

# CHILDREN'S SERVICES ROAD SAFETY AND SAFE TRANSPORT INCL BUS POLICY

**FAMILY DAY CARE EDUCATORS MUST ALSO COMPLY WITH THE TRANSPORTING CHILDREN IN  
FDC POLICY**

Adopted by Approved Provider of Golden Plains Shire Council Children's Services	Day Month Year
<b>Date revised</b>	20 June 2022
<b>Next revision due</b>	20 June 2024

This policy was developed by Early Learning Association Australia in consultation with the Department of Transport and the early childhood sector as part of the Department of Transport Starting Out Safely program.



Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program

## 1. PURPOSE

To provide evidence-based guidelines and procedures to ensure that all children attending Golden Plains Shire Council Children's Service are:

- adequately supervised at all times, including on excursions and regular outings
- kept safe while travelling as pedestrians, cyclists or passengers in a vehicle
- able to participate in road safety education to assist them in being and becoming safe and responsible road users.

## 2. SCOPE

### 2.1. Values

Golden Plains Shire Council Children's Service is committed to the Guiding Principles of the National Quality Framework, and also to:

- the rights of children to travel safely as passengers, pedestrians and cyclists
- the rights of children to be active citizens in the community
- the role of parents/guardians and families as children's first and most influential teachers
- an evidence-based approach in the provision of road safety education and practice

### 2.2. Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Golden Plains Shire Council Children's Service, including during excursions and regular outings.

This policy **must** be read in conjunction with the:

- Excursions and Service Events Policy
- Supervision of Children Policy
- Incident, Injury, Trauma and Illness Policy

### 2.3. Background

Road safety education can help to reduce the risk of serious injury and death among young children by assisting them to develop skills, knowledge, and behaviour about the safe use of roads.

Working collaboratively with families to help children become safe and responsible road users aligns with the learning outcomes of the Early Years Learning Framework (EYLF).

Road trauma is one of the leading causes of death among young Australians. Young children are at risk as passengers in motor vehicles, as pedestrians and as cyclists. They are particularly vulnerable due to:

- their small size and changing needs as they grow
- their cognitive and perceptual skills still developing

Under duty of care obligations, services must develop appropriate procedures to guide staff to address situations where a child is observed to be at risk while being transported to or from the early childhood service. This may include instances where a child is observed to be:

- travelling unrestrained
- travelling in an inappropriate restraint
- riding a bicycle or wheeled toy without a helmet
- instances where a parent/guardian is in an unfit state to drive due to intoxication or impairment

## 3. REFERENCES

### 3.1. Legislation and standards

Relevant legislation and standards include but are not limited to:

#### Acts

- *Road Safety Act 1986*
- *Education and Care Services National Law Act 2010*

#### Regulations

- *Education and Care Services National Regulations 2011*: Regulations 99, 100, 101, 102, 102B, 102C, 102D, 158, 159, 160, 161

#### Rules

- *Road Safety Road Rules 2009* (Vic)

#### Standards

- National Quality Standard
  - Quality Area 2: Children's Health and Safety
  - Quality Area 6: Collaborative Partnerships with Families and Communities

### 3.2. Sources

- Early Learning Association Australia: [www.elaa.org.au](http://www.elaa.org.au)
- Road Safety Education Victoria: [www.roadsafetymeducation.vic.gov.au](http://www.roadsafetymeducation.vic.gov.au)
- VicRoads: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- Child Road Safety: [www.childroadsafety.org.au](http://www.childroadsafety.org.au)
- Transportation of Children with Additional Needs: [www.rch.org.au/tocan](http://www.rch.org.au/tocan)
- Car Seats Save Lives: [www.carseatssavelives.com.au](http://www.carseatssavelives.com.au)
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. [www.neura.edu.au/crs-guidelines/](http://www.neura.edu.au/crs-guidelines/)

### 3.3. Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Child Safe Environment Policy*
- *Curriculum Development Policy*
- *Delivery and Collection of Children Policy*
- *Excursions and Service Events Policy*
- *Inclusion and Equity Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

## 4. DEFINITIONS AND ABBREVIATIONS

The terms defined in this section relate specifically to this policy.

