

# SAFE TRANSPORTATION POLICY

Under the Education and Care Services National Regulations the approved provider must ensure that policies and procedures are in place in relation to the safe transportation of children (regulation 168 (2)(ga) and take reasonable steps to ensure those policies and procedures are followed (regulation 170). [ACECQA, 2021].

Out of School Hours Care (OSHC) Service provides education and care for children before school, after school and during school holidays. For children to access our Service, we provide transportation between our Service location and primary schools and other locations during school holidays whilst participating on excursions.

Compliance with the Education and Care National Law and Regulations is mandatory to always ensure the safety of children 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 ensuring duty of care obligations by adhering to relevant legislation always providing adequate supervision of children, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY STANDARD	OTHER SERVICE POLICIES/ DOCUMENTATION	OTHER
R4 (1), 85, 89, 98, 99, 100, 101, 102A, 102B, 102C, 122, 123, 136, 158, 161, 168, 171, 183, 168, 170, 165, 167	2.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> <li>- <i>Arrival and Departure Policy</i></li> <li>- <i>Administration of First Aid Policy</i></li> <li>- <i>Positive Behaviour Guidance Policy</i></li> <li>- <i>Enrolment Policy</i></li> <li>- <i>Excursion/ Incursion Policy</i></li> <li>- <i>Child Protection Policy</i></li> <li>- <i>Child Safe Environment Policy</i></li> <li>- <i>Emergency Evacuation Policy</i></li> <li>- <i>Enrolment policy</i></li> </ul>	<ul style="list-style-type: none"> <li>- <i>ACECQA</i></li> <li>- <i>ECA Code of Ethics</i></li> <li>- <i>My Time Our Place</i></li> <li>- <i>Kids and traffic Early Childhood Road Safety Education Program</i></li> <li>- <i>Road Transport Act</i></li> </ul>



		<ul style="list-style-type: none"><li>- <i>Incident, Injury, Trauma and Illness Policy.</i></li><li>- <i>Record Keeping and Retention Policy</i></li><li>- <i>responsible Person Policy</i></li><li>- <i>Work Health and Safety Policy</i></li></ul>	
--	--	--	--

## PURPOSE

We aim to ensure that all children being educated and cared for by our OSHC Service are adequately always supervised. This includes ensuring educator to child ratios are met whenever and wherever our service is operating including providing transportation as part of our OSHC Service activity.

## WHO THE POLICY AFFECTS?

Management  
Staff  
Students  
Parents

## IMPLEMENTATION

The safety of children enrolled at SUNBEAMS is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is always adequate including transporting children before and after school to our Service and during school holidays when children may be participating in excursions. Educator to child ratios is adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments. Specific risk assessments and procedures for excursions during school holidays are included in our *Excursion Policy*.



Procedures are in place to ensure a Nominated Supervisor or staff member is present and accounts for each child (and make a record) when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

### DEFINITIONS

**Regular transportation: (Regulation 4(1))** in relation to an education and care service, means the transportation 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 for each occasion on which the child is transported.

**Regular outing (b):** in relation to an education and care service, 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

Transportation (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

Transition: In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.

**Written authorisation:** {regulation 102D sub regulation (4)} authorisation given by a parent or other person named in the child's enrolment record as having authority to authorize the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and

- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- d) if the authorisation is not for a regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service; and
- l) that written policies and procedures for transporting children are available at the education and care service.

#### **TRANSPORT RISK ASSESSMENT (Regulation 102B)**

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).

SUNBEAMS 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 at least annually for '*regular transportation*' {Regulation 4(1)} of children. Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted {regulation 101(2)(d)}. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement at Sunbeams.

#### **Our risk assessment process is guided by the following process:**

- identify any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child.
- assess the risk of harm or potential harm using a risk matrix.
- specify how the identified risks will be managed by eliminating or minimising the impact using control measures.
- evaluate the current risk or potential harm by implementing control measures.



