SAFE TRANSPORTATION POLICY

NOTE: Highland Grove Preschool only transports children as part of an excursion on very rare occasions. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
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, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND LAW	
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services

102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First aid qualifications
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents
S51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

PURPOSE

We aim to ensure that all children being educated and cared for at Highland Grove are adequately supervised at all times. This includes ensuring educator to child ratios are met when we are transporting children as part of an excursion.

SCOPE

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students and visitors of the Service.

IMPLEMENTATION

The safety of children enrolled at Highland Grove is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures are implemented through our comprehensive risk assessment process, to ensure supervision is adequate at all times including during transportation. The educator to child ratios is exceeded when on an excursion involving transportation. This transportation is in the form of a bus. Procedures are in place to ensure a Nominated Supervisor or staff member is present and accounts for each child (and makes a record) when children embark and disembark the vehicle at our centre and at the excursion point. The vehicle is thoroughly checked to ensure no child is left behind.

TRANSPORT SPECIFIC RISK ASSESSMENT

As per the Education and Care Services National Law, our Service will '*ensure that every reasonable precaution is taken to protect children…from harm and from any hazard likely to cause injury*' (Section 167). Our Service will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)].

A risk assessment will be undertaken when an excursion involving transporting children is planned.

Our risk assessment will consider:

a) the proposed route and duration of the transportation; and
b) the proposed pick-up location and destination; and
c) the means of transport; and
d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
e) any water hazards; and
f) the number of adults and children involved in the transportation; and
g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
i) the process for entering and exiting-
    i. the education and care service premises; and
    ii. the pick-up location or destination (as required); and
j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- the age, ability, needs and skills of children being transported (non-ambulant, infants)
- movement of children between the vehicle and venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication to/from the vehicle- mobile phone reception
- health needs of all children and adults
- first aid provision and management of illness, injuries and emergencies
- child safe practices.

source: NSW Government Kids and Traffic (2020)

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL ENSURE:

- all staff, volunteers and students, follow the *Safe Transportation* and *Excursion* Policies.
- a senior member of staff communicates the requirements of the excursion with the bus company and the driver on the day.
- risk assessments are carried out prior to seeking authorisation for transporting children
- roles and responsibilities are clearly communicated with educators
- a designated educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed
- Every head count is cross checked with the attendance roll.
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- effective and adequate supervision is provided (see below)
- compliance with first aid requirements of Regulation 136 is met
- parents/guardians complete a written authorisation and a copy of this is filed in the child's enrolment record/ attached to the enrolment form
- A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
    - children's attendance on the vehicle
    - how children are accounted for as they embark and disembark on the vehicle
    - a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- the *Transportation Attendance Record* is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- once all children have exited the vehicle/bus, a final check is conducted, including the interior of the vehicle, to ensure no child is left on the vehicle

- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind
- the designated educator/Nominated Supervisor confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
- a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- educator to child ratio requirements are exceeded at all times
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with NSW Road Rules and Road Transport Act. When no seatbelts provided on bus, no restraints are required.
- children are never left unattended in the vehicle
- education on road safety for children is included in the Service's programming (for example Kids and Traffic, Vic Roads Primary School roads information)
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- a list of emergency contact numbers for the children and staff being transported is available
- every effort will be made to notify parents/carers of delays returning to the centre if applicable.
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans and risk assessments for individual children
- at least one staff member accompanying children during transportation holds:
    - an approved first aid qualification and
    - a current approved anaphylaxis management training qualification and
    - an approved emergency asthma management training qualification.

THE EDUCATORS WILL ENSURE:

- they adhere to the *Safe Transportation Policy*
- they are aware of their roles and responsibilities while providing transportation for children
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury

- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children are never left unattended in the vehicle
- children remain seated and do not behave in a dangerous or inappropriate manner
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to NSW Road Rules and Road Transport Act
- a working, fully charged mobile phone is taken in case of an emergency
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- a fully equipped first aid kit is easily accessible
- medication, health plans and risk assessments for individual children are available during transportation
- educators (and where appropriate parent helpers) wear a high visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- emergency contact information is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator/ nominated supervisor, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind
- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind

FAMILIES WILL:

- notify the Service if their child is going to be absent on the day of the excursion.
- ensure written authorisation for transportation of their child by the Service is granted by either the parent or guardian.
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
ACECQA. (2023). Policy and Procedure Guidelines. *Safe Transportation of Children.*
ACECQA. (2023). *Fact sheet. Changes to Regular Transportation of Children*
ACECQA. (2023). *Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.*
ACECQA. (2023). *Guidance for Adequate Supervision During Transportation*.
ACECQA. (2023). *Minimising the Risk of Children Being Left Behind in Vehicles*. NQF Review 2019
Australian Government Department of Education. *Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022*
Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023)
Guide to the National Quality Framework. (2017). (Amended 2023)
Kids and Traffic Early Childhood Road Safety Education Program (NSW)
Revised National Quality Standard. (2018).
Road Transport (Safety & Traffic Management) Act 1999.
Queensland Government Early Childhood Education and Care (2021) Transportation Look before you Lock
Vic Roads- Primary school road safety education resources
Western Australian Education and Care Services National Regulations

REVIEWED: 9/11/26