**Adequate supervision:** Adequate supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service.

Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies)

**Approved Provider:** An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. The Approved Provider has overall responsibility to ensure that every part of the National Law, Regulations and National Quality Standard are met.

**Attendance record:** Kept by the service to record details of each child attending the service including name, date and time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Authorised nominee:** A person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service provider will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

**Child restraint:** A device used in conjunction with an adult seatbelt or ISOFIX-compatible lower attachment connectors and a tether strap, to restrain a child passenger of a motor vehicle in the event of a vehicle impact and thus minimise the risk of bodily injury.

**Duty of care:** A common law concept that refers to the responsibilities of organisations and staff to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services and their staff to provide children with an adequate level of care and protection against foreseeable harm and injury.

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure the Nominated Supervisor is a fit and proper person (in accordance with Sections 12, 13 and 14 of the National Law), with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes or is no longer employed at the service.

**Persons in day-to-day charge:** A person may be placed in day-to-day charge of a service if:

- the approved provider or nominated supervisor determines they meet the minimum requirements outlined in Regulation 120B of the Education and Care Services National Regulations, and
- the person provides written consent.

**Persons with management or control:**

(a) if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or

(b) if the provider of the service is an eligible association, each member of the executive committee of the Part 1—Preliminary Education and Care Services National Law Act 2010 No. 69 of 2010 22 association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or

(c) if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or

(d) in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service; and care service.

**Risk assessment:** A risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101, 102B, 102C). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards
- any risks associated with water-based activities
- transport to and from the proposed location of the excursion

- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

ACECQA provides a sample Excursion Risk Management Plan at:

<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

**Wheeled toy:** a child's pedal car, skateboard, scooter (other than a motorised scooter) or tricycle or a similar toy, but only when it is being used by a child who is under 12 years old.

### 5. CONSULTATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from parents/guardians, children, educators, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered best practice for all policies and procedures).

### 6. PROCEDURES

**The Approved Provider or Persons with Management and Control is responsible for:**

- Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102D
- Ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 102B, 102C
- Ensuring the provision of road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Ensuring that all children attending the service are included in road safety education.
- Ensuring access of educators and staff to regular professional development/training in road safety and ensuring they are kept up to date with current legislation,
- Ensuring the availability (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys (refer to *Definitions*).
- Ensuring the provision of location-specific road safety information (e.g. details about where to park safely when delivering and collecting children and local area speed limits etc.) to parents/guardians and visitors.

- Ensuring the provision of general road safety information about transporting children to and from the service (which might include using the 'safety door' (the rear kerbside door), driveway safety, child restraint information and role modelling safe road use) to parents/guardians.
- Ensuring that parents/guardians have access to this policy and its attachments.
- Ensuring that buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff and volunteers for the entire trip.
- Ensuring that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy).
- Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner (refer to Attachment 2 for a sample procedure).

### **The Nominated Supervisor or Persons in Day to Day Charge is responsible for:**

- Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102D
- Ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 102B, 102C
- Ensuring the embedding in the curriculum of Road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Working with teachers and educators to develop appropriate strategies to ensure all children attending the service are included in road safety education
- Organising access of teachers, educators and staff to regular professional development/training in road safety and are kept up to date with current legislation, regulations, rules, standards and best practice information.
- Providing teachers and educators with access to a broad range of road safety education resources
- Providing (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys (refer to *Definitions*).
- Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.
- Ensuring that teachers and educators provide parents/guardians and visitors with location-specific road safety information.
- Ensuring that location specific road safety information is displayed at the service where relevant.
- Ensuring that teachers and educators provide parents/guardians with information about road safety.
- Ensuring that general road safety information is displayed at the service where relevant.
- Ensuring that parents/guardians have access to this policy and its attachments.
- Ensuring that buses hired for use on excursions have fitted seatbelts for use by all children, staff and volunteers.
- Ensuring that teachers and educators understand and follow appropriate procedures in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy).
- Ensuring that teachers and educators understand and follow the service's procedures where a child is observed being transported to or from the premises in an unsafe manner.
- Implementing the services agreed procedures when notified by a teachers or educator regarding their observation of children being transported in an unsafe manner.

