



# Safe Transportation of Children

## Policy Statement

This policy acts to ensure that:

- Adequate planning and risk assessments are conducted prior to children being transported

## Explanation

Children are considered to be under the care of an education and care service at the point the services taken to assume responsibility for their care and wellbeing. At this point the National Law and 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 service our service will remain responsible for children during that period of transportation. This will apply when we're transporting children or whoever arranged for the transportation of children between our service premises at another location. This policy facilitates the provision an 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 another location
  - Transport for single or regular trips
  - Transport of children other than part of an excursion transport associated with excursions

## 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 time when the child is transported.

**Policy Created**  
February 2016

**Policy Last Updated**  
July 2022

**Policy Review Date**  
March 2024



## Excursions Involving Transportation

Transportation by the service or arranged by the service where the circumstances relevant to a risk assessment are different for each time when the child is transported.

## Strategies

### 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 pickup and destination, objectives and outcomes, requirements and the availability of a risk assessment
- Provide parents or other person named in the child's enrolment record as having authority to authorise transportation of a child with a transportation authorisation form to complete
- 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 accessible transport

## Regular Transportation (other than as part of an excursion)

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
- Our risk assessment for regular transportation will be carried out once in a 12 month period provided the circumstances relevant to the risk assessment a substantially the same each time the child is transported



## Risk Assessment

- A transport risk assessment will always be conducted before our service transports children to evaluate risks each time transportation is used
- The Nominated Supervisor 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'll 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 services policies 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 transport
- Before using transport risks are checked, including the weather to assess any increases to the level of risk and when to transport can proceed
- A procedure for each travel route will be created in line with the risk assessment and will outline specific educator responsibilities

The risk assessment conducted must consider information as stated in Regulation 102C:

- 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)
- 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



## Authorisation for Transportation (other than Excursions)

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 enrolment record as having authority authorised 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 pickup 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 of are available at the education and care service

## Authorisation for Transportation NOT arranged by the Service e.g. Public School Bus

Where children catch a public school bus to/from the service:

- The Parent/Guardian is responsible for organising the transport with the bus line
- The Parent/Guardian is responsible for notifying the service and the school that their child will be catching the bus to/from care
- For a BSC session, the service is **not** responsible for the care and education of the child once they have been placed on the school bus and signed out of care
- For an ASC session the service is **not** responsible for the care and education of the child until they have disembarked from the bus and have been signed in to care by an educator

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 enrolment record as having authority authorised 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 pickup 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 of are available at the education and care service

### **Staffing Arrangements**

- Educators using the transportation will be no less than the numbers 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 and responsible adults to assist with the transportation
- Where an educator assumes responsibility for driving the bus, they are not considered to be included in the ratio to meet requirements
- Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educator 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 on both the transportation and at the service where children are being educated and cared for:
  - Current approved first aid qualification, including anaphylaxis management and emergency asthma management training
- All educators attending the transportation will be made aware of the services policies and procedures in relation to what must be done in the event of an emergency, 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



- Family members/volunteers will not be left in sole charge of children (including their own) and must be supervised by an educator at all times
- All responsible adults attending the transportation will be made aware of the services policies 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 transportation

## **Conducting the Transport**

- 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 suitably stocked first aid kit
  - A list of adults attending, including their contact information
  - An operating mobile phone
  - A list of children involved, including children's emergency contact numbers
  - Children's medication, health plans

## **Roles and Responsibilities**

### **Approved Provider**

- Assume responsibility under the National Law for the safety, health and wellbeing of all children at all times that children are in the care of the service
- Ensure that any child being educated and cared for by the service is not transported by the service or in transportation arranged by the service unless written authorisation has been given

### **Nominated Supervisor/Coordinator/Responsible Person**

- Take steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by the service
- Ensure that any child being educated and cared for by the service is not transported by the service or in transportation arranged by the service unless written authorisation has been given
- Only allocate educators to attend transportation of children who understand and are confident with the transport risk assessment and any associated policies and procedures
- Ensure items to be taken on transportation are well stocked and easily accessible
- Ensure first aid items taken on transportation are full stocked and in date, including emergency medication



- Only use/fit child restraints in accordance with the National Child Restraint Laws and the mandatory standard AS/NZS 1754 Child Restraint system for use in motor vehicles
- Ensure that transportation means meets all safety requirements for the transport of children, insurances, including approved child restraints, fire extinguishers and emergency exits
- Ensure that sufficient educators are in attendance on the transportation to meet the Education and Care Services National Laws, Regulations, and supervision requirements across the service (the transport operator/driver is not to be included in this ratio)
- Ensure that service transportation is kept clean and tidy
- Ensure that any chartered transport companies provide evidence of the operators WWCC, and this is verified before the use of the transportation

## Educators

- Take steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by the service
- Follow all service policies, procedures and risk assessments in relation to transportation and child protection
- Conduct and document regular head counts as detailed in the transport risk assessment
- Remaining responsible for all children being transported and provide particularly close attention to any children in their assigned group
- Promoting a safe and secure transportation journey for children, engaging in meaningful interactions throughout
- Communication with other staff before and during the transportation to keep children safe and implement any risk minimisation strategies
- Ensuring relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available
- Ensuring that no child is ever left unsupervised on any transportation
- Ensuring that all safety restraints are correctly used before and during transportation
- Having their current drivers licence with them at all times if driving
- Not using their mobile phones when directly responsible for children other than the purposes of the transportation or in an emergency
- Implementing road safety activities and messages with children
- Role modelling road safety practises at all times

### LINKS TO:

→ **Education & Care Services National Law Section:** 165, 167

→ **Education & Care Services National Regulations:** 4, 89, 98, 99, 100, 101, 102a, 102b, 102c, 102d, 122, 123, 136, 158, 168, 169, 170, 171, 172

→ **National Quality Standards/Elements:** 1.1, 2.1, 2.2, 3.2.1, 4.1, 5, 6, 7.1.2, 7.1.3

→ **Child Safe Standards:** 1, 2, 3, 5, 6, 7, 8, 9, 10



## Families

- Nominating on their child's enrolment record any persons having authority to authorise transportation of their child
- Notifying the service of their child's absence, or any changes to authorisation for transport
- Role modelling road safety practices
- Never leaving a child unattended in a vehicle while delivering or collecting other children from the service
- Using and fitting correct child restraints

## Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

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

## SOURCES

- Education and Care Services National Regulations, December 2021
- Education and Care Services National Law, January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017
- Guide to the National Quality Standard, January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- Be You
- ACECQA Safe Transportation of Children Guidelines

### LINKS TO OTHER POLICIES:

- Acceptance & Refusal of Authorisations
- Administration of First Aid
- Child-Safe Environment
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Enrolment & Orientation
- Incident, Injury, Trauma & Illness
- Regular Outings and Excursions
- Use of Vehicle