

Safe Transportation of Children Policy

Policy Statement

We believe that children travelling to and from the Centre and on excursions have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations.

Links to the Education and Care Centres National Regulations 2020, National Quality Standards 2018

REGS	
102(b)	Transport Risk assessment must be conducted before service transports child
102(c)	Conduct of risk assessment for transporting of children by the education and care service
102(d)	Authorisation for service to transport children
168	Education and care service must have policies and procedures (transportation)
NQS	
2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Procedures:

There may be a variety of occasions where children are required to use public and/or private transport. Every precaution will be taken to assure that children are protected at all times. As the service is located in the grounds of the local public school the majority of children accessing the service are from the school and transport is not required. Children who are enrolled at the service from other schools must use the transport provided by the local Government transport service to arrive at the service in the afternoon.

Enrolled children from Holy Cross Catholic school

Morning Care: Children will be dropped at the service in the morning by a parent/ guardian and will walk to their designated school with two Fun 4 U educators in attendance. One Educator must have a recognised First Aid certificate, asthma and Anaphylaxis certificate. The Educator must also have a First aid kit with them.

Wet weather alternative- Children will be transported by an Educators private car to the school. The car must be road worthy with an approved registration, full comprehensive insurance and the Educator must have a full licence. A risk assessment must be completed for a regular occurrence and a parent/ guardian must also sign an authorisation for transportation form in enrolment each year.

Afternoon care session: Children will board the designated school bus and will be met by a Fun 4 U Educator at the bus stop located in Junction Street, Helensburgh near the official school entrance.

Enrolled children from Otford School

Afternoon care session: Due to the location of the school, Fun 4 U is only able to offer afternoon care session for this service. Children will have to be transported by the local community bus and an Educator will meet them at the public bus stop available in Parkes street, near Lukin Street Helensburgh an alternative entrance to the public school.

Please note Fun 4 U Helensburgh can only take legal responsibility for the children once they arrive at the designated bus stop, disembark, go to the educators and their attendance is marked as present. Children will be provided with the Fun 4 U phone number in case of an emergency on route but their family must remain responsible for their wellbeing until they arrive at Fun 4 U Helensburgh.

Vacation Care

Throughout the school holidays Fun 4 U does provide a vacation care service. Children are often taken on outings and the service hires a local registered mini bus hire company to provide transport. All parent/ guardians will be informed of the mode of transport in the permission form and must sign permission for the child to participate. A risk assessment will be conducted by the staff prior to the excursion, the appropriate precautions will be taken and the risk assessment will be available for parent/ guardians to view.

- All vehicles used by the Centre will comply with the appropriate road and transport regulations, will be mechanically sound, have regular maintenance and have third party and comprehensive insurance.
- Children will be required to remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.
- When picking up children, the bus should be parked in a location which does not require children to cross roads.
- The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.
- All drivers will carry the Centre's name, address and contact number at all times. An emergency contact number should also be provided.

The use of child restraints

Children who are transported by private vehicle:

- must use the appropriate child restraint as per the Transport for NSW Centre for road safety regulations. Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted are strongly recommended to use an approved booster seat
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

Children who are transported by bus:

- The service utilises the local registered mini bus hire company for vacation care activities and child restraints are not required for children over 12 months of age.
- Childs restraints are also not required when travelling on the local bus service but Educators will ensure that all children are supervised to ensure they are seated and behave safely.

PLEASE NOTE- If a family does not approve of the transportation available for the excursion, and it meets regulations, then they must find an alternative suitable transport, for their child to be able to participate.

Risk Assessment to be conducted

To ensure the safe transportation of children at all times a risk assessment must be conducted and evaluated before each time the children are transported except in the case of it being for regular transport then it will need to be reviewed and provided to families every year.

The risk assessment must include:

- The proposed route and duration of the transportation
- The proposed pick-up location and destination
- The means 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 transportation.
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported).
- The process for entering and exiting the education ad care service premises and the pickup location or destination (as required).
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Regular Transportation

If the transportation is a "regular transportation", a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months.

Regular transportation, in relation to the service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion.

A child regularly arriving by school bus from Holy Cross school or Public bus from Otford school on a regular basis is identified as a regular outing and must receive and sign a risk assessment each year with the enrolment form.

Authorisations for Transportation

Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorize transportation of a child. The authorisation must state the following information listed

- The child's name
- The reason the child is to be transported
- 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 to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the service
- 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 on embarking and disembarking.
- That written policies and procedures for transporting children are available at the service.

In the case of a vehicle breakdown the staff person in charge or the driver will:

- phone the Staff and the staff member will discuss suitable alternative transport and organise for this to be undertaken
- ensure that the children are kept safe at all times
- The Staff will inform the parents of the breakdown if necessary.

In the case of a vehicle accident the staff person in charge or the driver will:

- check to see if any children or staff are hurt, conduct first aid and phone for an ambulance if necessary
- comfort and calm the children
- ensure that the children are safe at all times
- take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle
- phone the centre to inform the Co-ordinator, and organise alternative transport.
- phone the police if necessary
- complete an accident report on return to the centre

Where possible a mobile phone should be carried in case of accident or emergency and children should be instructed to stay with the vehicle until assistance arrives. The Centre's details should always be carried on the vehicle.

The Staff will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.

When transporting children by public transport staff will:

- ensure a risk assessment has been completed and is made available to families.
- Ensure an authorisation for a child to be transported must be given.
- ensure that a list of the children's names, emergency contacts and number of children travelling is taken
- take the centre's name, address and contact numbers with them
- conduct a head count on a regular basis
- assist children in getting on and off the mode of transport
- ensure that all children are accounted for before allowing the vehicle to depart

When transporting children by foot staff will:

- ensure a risk assessment has been completed and is made available to families.
- ensure that the safest route is taken
- ensure children cross the road at the crossing or lights where available, and obey the road rules
- undertake extreme care crossing all roads
- keep children together as a group and walk in line on pavements.
- take appropriate wet weather gear, jackets or sun hats to use as required
- Children should be made aware of all the rules associated with all the modes of transport. Staff will ensure that these rules are enforced

Sources:

ACECQA, 2020, Safe Transportation of children/ Information Sheet

Department of Education NSW Early Childhood Directorate, 2020, Education and Care Services National Amendment Regulations

ACECQA, 2020, National Quality Standards 2018

<http://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

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