KIDS and TRAFFIC

Early Childhood Road Safety Education Program

In partnership with Transport for NSW and Macquarie University

SAMPLE Safe Transportation of Children Policy and Procedures

NSW GOVERNMENT

This booklet has been funded by Early Childhood Education, NSW Department of Education.

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This policy and procedures document is a **guide only**. It provides a sample of items a centre-based service may include in its transport policy and procedures. **Each service must develop and implement its own transport policy and procedures. These must be service-specific, address individual circumstances and factors and include the roles and responsibilities of approved providers, nominated supervisors, educators, other staff, drivers, volunteers and parents/carers.**

SAMPLE Safe Transportation of Children Policy and Procedures

Aim

To inform all within the education and care service of their responsibilities to ensure children's safety during periods of transportation, including the approved provider, nominated supervisor, educators, families and other stakeholders.

The ***Safe Transportation of Children Policy and Procedures*** should be read in conjunction with related policies, procedures and plans including:

- Excursions
- Supervision
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Administration of First Aid
- Emergency and Evacuation
- Child Protection
- Child Safe Environment
- Behaviour Guidance
- Risk Assessment and Management Plans

Rationale

As part of providing an education and care service the safety of children when being transported is paramount. The Education and Care Services National Law Act 2010 (National Law) and the Education and Care Services National Regulations 2011 (National Regulations) require services to take reasonable care to protect children from any harm or hazard likely to cause injury. Services are required to have policies and procedures for safe transportation in place, obtain written authorisations and undertake risk assessment and management processes to ensure children's safety.

Transport related injuries remain a leading cause of death in children under 14 years of age in NSW. Ensuring children are restrained according to the law, in the safest possible way for their age and size, is crucial to preventing child passenger injuries. As pedestrians, children require adult support to keep them safe. This includes holding their hands when walking, crossing roads and in driveways until they are cognitively able to assess and manage road and vehicle related risks independently. Young children are also particularly vulnerable to low speed vehicle run-overs in driveways and car parks.

Services transporting children must be aware of possible dangers and have prevention strategies in place to protect against them. This includes the risk of leaving children in vehicles. Sadly, incidents of children left unsupervised in vehicles for extended periods of time do occur and, in some cases, have resulted in serious injury or death.

Transporting children provides opportunities for strengthening connections between educators, families and the wider community. Children's learning and enjoyment can be enhanced by travel routines that allow for quality interactions between children and educators. These journeys also provide opportunities to build on children's understandings of how to keep safe in and around vehicles.

Policy Statement

The service regularly transports children as part of providing the education and care service. This includes transporting children to and from home and school and to and from excursion venues.

Children have the right to be protected from harm and hazards when being transported and the service has a legal responsibility to ensure this protection. The service considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment. The service is committed to ensuring children's health, safety and wellbeing and protecting them from harm and hazards.

The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimisation strategies. Educators will closely supervise children at all stages of the transportation process. No child will be transported without written authorisation from a parent/carer. The National Law and Regulations, NSW Road Rules 2014, NSW Road Transport Act 2013, other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times.

The service recognises that transporting children provides opportunities for strengthening connections between children, educators, families and the community and for extending children's learning. The service will utilise travel time to enhance relationships and outcomes for children.

Procedures

Approved providers, nominated supervisors, educators and other staff have a duty of care to protect children from harm and hazards and to ensure their health, safety and wellbeing while being transported by the service. These procedures will be followed by everyone involved in transporting children.

KEY	Approved provider AP	Nominated supervisor NS	Educator/Driver ED	Parent/Carer PC

1. WHEN PLANNING TRANSPORTATION

PROCEDURE	ACTION BY			
1.1 All educators and staff responsible for transporting children will be inducted and trained in their responsibilities to implement the *Safe Transportation of Children Policy and Procedures*.	AP	NS		
1.2 While children are being transported they will always be in the care of a responsible educator. The nominated supervisor will appoint a person in charge when transportation of children is undertaken.		NS	ED	
1.3 A risk assessment will be carried out before authorisation of any transportation is requested. The risk assessment will identify and assess risks that transportation may pose to the safety, health and wellbeing of children and outline steps to manage and minimise them. Consideration will be given to elements such as: • the route and duration of transportation • collection and delivery locations • means of transport • requirements for seatbelts and safety restraints • water hazards • number of children and adults involved in the transportation • number of adults appropriate to provide supervision including whether any adult requires specialised skills or training • items required to be available while transporting e.g. mobile phone, emergency contact list, first aid kit • process for entering and exiting the service, excursion venue or other collection or delivery location • procedures for accounting for children when embarking and disembarking the vehicle. For regular transportation a risk assessment will be conducted every 12 months or when circumstances relating to transportation significantly change e.g. when collection or delivery location for a child changes. When transport is not regular a risk assessment will be undertaken each time transportation is proposed.	AP	NS	ED	

1. WHEN PLANNING TRANSPORTATION (continued)				
PROCEDURE	**ACTION BY**			
1.4 Risk management and minimisation strategies will be implemented to ensure that every reasonable precaution is taken to ensure children's health, safety and wellbeing during transportation.		NS	ED	
1.5 The number of educators needed while transporting children will be determined as part of the risk assessment and management process. Consideration will include, but not be limited to: • the number, age and ability of children • the number and physical positioning of educators • each child's activity • visibility and accessibility in the vehicle • risks related to the mode of transportation and when travelling on foot • risks in the environment, location or while travelling • any previous risk assessment • the experience, knowledge and skill of each educator • compliance with National Law and National Regulations.	AP	NS		
1.6 Where required additional responsible adults, such as parent/carer volunteers, will accompany children to provide extra supervision. However, the service's duty of care cannot be delegated to volunteers. It is recognised that increasing the adult to child ratio improves supervision, minimises risk and allows for better quality interactions between adults and children during transportation.	AP	NS	ED	
1.7 The approved provider will ensure the number of children being educated and cared for by the service does not exceed the maximum number of children specified in the service approval no matter where the children are located, including while they are being transported by the service.	AP			

1. WHEN PLANNING TRANSPORTATION (continued)

PROCEDURE	ACTION BY			
1.8 Written authorisation for transportation will be obtained from each child's parent or authorised nominee and will include: • child's name • reason for transportation • for regular transport, a description of when child is to be transported • for transport that is not regular, the date of transportation • description of collection/delivery locations • means of transport • timing and duration of transportation • number of children being transported • number of supervising adults • requirements for seatbelts or safety restraints • notification that the prepared risk assessment and the *Safe Transportation of Children Policy and Procedures* are available to view at the service. For regular transportation, authorisation will be obtained annually or when the risk assessment is amended. For transport that is not regular, authorisation will be obtained each time transport is to be used.	AP	NS		PC
1.9 For regular transport runs, Australian Standards (AS/NZS 1754) approved child car seats and booster seats will be installed in the service vehicle by an Authorised Restraint Fitter; educators transporting children will receive advice on how to check and adjust seats and seatbelts to fit individual children.	AP	NS	ED	

2. WHEN PROVIDING TRANSPORTATION

PROCEDURE	ACTION BY			
2.1 Vehicles used to transport children as part of the service (including private vehicles) will be initially checked, then checked quarterly, to ensure they are: • registered • CTP insured • comprehensively insured • regularly maintained.	AP	NS	ED	

2. WHEN PROVIDING TRANSPORTATION (continued)				
PROCEDURE	**ACTION BY**			
2.2 Vehicle maintenance checks will be carried out weekly by the educator responsible for the transport run. Checks include, but are not limited to, the safe condition and operation of: • tyres, brakes, indicators, lights, windscreen wipers, air conditioning • doors and windows (including childproof door and window locks where fitted). Child car seats, booster seats and seat belts will be checked prior to each transport run. Fuel levels will be checked prior to each transport run to ensure adequate fuel for the duration of the run. Any maintenance issues will be documented and provided to the nominated supervisor for action as soon as possible.		**NS**	**ED**	
2.3 Educators conducting the transport run will ensure all children under the age of seven years are restrained correctly in Australian Standards (AS/NZS 1754) approved child car seats or booster seats suitable for each child's age and size. Educators will ensure children seven years and older are restrained in the safest way possible for their size either in a booster seat with a lap sash seatbelt or with a lap sash seatbelt only. The Five Step Test will be used to determine appropriate restraint type.			**ED**	
2.4 Vehicles used to transport children will contain: • a fully stocked first aid kit including emergency asthma and anaphylaxis medications • a charged mobile phone and/or satellite phone • medication, health plans and risk assessments for individual children • emergency contact details for children being transported • contact details of the service including an emergency contact number • emergency response information including *Emergency* and *Incident, Injury, Trauma and Illness* policies and procedures • *Safe Transportation of Children Policy and Procedures* • *Transportation checklist* • high visibility vest • torch • supply of drinking water • accurate, current attendance records for each transport run.		**NS**	**ED**	

2. WHEN PROVIDING TRANSPORTATION (continued)				
PROCEDURE	**ACTION BY**			
2.5 Transport attendance records will be maintained to ensure they are accurate and current for each transport run. Records will include: • the number of children being transported on each run • the full name and a photograph of each child being transported • provision for recording the date and time of each child's entry to and exit from the vehicle and their arrival at or departure from the service or other venue/location • provision for the name and signature of the person delivering or collecting the child or by the nominated supervisor or educator • the full name of educators or other staff conducting the transport run • verification that the vehicle has been checked and cleared of children at the conclusion of the transport run.	**AP**	**NS**	**ED**	
2.6 When children are embarking or disembarking the vehicle at the service premises, a staff member (other than the driver) must: • be present to account for children when embarking and disembarking • record how children have been accounted for • record the date and time the record is made • record the name and signature of the person making the record. In addition, when children have disembarked the vehicle at the service premises, a staff member (other than the driver) must: • examine the interior of the vehicle to confirm no children remain on board • record that the interior of the vehicle was examined • record the date and time the record is made • record the name and signature of the person making the record.	**AP**	**NS**	**ED**	
2.7 Any educator, staff member or volunteer involved in transporting children will have a current Working with Children Check and will be inducted into the requirements outlined in the *Safe Transportation of Children Policy and Procedures* and any other relevant documents.	**AP**	**NS**		

2. WHEN PROVIDING TRANSPORTATION (continued)				
PROCEDURE	**ACTION BY**			
2.8 Children being transported will be accompanied by at least one staff member with approved and current: • first aid qualifications, and • anaphylaxis management training, and • emergency asthma management training.	AP	NS	ED	
2.9 Any driver transporting children will have, at minimum, a current and valid C class driver licence and be in a fit and proper state to drive. Provisional licence holders will not drive any vehicle used to transport children as part of the service. Educators or staff driving larger vehicles to transport children must hold the relevant licence for the vehicle classification.		NS	ED	
2.10 For vehicles seating 12 people or fewer, the number of supervising adults required will be determined by the transport risk assessment. If the risk assessment allows for one educator to transport children, risk mitigation strategies will be determined to ensure adequate supervision and safety.		NS	ED	
2.11 For vehicles seating more than 12 people, the number of supervising adults required will be determined by the transport risk assessment.		NS	ED	
2.12 In the case of an emergency such as vehicle breakdown, crash or other traffic incident, or illness, injury or trauma on board, educators transporting children will follow the service's policies and procedures and refer to the emergency response information in the vehicle. Educators will: • check on the welfare of children and other staff and provide first aid, comfort and support • call emergency services if required • implement all other actions in accordance with the service's *Emergency* and *Incident, Injury, Trauma and Illness* policies and procedures • report the incident to the nominated supervisor/approved provider who will arrange for alternative transport if required and notify families of the incident • complete an incident record on return to the service which the nominated supervisor/approved provider will use to notify the NSW Regulatory Authority within 24 hours if required.	AP	NS	ED	

2. WHEN PROVIDING TRANSPORTATION (continued)				
PROCEDURE	**ACTION BY**			
2.13 The service will engage children in establishing and implementing travel behaviour rules at a developmentally appropriate level. Rules will be focused on safety and respectful, courteous behaviour to others and will reflect the *Behaviour Guidance policy*.		**NS**	**ED**	
2.14 Educators will use travel time to engage in conversations to enhance relationships, extend children's learning and strengthen connections between children, educators, families and the community.			**ED**	

3. WHEN USING PUBLIC TRANSPORT				
PROCEDURE	**ACTION BY**			
3.1 When using public buses, trams, trains or ferries, journeys will be carefully planned to ensure children's safety. The risk assessment will consider the additional child protection risks posed by sharing transport with members of the public. Journeys using public transport should be planned outside of peak travel hours to minimise crowding and maximise children's comfort and safety.		**NS**	**ED**	
3.2 Where appropriate, the service will contact the transport provider to inform them of the route and times that children, educators and volunteers may be using the transport so that vehicle operators can be informed and prepared for the group of passengers.		**NS**	**ED**	
3.3 Supervision of children on public transport will be in accordance with the service's *Excursion* and *Supervision* policies and procedures and as determined by the transport risk assessment.		**NS**	**ED**	
3.4 When using public transport an educator will cross check and mark the transport attendance record and conduct head counts to ensure all children are present. These attendance checks and headcounts will be conducted at times including, but not limited to: • prior to embarking • when embarking • when on board • when disembarking • after disembarking. An educator will always be the last person to embark and disembark the vehicle to ensure all children are accounted for.			**ED**	

4. WHEN MOVING CHILDREN TO AND FROM THE VEHICLE				
PROCEDURE	**ACTION BY**			
4.1 Educators will park the vehicle as close as possible to the collection/delivery location to avoid the need for children to cross roads or walk through traffic areas, including car parks and driveways, where ever possible.			ED	
4.2 Educators will choose the safest route possible for walking children to and from the vehicle as determined by the risk assessment.			ED	
4.3 Educators will talk with children about safe practices and actively supervise them when moving to and from the vehicle. Supervision will take into account children's age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe as pedestrians, educators will hold their hands. The service will follow the Transport for NSW endorsed key pedestrian safety messages			ED	

5. WHEN DEPARTING THE SERVICE WITH CHILDREN				
PROCEDURE	**ACTION BY**			
5.1 The driver will enter the vehicle and check the internal temperature. If necessary, the driver will start the vehicle and adjust the air conditioning to ensure the internal vehicle temperature is comfortable for passengers.			ED	
5.2 Before leaving the service building, an educator will conduct an attendance check and mark each child's name on the transport attendance record. A head count will be conducted. The date and time of the check and the name and signature of the educator completing the check will be recorded.	AP	NS	ED	
5.3 When the children embark vehicle an educator, other than the driver, will conduct an attendance check from the transport attendance record, including a head count to ensure all children are accounted for. The date and, time each child is accounted for and the means of accounting for each child (sighted) is recorded along with the name and signature of the staff member completing the record.	AP	NS	ED	

6. WHEN ARRIVING AT THE SERVICE				
PROCEDURE	**ACTION BY**			
6.1 An educator, other than the driver of the vehicle, will conduct an attendance check and mark each child's name on the transport attendance record as children disembark the vehicle. This will be cross checked against the record of children boarding the vehicle. A head count will be conducted. The date and time of the check, the means of accounting for each child (sighted), and the name and signature of the educator completing the check will be recorded.	**AP**	**NS**	**ED**	
6.2 Immediately after children have disembarked, a staff member, other than the driver of the vehicle, will conduct a thorough check to ensure no child remains in the vehicle. The check will include: • visual inspection of all areas of the vehicle: - all seats including the driver's seat - under seats - storage areas • calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child. The staff member completing the vehicle inspection will record confirmation of the process for ensuring the vehicle has been cleared, the date and time of the check along with their name and signature.	**AP**	**NS**	**ED**	
6.3 On entering the service an educator from the vehicle will record children's attendance at the service and conduct a head count. The educator will cross check the service attendance record against the transport attendance record to ensure all children are accounted for. The date and time of the check and the name and signature of the educator completing the check will be recorded. The service attendance record will be verified in writing by a second educator from the service who was not involved in transporting children.	**AP**	**NS**	**ED**	
6.4 If a child expected at the service who is usually transported is not present, the '*Procedure for addressing absence from the service of a child using transportation*' will be followed (see Diagram 1).	**AP**	**NS**	**ED**	

6. WHEN ARRIVING AT THE SERVICE (continued)				
PROCEDURE	**ACTION BY**			
6.5 After every transport run , prior to parking and securing the vehicle, the driver will conduct a thorough check to ensure no child remains in or near the vehicle. The check will include: • visual inspection of all areas of the vehicle: - all seats including the driver's seat - under seats - storage areas - under the vehicle • calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child. The driver completing the vehicle inspection will record confirmation of the process for ensuring the vehicle has been cleared, the date and time of the check along with their name and signature.	**AP**	**NS**	**ED**	
6.6 If the vehicle is being returned after children have been delivered to school or home, an educator will check the transport attendance record to ensure all children have been marked as having left the care of the service. The date, time, name and signature of the educator conducting the check will be recorded.	**AP**	**NS**	**ED**	
6.7 On conclusion of the transport service the driver will park and secure the vehicle in the designated shaded parking area.			**ED**	

7 WHEN CHILDREN ARE COLLECTED FROM/DELIVERED HOME BY THE SERVICE				
PROCEDURE	**ACTION BY**			
7.1 The vehicle will be parked on the same side of the road as the home and as close as possible to the collection/ delivery location as determined by the risk assessment.			**ED**	
7.2 The driver will ensure the vehicle is in 'park' and the handbrake is applied before children embark/disembark the vehicle. The educator/driver will check children on board remain safely restrained at each collection/ delivery location.			**ED**	

7.3 Parents/carers are responsible for the active supervision of children including holding their hands to and from the vehicle.				PC
7.4 An educator will meet parents/carers at the door of the vehicle to collect or deliver children.			ED	
7.5 The educator/driver will ensure the child's parent/carer or other authorised person signs the transport attendance record against the child's name along with the date and time of collection or delivery. The educator will co-sign the attendance record.			ED	PC
7.6 Parents/carers are responsible for ensuring children are ready for collection at the time and meeting point negotiated with the service. If a child is not at the meeting point at the designated time for collection the '*Procedure – child and parent/carer not present for collection'* will be followed (see Diagram 2).		NS	ED	PC
7.7 Parents/carers are responsible for being at the meeting point at the time negotiated with the service when the child is delivered home. Children will only be delivered to a parent/carer or a person authorised to collect the child. If a parent/carer or authorised person is not at the designated meeting point at the scheduled time the *'Procedure – parent/carer not present for delivery of child home'* will be followed (see Diagram 3).		NS	ED	PC

8. WHEN CHILDREN ARE COLLECTED FROM/DELIVERED TO SCHOOL BY THE SERVICE

PROCEDURE	ACTION BY			
8.1 The vehicle will be parked on the same side of the road as the school and as close as possible to the school gate as determined by the risk assessment.			ED	
8.2 An educator will walk children to the school gate. Supervision will take into account children's age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe pedestrians, educators will hold their hands.			ED	

8. WHEN CHILDREN ARE COLLECTED FROM/DELIVERED TO SCHOOL BY THE SERVICE (continued)				
PROCEDURE	**ACTION BY**			
8.3 An educator will cross check and mark the transport attendance record to ensure children being delivered to school are all accounted for. A head count will be conducted. Children will be recorded as having left the care of the service with the date and time of delivery at school and the name and signature of the educator marking attendance noted.	**AP**	**NS**	**ED**	
8.4 When collecting children from school, all-weather meeting places will be utilised where possible. The risk assessment will take into account meeting place locations; mitigation strategies will be implemented to ensure these places are as safe as possible.		**NS**	**ED**	
8.5 Educators will not move children to the vehicle until all children being transported are present at the meeting place and signed into the care of the service on the transport attendance record.			**ED**	
8.6 On collection of children, an educator will cross check and mark the transport attendance record to ensure the number and names of children present match the transport attendance record. A head count will be conducted. Children who are marked as present will have the date and time of collection recorded along with the name and signature of the educator marking attendance.	**AP**	**NS**	**ED**	
8.7 On embarking the vehicle an educator will again mark the transport attendance record and conduct a head count to ensure all children are present The record will include the means of accounting for each child (sighted), the date and time along with the name and signature of the educator completing the record.	**AP**	**NS**	**ED**	
8.8 Parents/carers are responsible for contacting the service as soon as possible if the child is not attending OSHC. When notified of non-attendance by the family the child's name will be removed from the transport attendance record for that run.		**NS**	**ED**	**PC**
8.9 If a child does not present at the meeting point by 3.15pm the *'OSHC school collection missing child procedure'* will be followed (see Diagram 4).	**AP**	**NS**	**ED**	

Links to legislation, frameworks, standards and guidelines

Education and Care Services National Law Act 2010 (National Law)
Education and Care Services National Regulations 2011(National Regulations)
NSW Road Rules 2014
NSW Road Transport Act 2013
Road Transport (Driver Licensing) Regulation 2017
Road Transport (Vehicle Registration) Regulation 2017
Work Health and Safety Act 2011
Work Health and Safety Regulation 2017
Child Protection (Working with Children) Act 2012
National Quality Standard
Guide to the National Quality Framework
Child Safe Standards
Belonging Being Becoming: The Early Years Learning Framework for Australia
My Time Our Place Framework for School Age Care in Australia
AS/NZS 1754:2013 Child restraint systems for use in motor vehicles
Best Practice Guidelines for the Safe Transportation of Children in Vehicles
ACECQA safety checklist and regular transportation record

Sources/references used to inform this policy

NSW Centre for Road Safety
Child Car Seats
Kids and Traffic
NSW Department of Education Early Childhood Education
NSW Department of Education Policy Library
Australian Children's Education and Care Quality Authority (ACECQA)
Community Early Learning Australia
Network of Community Activities
Community OOSH Services
Macquarie University Children's Services
Willoughby Council Children's Services

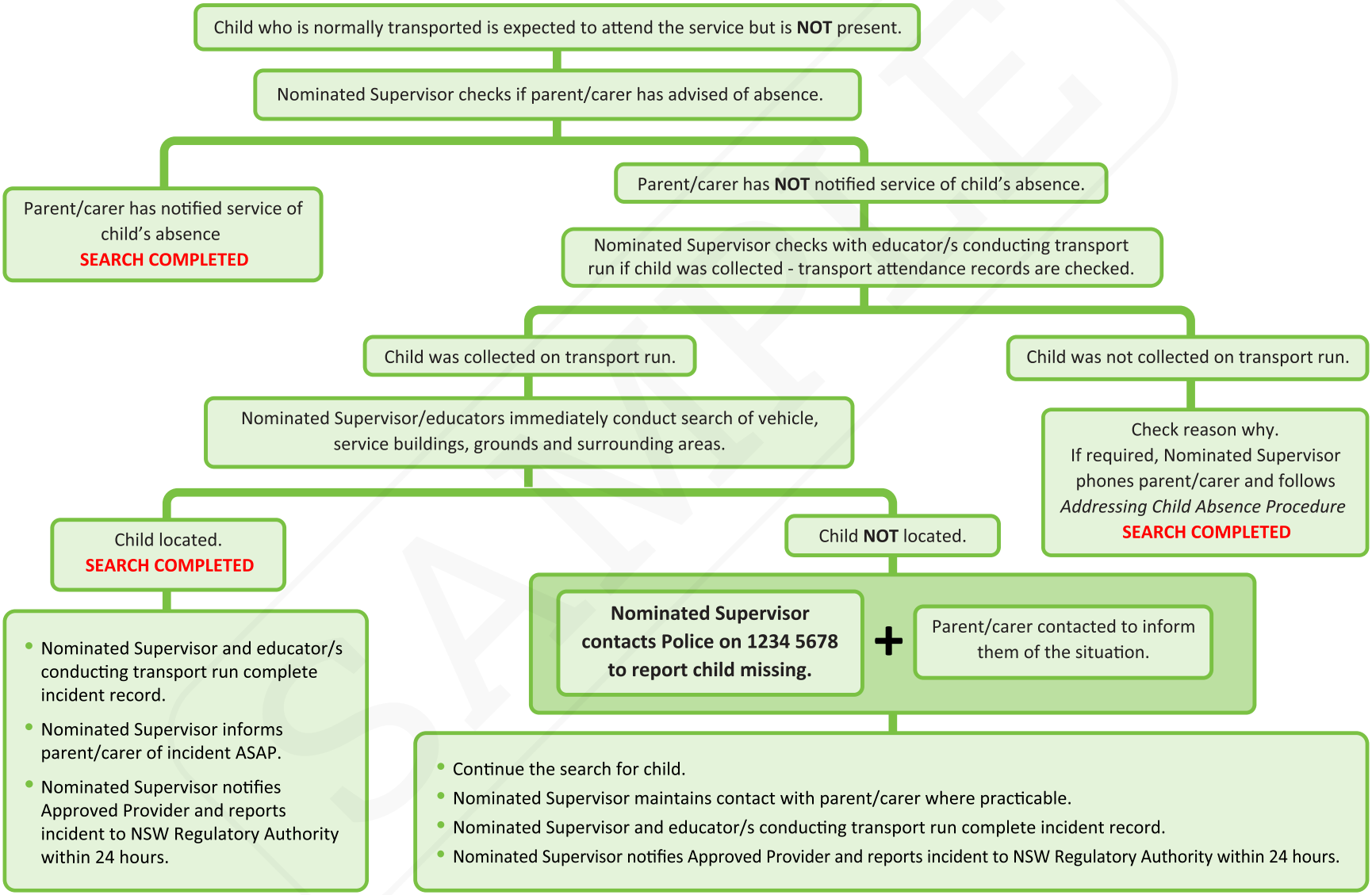
Evaluation

The policy will be monitored to ensure compliance with all relevant legislation, guidelines and frameworks. Management and educators will consult children, families and other relevant stakeholders when reviewing and updating this policy.

Version: 1	Last review date July 2022	Next review date July 2023
Responsible person: Nominated supervisor	Name: _____	

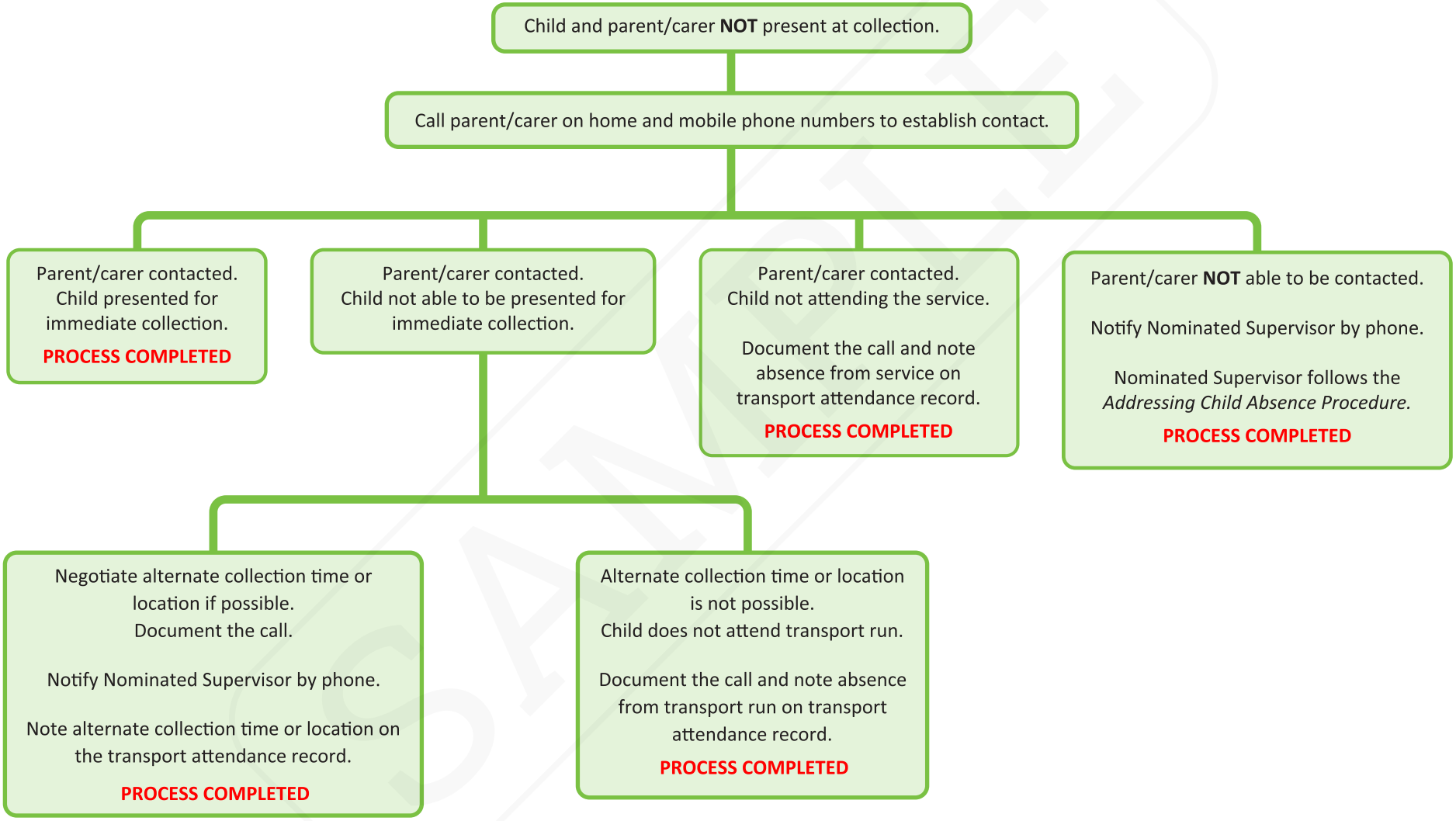
SAMPLE: Procedure for addressing absence from the service of a child using transportation

DIAGRAM 1



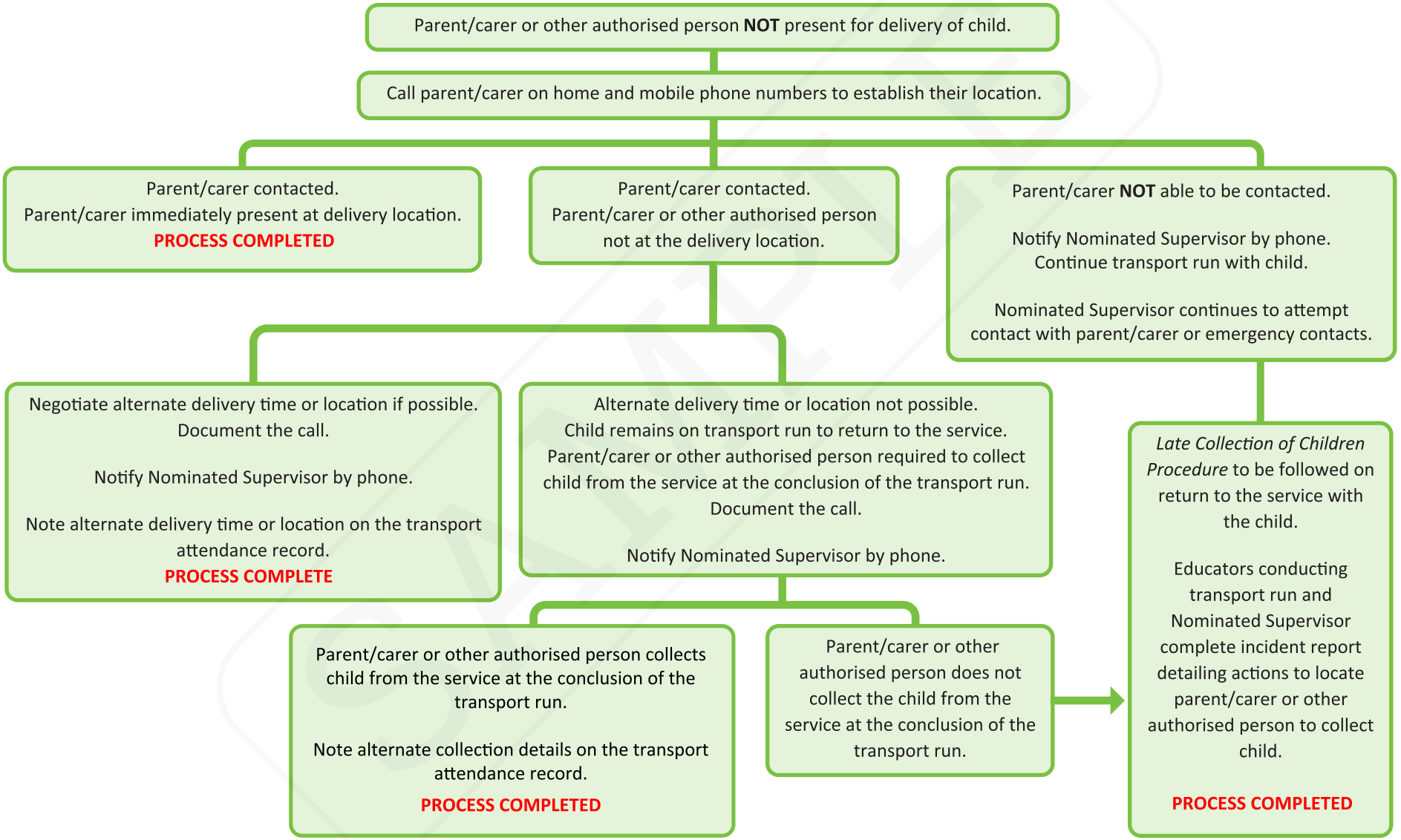
SAMPLE: Procedure – child and parent/carer not present for collection

DIAGRAM 2



SAMPLE: Procedure – parent/carer not present for delivery of child home

DIAGRAM 3



SAMPLE: OSHC School collection missing child procedure

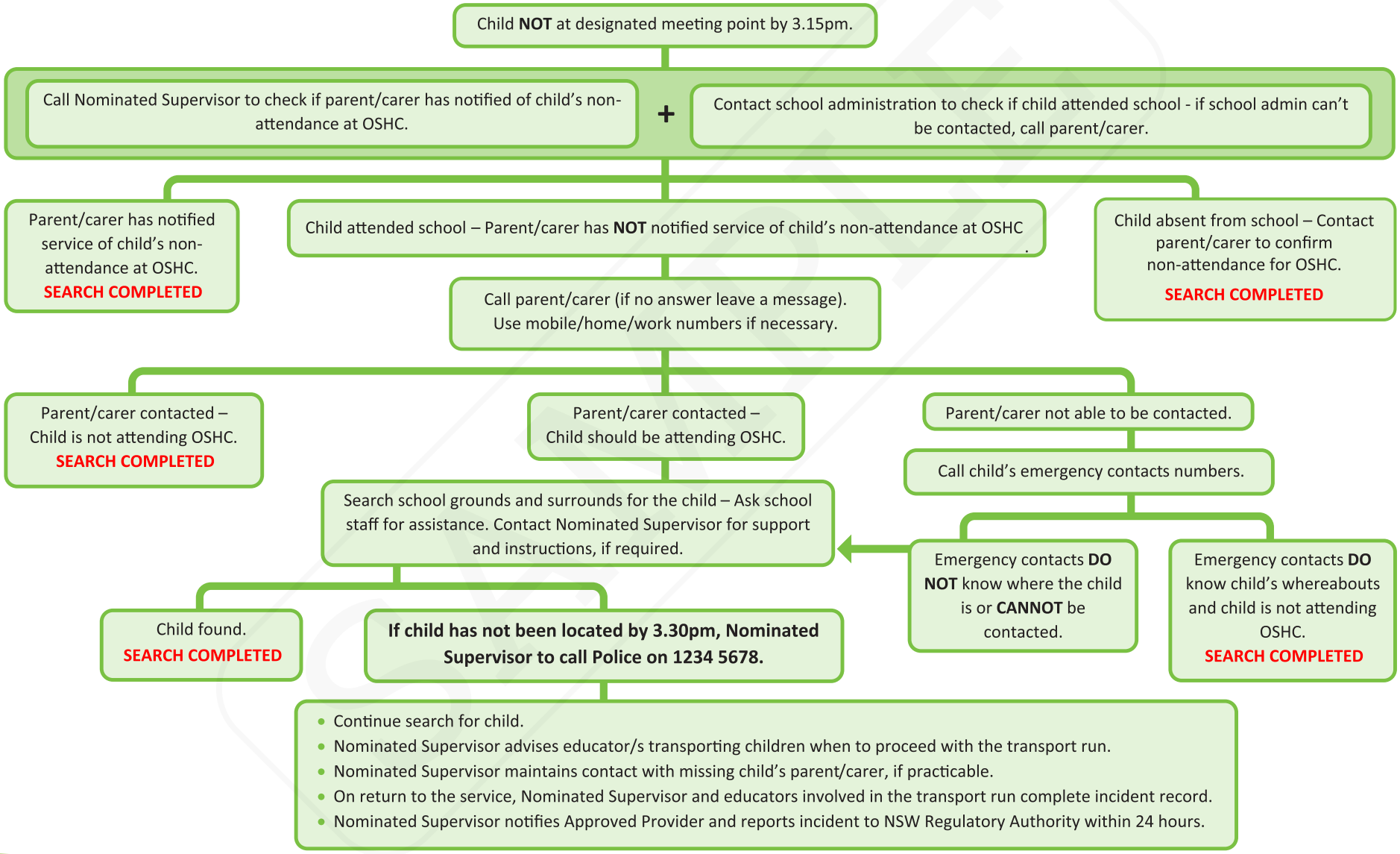



DIAGRAM 4