

## Safe Transportation of Children

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<b>Review Date</b>	<b>May 2024</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework, January 2020 Kidsafe NSW Kids in Cars fact Sheet (retrieved 4.9.2020)
<b>Associated Policies</b>	Vehicle Usage Policy Regular Outing and Excursion Policy
<b>Relevant Forms</b>	Excursion Risk Assessment Routine Outing Risk Assessment Transportation Risk Assessment Excursion Authority Routine Outing Authority Transportation Authority

### **Aim:**

To ensure adequate planning, risk assessment and obtainment of authority prior to transporting children in Family Day Care for the purpose of a Regular Outing or Excursion.

### **Definitions:**

#### **Transportation**

Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to children applies in scenarios where education and care services are transporting children, or have arranged for the transportation of children, between education and care service premises and another location, for example their home, school, or a place of excursion.

#### **Regular Transportation**

Transportation by the Service or arranged by the Service where the circumstances relevant to a risk assessment are substantially the same for each occasion for which the child is transported.

#### **Excursions Involving Transportation**

Transportation by the Service or arranged by the Service where the circumstances relevant to a risk assessment are different for each occasion for which the child is transported.

#### **Planning for Transport**

- Ensure Vehicle Usage Documents are current and have been provided to CCEL
- The purpose of the transport is consistent with CCEL Excursion Policy
- The route for the transport has been checked and decided upon
- An Excursion Details and Risk Assessment Form has been completed and approved by CCEL
- A Safe Transportation of Children Details and Risk Assessment has been completed and approved by CCEL
- All forms used for transport planning, risk assessment and authority must be CCEL Forms

### **Transport Risk Assessment**

- The Transport Risk Assessment must include an assessment addressing all factors of the transportation of children
- Risks are required to be evaluated for each occasion, unless the transportation is 'regular transportation'
- Risks for Regular Transportation are to be evaluated at least every 12 months or where circumstances change (e.g. route taken, vehicle used, destination, adults present, other children present, children with medical conditions)
- All responsible adults who travel in a vehicle with children will be made aware of the services policy and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the excursion
- As a minimum requirement all Transportation Risk Assessments must include:
  - The proposed route and duration of the transportation
  - The proposed pick-up location and destination
  - The means of transport
  - Any requirements for seatbelts or safety restraints under the law of each jurisdiction in which children are being transported
  - Any Water Hazards
  - The number of adults and children involved in the transportation
  - Given the risk 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 for transportation should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
  - Mobile Phones to only be used for the purposes of emergencies to ensure safe transportation of children
  - 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

### **Transport Authority**

- Authorisations for a child to be transported must be given by a parent or other person named on the child's enrolment record as having authority to authorise transportation of a child.
- All Excursion and Regular Outing Details Forms, Risk Assessments and map of routes to be taken must be approved by CCEL prior to the forms being presented to an authorised guardian for authority and going ahead
- All Transportation Risk Assessments must be approved by CCEL prior being presented to authorised guardians for authority
- As a minimum requirement all Transportation Authorities must state:
  - The child's name
  - The reason 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 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 a law of each jurisdiction in which the children are being transported
- That a risk assessment and map of the routes to be taken have been prepared and are available at the education and care service to view
- That written policies and procedures for transporting children are available at the education and care service
- The Family Day Care Educator is to notify families prior to conducting Regular Transportation on each occasion.
- If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12 month period, unless the circumstances of the transportation change

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems