



Safe Transportation of Children Policy

Approved by board on: 20th March 2023
Scheduled review date: 20th March 2025

Introduction

Children are considered to be under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. At this point the National Law and National Regulations apply. Our education and care service is committed to providing transportation that is well considered and planned to ensure the health, safety and wellbeing of children at all times.

Goals

When transportation forms a part of our Preschool, our Preschool will remain responsible for children during that period of transportation. This will apply when we are transporting children, or have arranged for the transportation of children, between our service premises and another location. This policy facilitates the provision and arrangement of transportation of children as part of our education and care service. We will:

- Take specific steps to ensure the health, safety and wellbeing of children
- Identify and manage risks associated with:
 - Transport between a vehicle and the service premises or other location
 - Transport for single or regular trips
 - Transport of children other than as part of an excursion and
 - Transport associated with excursions

Procedures

Planning

When planning for transportation staff will:

- Assess the requirements for the transportation
- Conduct a risk assessment
- Book transport
- Make alternative arrangements for adverse weather conditions
- Inform families of the details of the transportation including pick up and destination, objectives and outcomes, requirements, and the availability of a risk assessment
- Collect completed authorisation forms for each child using the transportation
- Request additional adult participation for the transportation where required
- Arrange for a suitably equipped first aid kit and mobile phone to be readily available for the transportation
- Consider any additional factors in the planning of transportation for children with additional needs. Where possible, our service will uphold the right for all children to access all transport.

Regular Transportation (other than as part of an excursion)

Safe Transportation of Children Policy

Regular transportation is transport 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 each time the child is transported.

- Our service recognises that risks apply equally during periods of regular transportation, as they do to single transportation
- A risk assessment for regular transportation will be carried out once in a 12-month period, provided the circumstances relevant to the risk assessment are substantially the same each time the child is transported.

Risk Assessment

- A transport risk assessment will always be conducted before our service transports a child/ children to evaluate risks each time transportation is used (unless the transportation is 'regular transportation')
- The Nominated Supervisor / Approved provider / educator will ensure that the risk assessment identifies and assesses the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport, and will specify how the service will manage any risks identified.
- Once risks have been identified, they will be categorised as high, moderate or low and management of the risks will be detailed.
- Educators and any responsible adults using the transport are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(1)(a)) and are aware of the risk assessment for the transport.
- Before using the transport, risks are checked including the weather to assess any increases to the level of risk and whether the transport can proceed.
- A procedure for each route of travel will be created in line with the risk assessment and will outline specific educator responsibilities, including the use of strollers and safety restraints.

The risk assessment conducted will consider:

- the proposed route and duration of the transportation, including estimated time of travel between the different locations
- each of the proposed pick-up locations and destination
- the means of transport
- the purpose of the transport
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- any water hazards on the proposed route travelled and at each stop
- number of adults and children involved in the transportation
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)

Safe Transportation of Children Policy

- the process for entering and exiting the education and care service premises and the pickup location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle.

Authorisation for Transportation (other than excursions - NDIS)

The Nominated Supervisor will ensure that authorisation for a child to be transported is given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. The authorisation will include:

- the child's name
- the reason the child is to be transported
- if the transportation 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
- the means of transport
- the period of time during which the child is to be transported
- the anticipated number of children likely to be transported
- the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- any requirements for seatbelts or safety restraints under the law of each jurisdiction in which the children are being transported
- that a risk assessment has been prepared and is available at the education and care service
- that written policies and procedures for transporting children are available at the education and care service.

Staffing Arrangements

- Educators using the transportation will be no less than the number prescribed in the Education and Care Services National Regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the transportation.
- Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- Where a group of children are taken on transportation while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the transportation and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least:

Safe Transportation of Children Policy

- staff member or one nominated supervisor of the service who holds a current approved first aid qualification
- staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
- staff member or one nominated supervisor of the service who has undertaken approved emergency asthma management training (regulation 136(1)).
- All educators attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(1)(a)) and are aware of the risk assessment for the transportation.

Families and Volunteers

- Families will be encouraged to participate in transportation to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Families and volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. If the responsible adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Family members/volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times.
- All responsible adults attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(1)(a)) and are aware of the risk assessment for the transportation.