### **Educators and other staff are responsible for:**

- Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102D
- Ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 102B, 102C
- Providing road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Including all children attending the service in road safety education.
- Participating in regular professional development/training in road safety to keep up to date with current legislation, regulations, rules, standards and best practice information.
- Using a broad range of resources to support the delivery of road safety education.
- Providing bicycle helmets which meet Australian/New Zealand Standard 2063 and ensuring that they are correctly fitted where bicycles or wheeled toys (refer to Attachment 1, Definitions) are used.
- Providing parents/guardians and visitors with location-specific road safety information.
- Providing parents/guardians with information about road safety and actively communicating this information to families.
- Providing parents/ guardians with access to this policy and its attachments and actively communicating this information to families.
- Ensuring the correct use of seatbelts in buses hired for excursions by all children, staff and volunteers for the entire trip.
- Following appropriate procedures in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy), including notifying the Nominated Supervisor and Approved Provider as soon as possible after the event.
- Implementing the service's agreed procedures where a child is observed being transported to or from the premises in an unsafe manner.

### **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from parents/guardians, children, educators, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered best practice for all policies and procedures).

## **ATTACHMENTS**

- Attachment 1: *National Practices for Early Childhood Road Safety Education*
- Attachment 2: Sample procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises

### 7. POLICY AND PROCEDURE RESPONSIBILITIES

As identified in the procedures and attachments responsibilities are set out as follows:

<b>POLICY RESPONSIBILITY</b>	Approved Provider
<b>ACTION RESPONSIBILITY</b>	Approved Provider, Nominated Supervisor, Person in day-to-day charge, other educators, Parents/Guardians, Volunteers and Students
<b>PROCESS RESPONSIBILITY</b>	Approved Provider and Person with Management or Control, Nominated Supervisor, Person in day-to-day charge
<b>REVIEW RESPONSIBILITY</b>	Approved Provider

ADOPTED BY APPROVED PROVIDER 2022



### ATTACHMENT 1

#### NATIONAL PRACTICES FOR EARLY CHILDHOOD ROAD SAFETY EDUCATION

The *National Practices for Early Childhood Road Safety Education* have been developed by early childhood education and road safety experts across Australia and New Zealand. The eight national practices are based on research and are aligned with the Early Years Learning Framework.

The national practices guide early childhood educators and policy makers to develop, implement and evaluate evidence-based road safety programs that support children's and families learning about road safety. Refer to: <http://roadsafetyeducation.vic.gov.au/resources/early-childhood.html>

**The eight national practices are as follows:**

##### **Holistic approaches**

Recognise that children's learning is integrated and interconnected when making curriculum decisions about road safety education.

##### **Responsiveness to children**

Deliver road safety education which is responsive to individual children and extends children's strengths, knowledge and interests.

##### **Learning through play**

Through play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.

##### **Intentional teaching**

Engage in intentional teaching which extends and expands children's learning about road safety.

##### **Learning environments**

Provide opportunities in the learning environment, including the local community, for safe and meaningful interaction with children, parents and carers about road safety.

##### **Cultural competence**

Implement road safety education that is culturally relevant for the diversity of children, their families and the community.

##### **Continuity of learning and transitions**

Use the opportunity of transitions, in active partnership with children, families and the local community, for road safety education.

##### **Assessment for learning**

Together with children and families, reflect on each child's learning and application of road safety to plan for future learning.

### ATTACHMENT 2

#### PROCEDURE WHEN A CHILD IS OBSERVED TO BE AT RISK OF HARM WHILE BEING TRANSPORTED TO OR FROM AN EARLY CHILDHOOD PREMISES

Service providers have a duty of care to ensure the safety of children is paramount. Service providers must also comply with their obligations under state or territory child protection laws.

Where a parent/guardian or authorised nominee (refer to *Definitions*) is observed not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviours such as parking illegally or not using a bicycle helmet, the **early childhood educator should:**

- talk with the parent/guardian/authorised nominee about the importance of safe transport procedures, including the correct use of child restraints and/or relevant road safety behaviours
- provide/refer the parent/guardian/authorised nominee to relevant information regarding safe transport
- inform the Nominated Supervisor or Approved Provider (where relevant).

