



Safe Transportation of Children Policy

National Quality Standards:

Area 2 - Children's health and safety

Standard 2.2 - Safety

Elements:

2.2.1 - Supervision

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 - Incident and Emergency Management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

2.2.3 - Child Protection

Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Area 6 - Collaborative partnerships with families and communities

Standard 6.2 - Collaborative partnerships

Elements:

6.2.3 - Community engagement

The service builds relationships and engages with its community.

Area 7 - Governance and Leadership

Standard 7.1 - Governance

Elements:

7.1.2 - Management systems

Systems are in place to manage risk and enable the effective management and operation of a quality service.



Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 13	Meaning of working directly with children
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg.89	First aid kits
Reg. 98	Telephone or other communication equipment
Reg. 99	Children leaving the education and care service premises
Reg. 100	Risk assessment must be conducted before excursion
Reg. 101	Conduct of Risk Assessment for Excursion
Reg. 102	Authorisation for excursions
Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios—centre-based services
Reg. 136	First aid qualifications
Reg. 158	Children’s attendance record to be kept by approved provider
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedures to be kept available
s 165	Offence to inadequately supervise children
s 167	Offence relating to protection of children from harm and hazards

Related Policies:

- Administration of First Aid
- Child Protection
- Dealing with Medical Conditions/Medical Administration
- Emergency and Evacuation
- Excursions Policy
- Extra Curricular Activities
- Governance, Management and Record Keeping
- Incident, Illness, Trauma and Accident
- Providing a Child Safe Environment



Policy Statement:

Adventure OSHC provides transport for the purpose of educational excursions during vacation care settings. We have one service (Oatley) where walking transport is provided for children who would like to attend extra curricular activities outside of our service during after school care hours. We take specific steps to ensure the health, safety and wellbeing of children when transporting. Parent/Guardian authorisation (permission) must be sought prior to the commencement of the excursion and a risk assessment is always planned and available at the service. Our aim is to ensure the safe transportation of each child and educators at all times.

Purpose:

To ensure the safety and supervision of children during excursions where there are transportation requirements.

Scope:

This Policy applies to children, families, staff, management and anyone else involved in the transportation of children during excursions.

Implementation:

Management/NS/RP will:

- Ensure that organised transport complies with the appropriate road and transport authority regulations.
- Ensure that a risk assessment for transport is conducted prior to transportation.
- Ensure that communication devices, such as mobile phones, are made available to all staff involved in the transport.
- Ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- Ensure that a first aid kit is made available to staff involved in the transport.
- Ensure head counts are conducted before leaving the service as children get on the bus, before leaving the excursion venue as children get on the bus, and as children disembark the bus.
- Ensure that they are on the bus with the children, as well as enough educators to ensure ratio requirements are met.



Educators will:

- Maintain a transportation roll that lists the children that are involved in transportation - this is available via Playground.
- Be orientated to the risks assessment involved in transporting children including how the children will be accounted for during the embarking and disembarking of the transport.
- Assist children with getting on and off the transport and assist with seatbelts (if applicable).
- Ensure that children remain seated and face forward during transportation.

Authorisations

Families' permission must be obtained before transporting children to or from the service. By signing the permission form the parent/guardian is authorising their child to be transported to or from the service to the excursion location.

Authorisation for transport must include:

- Child's name
- Reason for transportation
- If the authorisation is for regular transportation, a description of when the child is to be transported
- If the authorisation is not for regular transportation, the date the child is to be transported
- A description of the proposed pick-up location and destination
- The means of transport
- The period of time during which the child is being transported
- The anticipated number of children likely to be transported
- The anticipated number of Educators and any other adults who will accompany and supervise children during the transportation
- Any requirements for seat belts or safety restraints under a law of each jurisdiction in which the child is being transported
- That a risk assessment has been prepared and is available
- That policies and procedures for transporting children are available
- If the transportation is 'regular transportation' the authorisation is only required once in a 12 month period.



