Emergency and Evacuation Policy  
 Excursions Policy  
 Incident, Injury, Trauma and Illness Policy  
 Supervision Policy  
 Risk Assessment and Management Plan  
 Excursion Consent form

## **Links Education and Care Services National Regulations 2011, National Quality Standard 2011**

Regulation	85	Incident, Injury, Trauma and Illness
Regulation	99	Children leaving the education and care premises
Regulation	100	Risk Assessment must be conducted before excursions
Regulation	101	Conduct a risk assessment for excursions
Regulation	102(4)	Authorisations for Excursions

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Regulation	102B	
Regulation	102C	
Regulation	102D	
Regulation	168(2)	Education and care services must have policies and procedures under Regulation 168

NQS	QA 2	Children’s Health and Safety
NQS	QA 5.1.1	Positive educator to child interactions
NQS	QA 7.1.2	Management Systems
NQS	QA7.3.1	Roles and Responsibilities

## Sources

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- ACECQA - <https://www.acecqa.gov.au/nqf/national-quality-standard>
- NSW Department of Education
- Restraint Fitting - <https://roadsafety.transport.nsw.gov.au/cgi-bin/index.cgi?action=authrestraintfitting.form>
- Transport NSW - <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Transport NSW - <https://roads-waterways.transport.nsw.gov.au/cgi-bin/index.cgi?fuseaction=demeritpoints.browsehandler&category=Seat+belts+%26+restraints&offence=>
- Child Car Seats - <https://www.childcarseats.com.au/legal-requirement>

**Further reading and useful Websites** *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

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- [www.kidsandtraffic.com.au](http://www.kidsandtraffic.com.au)
- [www.acecqa.com.au](http://www.acecqa.com.au)
- [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)

## Policy review

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The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

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## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	March 2022	ACA NSW		March 2023
2	4 <sup>th</sup> April 2022	Erin Shortland (Director)	*Amended to suit our centre *Added information about buses over 12 seats and seating requirements	January 2023