If the parent/guardian or authorised nominee persists with unsafe road use behaviours, the early childhood educator must notify the **Nominated Supervisor or Approved Provider, who should:**

- contact the parent/guardian/authorised nominee directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications
- provide the parent/guardian/authorised nominee with a copy of the *Road Safety and Safe Transport Policy*
- offer/provide assistance to the parent/guardian/authorised nominee with the choice/purchase/installation/fitment of the correct restraint or bicycle helmet for their child
- follow up with the parent/guardian/authorised nominee, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

If a parent/guardian or authorised nominee appears to be impaired or intoxicated when arriving to collect their child, the **early childhood educator should:**

- encourage the parent/guardian or authorised nominee to use an alternative form of transport or contact another authorised person to collect the child. If the parent/guardian or authorised nominee is not willing to use an alternative form of transport, the educator cannot prevent the parent/guardian or authorised nominee from taking the child
- notify the police and/or child protection authorities immediately if the educator is of the opinion that the child may not be safe in the care of the parent/guardian or authorised nominee.

### ATTACHMENT 3

## TRANSPORTATION VIA SCHOOL BUS SERVICE PROCEDURE

#### **Purpose:**

To provide transport to and from Kindergarten Service via School Bus Service for families of children who have turned four years of age.

#### **Service/Staff Responsibility:**

All children traveling via School Bus Service must have turned four years of age prior to accessing this service.

All staff collecting and dropping children at the bus stops will have min. cert III Early Childhood Qualifications and hold current WWCC, current Senior First Aid, Asthma Management and Anaphylaxis Management training.

- In the mornings when arriving at the service: Children will be collected from the bus stop by a staff member walked to the service and signed in by the Nominated supervisor. Belongings, notices, lunch boxes will be sorted and the child settled into the morning routine. Families of children listed as bus travellers who have not already notified the service that their child will not attend or has alternative travel arrangements will be called to verify child's location.
- In the afternoons when leaving the service: Children will be supported by a staff member to collect all belongings, notices, etc and reminded to go to the toilet. The child will be signed out by the Nominated Supervisor and walked to the bus for departure. A staff member will call families should they become aware of changes to the bus routine such as bus running a little late or changes to driver.
- Families will be provided a contact number to call should their child not arrive at the allocated drop off time.
- The delivery of children from the bus stop to the service and from service to bus stop are regarded as a regular outing and a risk assessment has been carried out (see attached).

If a child does not arrive by bus at the service or arrive home by bus at the expected time the family will call the service in the first instance. If the location of the child is not identified the Nominated Supervisor will call the School Principal, Bus Company and Service Management (who in turn will log a serious incident report through DET). Police will be called should the child's location not be identified.

- If a child is not travelling by bus on a particular day it is the parents responsibility to inform the service and if possible to advise the bus driver/company.
- For child travelling by bus for the first time and for a time determined between staff and families, the child's parents will be contacted when the child has arrived at the service and been signed in. The parents will also be notified once the staff member has ensured the child is on the bus in the afternoons (as determined practical).
- For children arriving or departing from the service on the school bus; signing in and timing children into the service in the morning and out of the service in the afternoon will be carried out by the Nominated Supervisor, in his/her absence the Certified supervisor or the Approved Provider.

#### **Parent responsibility**

- Parents will notify kindergarten Teacher prior to commencing travel (Form A).

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- Parent must notify the Primary School Principal and ask permission for their child to travel by this service. The School Principal will contact the School Bus Company and ensure sufficient space available and documentation completed.
- If a child is not travelling by bus on a particular day it is the parents responsibility to inform the service and if possible to advise the bus driver/company. Staff record changes on daily student attendance record.
- If fees apply parents will be responsible for ensuring payment is made to the appropriate authority.
- Parents are responsible for ensuring a responsible person wait with the child at the morning pick up point until the bus arrives (for morning travel). Parents are also responsible for ensuring a responsible person is at the drop off point in the afternoon when bus drops child at the bus stop (afternoon travel).