Conducting the Transportation

- All educators, volunteers and children using the transportation will be informed of transportation timetable/ itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children using the transportation will be left at the service and a copy carried by the delegated responsible person.
- Items to be readily available when transporting children include:
 - a suitable stocked first-aid kit including EpiPen; a list of adults involved in transportation and contact information for each
 - an operating mobile phone with an appropriate telephone network or other means of communicating with the service and emergency services;
 - a list of children involved, including children's contact information, emergency contact numbers and the child's registered medical practitioner or medical service;
 - children's medication, health plans and individual risk assessment and other items as required e.g. sunscreen, drinking cups, jackets, hats, hygiene products etc.

WHEN PLANNING TRANSPORTATION

- 1.1 All educators and staff responsible for transporting children will be inducted and trained in their responsibilities to implement the Safe Transportation of Children Policy and Procedures.
- 1.2 While children are being transported, they will always be in the care of responsible educators.
- 1.3 A risk assessment will be carried out before authorisation of any transportation is requested. The risk assessment will identify and assess risks that transportation may pose to the safety, health and wellbeing of children 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
 - water hazards
 - number of children and adults involved in the transportation
 - number of adults appropriate to provide supervision including whether any adult requires specialised skills or training
 - 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.
- 1.4 Risk management and minimisation strategies will be implemented to ensure that every reasonable precaution is taken to ensure children's health, safety and wellbeing during transportation.
- 1.5 The number of educators needed while transporting children will be determined as part of the risk assessment and management process. Consideration will include, but not be limited to:
 - the number, age and ability of children
 - the number and physical positioning of educators
 - visibility and accessibility in the vehicle
 - risks related to the mode of transportation and when travelling on foot
 - risks in the environment, location or while travelling
 - any previous risk assessment
 - the experience, knowledge and skill of each educator
 - compliance with National Law and National Regulations.
- 1.6 Where required additional responsible adults, such as parent/carer volunteers, will accompany children to provide extra supervision. However, the service's duty of care cannot be delegated to volunteers. It is recognised that increasing the adult to child ratio improves supervision, minimises risk and allows for better quality interactions between adults and children during transportation.

Safe Transportation of Children Policy

- 1.7 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.
- 1.8 Written authorisation for transportation will be obtained from each child's parent or authorised nominee and will include:
 - child's name
 - reason for transportation
 - for regular transport, a description of when child is to be transported
 - for transport that is not regular, the date of transportation
 - description of collection/delivery locations
 - means of transport
 - timing and duration of transportation
 - number of children being transported
 - number of supervising adults
 - requirements for seatbelts or safety restraints
 - notification that the prepared risk assessment and the Safe Transportation of Children Policy and Procedures are available to view at the service.

WHEN DEPARTING THE SERVICE WITH CHILDREN

- 2.1 Before leaving the service building, an educator will conduct an attendance check and mark each child's name on the transport attendance record. A head count will be conducted. The date and time of the check and the name of the educator completing the check will be recorded.
- 2.2 When boarding the vehicle an educator will conduct an additional attendance check from the transport attendance record, including a head count. The date, time and the name of the educator completing the check will be recorded.

WHEN TRAVELLING BACK TO THE SERVICE

- 3.1 An educator will conduct an attendance check and mark each child's name on the transport attendance record prior to leaving the excursion venue. This will be cross checked against the record of children boarding the vehicle. A head count will be conducted. The date and time of the check and the name of the educator completing the check will be recorded.
- 3.2 On entering the service an educator from the vehicle will record children's attendance at the service and conduct a head count. The educator will cross check the service attendance record against the transport attendance record to ensure all children are accounted for. The date and time of the check and the name of the educator completing the check will be recorded.
- 3.3 After every transport an educator will conduct a thorough check to ensure no child remains in or near the vehicle. The check will include:
 - visual inspection of all areas of the vehicle:
 - all seats including the driver's seat
 - under seats
 - storage areas

Safe Transportation of Children Policy

- under the vehicle

If there is a second educator present that educator will conduct an additional vehicle check following the same procedure. The educator completing the vehicle inspections will record written verification of the vehicle checks on the transport attendance record.

Related Documents

Excursion Policy

Safe Transportation of Children (attachment)

Kid Safe