Risk assessment

- A Risk Assessment form must be prepared prior to transporting children in accordance with R102D. A sample Excursion Assessment template can be downloaded from the ACECQA website.
- Once an initial risk assessment has been carried out for regular transportation, risk assessment authorisation is only required to be obtained at least once in a 12 month period for regular outings, unless there is a change to the mode of transport or route.
- Regular outings means a walk, drive or trip to and from a destination the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

Risk Assessment will include:

- The proposed route and duration of transportation;
- The proposed pick-up location and destination;
- The mode of transport;
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
- Any water hazards
- The number of adults and children involved in the excursion;
- The number of children being transported and how many educators or other responsible adults will be required to ensure appropriate supervision. This number will be determined by taking into consideration the risks posed by the transportation of children and whether any adults with specialised skills are required along.
- The process for entering and exiting the service and the pick-up location (as required)
- Procedures for embarking and disembarking the transport, including how each child will be accounted for on embarking and disembarking.
- The items that should be taken when transporting children, for example, first aid kit, mobile phone and a list of emergency contact numbers.

Supervision

- Children will be supervised at all times
- Children will be orientated to the risk elements and transportation procedures prior to commencing the service. This would include elements such as where the collection point is and how to embark and disembark the transport.
- Adequate numbers of educators to effectively supervise the children must be rostered on transportation. The numbers of educators must take into consideration the ages and developmental stage of the children being transported and be based on the risk assessment.



- Head counts and roll calls must be conducted regularly throughout the delivery and collection of children.
- An educator must inspect the mode of transport at the end of the journey to ensure no children or belongings are left on the transport.

Information and Equipment

- Information and equipment to be taken for the safe transportation of children will include:
 - A list of all children with relevant personal details and family contact phone numbers.
 - A list of any special needs of children such as health conditions, additional needs etc.
 - A list of each school's office contact numbers.
 - A list of emergency procedures and contact numbers.
 - A first aid kit.
 - Any medication for children travelling.
 - A fully charged mobile phone.
 - Other information/equipment noted on the Risk Assessment.

Breakdowns

- In the event of a breakdown, the RP will contact the NS who will liaise with the bus company in organising alternative transport.
- The RP or NS will contact parents to advise them of a change in plans and provide updates regularly.

Accidents

- The RP/NS will check if any children or educators are hurt, conduct first aid or phone an ambulance, if necessary.
- The NS will be contacted to advise them of the accident and they will arrange alternate transport with the assistance of the transport company.
- The RP will call the police if necessary.
- All Educators will ensure that children are comforted.



Walking transport (Oatley PS only)

Where parents request to have their children walked to an extra curricular activity during after school care hours:

Parents will:

- Contact the service with an appropriate amount of time for safe transport arrangements to be made
- Provide as much details as possible in their transport request form and authorisation to ensure the efficiency and safety of the walking transport service
- Let the service know with as much notice as possible should their child not require the transport on any given day where they usually would
- Let the providers of the child's extra curricular activity know that their child will be dropped off by Adventure OSHC staff at specific days and times, and that face to face contact between care providers and a signature during handover will be required

Management will:

- Ensure parents are aware of their responsibilities when making use of this service
- Ensure staff are provided with the necessary equipment for the safe transportation of children
- Ensure staff are trained and understand their responsibilities when transporting children
- Ensure ratios are maintained at all times, both at the service and within the group engaging in the transport service

Educators will

- Ensure they understand their role and responsibilities when transporting children
- Ensure children are prepared to leave the service in a timely manner
- Ensure children leaving the service are wearing a high vis vest
- Ensure they communicate with the RP when leaving with the children, and confirming the identity and number of children to be taken
- Walk children to their destination in the quickest and most direct, safe route
- Make contact with the person to be looking after the child and obtain a name and signature on the sign out sheet, before leaving the child in their care
- Sign the child out via Xplor and note the person who the child was left with in the notes section
- Communicate with the RP on their return to the service



Sources:

- ACECQA Safe Transportation of Children Information sheet
- My Time, Our Place
- National Quality Framework
- Education and Care Services National Regulations (2011 SI 653)

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