### Bus Driver/Company

- Preschool/Kindergarten children will sit towards the front of the bus – rows 1-2 ONLY.
- Driver will ensure to monitor children's behaviour and report to School Principal who in turn (as appropriate) will advise Kindergarten service staff and/or parents any behaviour that is inappropriate, (may) cause harm to others or is deemed in appropriate, disrespectful.

**ATTACHMENT 4**  
**GOLDEN PLAINS SHIRE BUS PARENT CONSENT FOR CHILD TO TRAVEL BY BUS**

This consent form is used by Golden Plains Shire Kindergarten Services when a child is being transported to the service by school bus. Kindergarten Children are placed on the bus by their parent/guardian and travel to their respective Kindergarten.

**PARENT/GUARDIAN**

I..... Give permission for my child.....  
 (Parent/guardian name) (Child’s Name)

To travel on the .....(School Bus Name)

From ..... to .....  
 (Parent/guardian home address) (Golden Plains Shire Kindergarten)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Traveling on the following Days:</b>					

In allowing my child to travel by bus I acknowledge and agree to the following:

- To phone the Kindergarten if my child will be absent or not using the transportation on a particular day
- To send my child’s medication with them every day they attend the service if my child is suffering from a medical condition requiring a Medical Management Action Plan.
- That if my child arrives at the service without their medication I will receive a phone call immediately requesting collection of my child or to provide medication immediately
- To notify the service that my child will no longer be travelling on the bus

..... /..... /.....  
 (Parent/Guardian Signature) (Date)

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**Office Use Only**

The above mentioned child has been included on the Bus Collection Information List document.

..... /..... /.....  
 Kindergarten Representative Name (Date)  
 (Please Print)

.....  
 (Signature) (Kindergarten location)

**ATTACHMENT 5**  
**GPSC BUS COLLECTION INFORMATION LIST**

**Early Years’ Service Location**

Day	Date	Child’s Name	Child Collected from Bus (educators initials)		Parent/Guardian contact details 1st contact	Parent/Guardian Contact Details 2nd contact	Time collected	Additional Comments (e.g parent contacted child absent)	Parent signature
			Yes	No					
Mon	12/3/21	Molly Butler	MY		0404 040 404		N/A	Child arrived safely	

## ATTACHMENT 6



Children are sometimes transported by, or on transport arranged by, children's education and care services. For example, this might include transport to and from the service premises or other location and a child's home. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.

Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child / children (*other than as part of an excursion\**).

ACECQA has prepared this template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before transporting children, which services may wish to incorporate within their own risk assessment material.

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if it is '*regular transportation\*\**'.

*\* Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children. A separate template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before an excursion can be found [here](#).*

*\*\* 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 transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.*

Risk assessment template – Transporting children (other than as part of an excursion)	
<b>Service name</b>	
<b>Activity</b> E.g. collecting children from school or home	
<b>Start date</b>	<b>End date</b>
<b>Pick-up location and destination(s)</b> Include each location travelled to or from E.g. each child's home address or each school	
<b>Estimated time of travel between the different locations</b> E.g. Departing the service, arriving at children's homes or schools and arrival at the service	
<b>Proposed route</b> You can include an image of the route sourced online <sup>1</sup>	

<sup>1</sup> Note: Consider matters such as privacy and family violence situations, and decide how much detail should be recorded. It is likely not appropriate nor necessary to include street addresses for children's homes in the risk assessment document, however street addresses for services and schools are more likely to be included. In some circumstances, a much more

<b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram	
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	Yes / No  Comment:
<b>Number and full names of each adult involved in the transportation of children</b>	
<b>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</b>  E.g. for children's individual needs	
<b>The number of children being transported</b>	
<b>Any water hazards on proposed route travelled and at each stop?</b>  E.g. Bridge, causeway, risk of flooding, beach, lake, dam	Yes / No  Comment:
<b>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)</b>	
<b>Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)</b>	
Transport checklist – items to be readily available when transporting children (Please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services

generic description of a pickup location within the risk assessment will be the only appropriate option, as opposed to a child's street address.



