

Policy Statement

This policy acts to ensure that:

- Our service is committed to providing safe transportation that is well considered and planned to ensure the health, safety and wellbeing of children at all times
- Adequate planning, risk assessments and obtainment of authority 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.

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 are transporting children or have arranged for the transportation of children between our service premises and another location.

Goals

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.

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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.

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 Educators 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

When planning transportation as a part of FDC, Educators will:

- Ensure Vehicle Usage Documents are current and have been provided to CCEL
- The purpose of the transport is consistent with the CCEL Regular Outing and 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

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.

An example of a change in circumstances that are substantially different might be when the means of transportation route or destination have altered or the provider of the service has changed.

- 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 are substantially the same each time the child is transported

Risk Assessment

- The transport risk assessment must include an assessment addressing all factors of the transportation of children
- A transport risk assessment will always be conducted before our service transports children to evaluate risks each time transportation is used
- 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)
- 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, and where applicable 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 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 are only to be used for the purpose 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
- Strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle

Authorisation for Transportation (other than Excursions)

- 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
- The transportation 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
- For each occasion that regular transport is used, Educators are to notify families prior to conducting regular transportation
- 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

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
- As children embark or disembark from the bus they will be signed out of or into care by an Educator at the service

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
- The service will ensure that the number of Educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle is adequate, effective and ensures active supervision
- Where an Educator assumes responsibility for driving the bus (and hold the relevant license to drive), they are not considered to be included in the ratio to meet requirements
- A Nominated Supervisor or Educator 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
- 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. 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 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
 - Other items as required e.g. sunscreen, drink bottles, hygiene products

Record keeping and accounting for children during regular transportation includes:

- The Approved provider and Nominated Supervisor must ensure that records are kept in regular transportation that:
 - Confirm each child was accounted for when embarking and disembarking the vehicle at the service premises
 - State how each child was accounted for at the service premises
 - State that the interior of the vehicle was checked after all children have disembarked at the service premises
- The records must be made immediately and include the time, date, full name and signature of the person responsible for:
 - Accounting for the children during embarking and disembarking of the vehicle
 - Conducting the vehicle check after children have disembarked

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
- The Approved Provider must notify the regulatory authority through the NQA IT Systems in a service approval application, or if the service is already approved, within seven (7) days of regular transportation being provided or arranged by the service
- The Approved Provider must notify the regulatory authority within seven (7) days if the service starts or stops providing or arranging regular transportation
- Ensure that records are kept for regular transportation
- Ensure that an Educator accounts for children as they get in or out of the vehicle at an education and care service
- Ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service
- Ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain in the vehicle

Nominated Supervisor/Responsible Person/FDC Educator

- 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
- Ensure that the number of Educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle is adequate, effective and ensures active supervision
- A Nominated Supervisor or Educator must be present when children embark and disembark a vehicle at the service premises
- Only allocate Educators to attend transportation of children who understand and are confident with the transport risk assessment and any associated policies and procedures

- An Educator is present at the service to account for all children as they embark and disembark at the service premises and keep a record of how each child was accounted for
- A check of the interior of the vehicle to ensure that there are no children left behind
- 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
- Ensure that an Educator accounts for children as they get in or out of the vehicle at an education and care service
- Ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service
- Ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain in the vehicle
- Ensure that records are kept for regular 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 and face to name counts as detailed in the transport risk assessment

- Remain responsible for all children being transported and provide particularly close attention to any children in their assigned group
- Complete records accounting for the children embarking and disembarking the vehicle at the service premises
- Conduct a vehicle check after children have disembarked
- Promote a safe and secure transportation journey for children, engaging in meaningful interactions throughout
- Maintain items that are taken on transportation in a neat and organised fashion. Notify the responsible person of any items that need replacing
- Communication with other staff before and during the transportation to keep children safe and implement any risk minimisation strategies
- Ensure relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available
- Ensure that no child is ever left unsupervised on any transportation
- Ensure that all safety restraints are correctly used before and during transportation
- Where applicable remove children who are in strollers first, ensuring stroller brakes are on, before assisting the children. This is always to occur on the side of the vehicle away from traffic, and wherever possible in a position where road crossing is not required
- 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
- Ensure that all children are accounted for as they disembark from a vehicle
- Ensure that a record is made immediately after disembarking a vehicle that includes the time, date, full name and signature of the person responsible for:
 - Accounting for children during embarking and disembarking of the vehicle
 - Conducting a vehicle check after the children have disembarked

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

**Education & Care Services
 National Regulations:**
 24, 89, 98, 99 100, 101,
 102, 102b, 102c, 102d,
 102e, 102f, 122, 123, 136,
 158, 168, 169, 170, 171,
 172, 175, 177

**National Quality
 Standards/Elements:**
 1.1, 2.1, 2.2, 3.2.1, 4.1, 5.1,
 5.2, 6.1, 6.2, 7.1.2, 7.1.3

Child Safe Standards:
 1, 2, 3, 4, 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 Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

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
- Safe Arrival of Children
- Use of Vehicle

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
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- ACECQA Safe Transportation of Children Guidelines
- Kidsafe NSW Kids in Cars Fact Sheet
- ACECQA Factsheet – Minimising the risk of children being left behind in vehicles
- ACECQA Information Sheet – Changes to Regular Transportation of Children