## CHILDREN'S SERVICES – ROAD SAFETY AND SAFE TRANSPORT POLICY

<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list
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Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised (regulation 102C(1)).

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review		
Plan prepared by:	Full name: Signature: Role/Position:	Date:
Prepared in consultation with:	Full name:	

	Signature: Role/position:
Communicated to all relevant staff:	Yes / No Comment if needed:
Vehicle safety information reviewed and attached	Yes / No Comment if needed:
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> ', a risk assessment must be undertaken <i>at least</i> annually.	

## ATTACHMENT 7

### WHEN TRANSPORTATION PROVIDED BY OR ARRANGED BY AN EDUCATION AND CARE SERVICE FORMS PART OF THE SERVICE:

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. The National Law and National Regulations then apply. Approved providers are taken to 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/s.

Transportation forms part of an education and care service if the service remains responsible for children during that 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 an education and care service premises and another location, for example their home, school, or a place of excursion.

Examples of transport not forming part of an education and care service include:

Private transport provided by families and carers (i.e. carers not engaged by / registered with an education and care service)

Transport provided and/or arranged by an entity other than the education and care approved provider, for example a school bus, and the children are not under the care of the approved provider

Transport where the education and care approved provider is providing the transport service in a capacity other than as the education and care approved provider – e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the education and care service also travel for practical reasons (such as in a remote or rural location)

If an excursion involves transporting children, the risk assessment must now also consider:

- the means of transport any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported the process for entering and exiting the education and care service premises and the pick-up location or destination (as required) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.

To assist providers and their services, ACECQA has developed this [risk assessment template](#) that references relevant considerations for excursions including those involving transport, which services may wish to adapt or incorporate within their own risk assessment material.

The written authorisation given by a parent or other person named in the child's enrolment record must now also state:

- if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
- if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion
- if the excursion involves transporting children,
  - i. the means of transport
  - ii. any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
- Additionally, the meaning of 'regular outing' has been amended slightly to align with the definition of 'regular transportation'. A regular outing now means a walk, drive or trip to and from a destination—
  - a. that the service visits regularly as part of its educational program; and

b. where the circumstances relevant to the risk assessment are *substantially* the same on each outing.

Risk assessment template – Transporting child (an excursion)	
<b>Child's Name</b>	
<b>Service name</b>	
<b>Activity</b> Reason for transport	
Is this for <b>regular transportation</b> ? Incl. Description of when the child is to be transported <b>Date:</b> <b>Start Time:</b> <b>End Time:</b>	If not for regular transportation  <b>Date:</b> <b>Start Time:</b> <b>End Time:</b>
Proposed pick-up location	Proposed destination location
<b>Proposed route</b> You can include an image of the route sourced online <sup>2</sup>	
<b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram	
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	Yes / No  Comment:
<b>Number and full names of each adult involved in the transportation of children</b>	<b>The number of children being transported</b>

<sup>2</sup> Note: Consider matters such as privacy and family violence situations, and decide how much detail should be recorded. It is likely not appropriate nor necessary to include street addresses for children's homes in the risk assessment document, however street addresses for services and schools are more likely to be included. In some circumstances, a much more generic description of a pickup location within the risk assessment will be the only appropriate option, as opposed to a child's street address.

That a risk assessment has been prepared and is available at the education and care service	No Yes Approved
Family has been provided a copy of Risk Assessment	Family Has been provided contact details for staff Staff has family contact details and child Emergency contact details
<b>Any hazard incl water on proposed route travelled and at each stop?</b>  E.g. Bridge, causeway, risk of flooding, beach, lake, dam, pond or water feature.  roadworks	Yes / No  Comment:
Have staff attending the site/route prior to assess risk	Date:
<b>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required);</b> (include how each child is accounted for)	
<b>Describe the procedures for embarking and disembarking the vehicle;</b> (include how each child is accounted for in embarking and disembarking)	
<b>Transport checklist – items to be readily available when transporting children</b> (Please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> Child identified Asthmatic	<input type="checkbox"/> Child identified Anaphylactic
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services

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