- review and monitor the risk or potential harm to ensure it continues to be managed as a low risk.

source: Risk assessment and management ACECQA (2020)

### **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 experience of the driver and licensing conditions for the vehicle
- the age, ability, needs and skills of children being transported (non-ambulant, infants)
- the experience of adults involved in transportation and their capacity for supervising children.
- 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)

**MANAGEMENT/NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL ENSURE:**

- all staff are inducted in the *Safe Transportation Policy* and procedure and have completed practical training.
- a copy of any training is kept at Sunbeams
- risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- risk assessments for 'regular transportation' are evaluated regularly to ensure potential risks are identified and managed.
- any updates to procedures are clearly communicated to all staff.
- rehearsals for transportation of children are conducted throughout the year as 'best practice'.
- risk assessments for 'regular transportation' are reviewed at least annually.
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment.

**THE APPROVED PROVIDER WILL NOTIFY THE REGULATORY AUTHORITY:**

- that the Service will offer or arrange transportation as part of the service approval application
- within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury.
- adequate supervision is provided (see below)
- educator to child ratio requirements is maintained at all times, including when children are being transported as part of the service activity
- a record of staff working directly with children (regulation 151) is kept.
- compliance with first aid requirements of Regulation 136 is always met.
- parents/guardians complete a written authorisation for transportation of their child and a copy of this is filed in the child's enrolment record/ attached to the enrolment form.
- children are instructed on processes for entering and exiting the OSHC service premises and school (drop off) site; and are aware of pick up and destination locations.
- children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC service. The record of attendance must record the time that the child arrives and departs the OSHC service and signed by the nominated supervisor or educator.



- children's attendance is checked by the supervising educator/staff before departure from the designated pick-up location and marked as present as they disembark from the vehicle.
- procedures for the safe handover of children between the Service and other educational site is documented correctly.
- educator to child ratio requirements is always maintained
- children exit the vehicle using the 'safety door'.
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with NSW Road Rules and Road Transport Act
- 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.
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from Sunbeams.
- 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 being transported.
- every effort will be made to notify parents/carers of delays returning to the Service if applicable.
- roles and responsibilities are clearly communicated with educators
- a designated driver is nominated as the person who will be responsible for driving the vehicle
- 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
- messages from families regarding attendance changes to pick up or drop offs are communicated to the designated educator/educators
- children are signed into the service attendance record upon collection, noting the time children enter the vehicle
- relevant criminal history requirements and Working with Children Checks are made and verified for any person transporting children. WWCC is recorded in staff records.
- the person driving the vehicle/bus holds a current Australian driver's licence.
- any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy*.



- the Transport Pick up/Drop off Checklist is completed each time transportation is provided to children
- A Transportation Attendance Record is provided to the designated educator prior to leaving the service to record:
  - o children's attendance on the vehicle
  - o how children are accounted for as they embark and disembark on the vehicle
  - o a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- children are signed into or out of the attendance record upon delivery or collection of children to the service in accordance with the Delivery of Children to, and Collection from Education and Care Service Premises Policy
- 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 (best practice)
- 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 (best practice)
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC service (including when being transported)
- children's attendance is checked by the supervising educator/staff before departure from the designated pick-up location and marked as present as they disembark from the vehicle

### **SAFE MAINTENANCE OF TRANSPORTATION VEHICLE**

MANAGEMENT/NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL ENSURE:

- the transportation vehicle is fitted with the required child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- the vehicle has enough fuel to transport the children each day as in accordance with the schedule
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- any repairs are completed as soon as possible by a qualified mechanic.



- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle.
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities.
- every effort will be made to notify parents/carers of delays returning to the Service if applicable.

### **MANAGEMENT/NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL ENSURE:**

- to nominate the person who will be responsible for driving the vehicle- the driver.
- adequate supervision is provided when children are being transported. Consideration must include:
  - the number, age and ability of children
  - visibility and accessibility
  - physical positioning of educators
  - risks related to the mode of transportation (including travel on foot)
  - risks in the environment, location and while travelling.
  - the experience, knowledge and skill of each educator.
- that if the driver is expected to perform the role of supervisor, a risk assessment must address how adequate supervision will be provided while the driver has responsibility for driving the vehicle.
- 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.
- educators are aware of emergency procedures in case of an incident, injury or illness of a child.
- 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

### **PICKING UP CHILDREN AND DURING TRANSPORTATION**

- the vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- a 'head count' and check children's attendance record is made by the supervising educator/staff member as children assemble in a predetermined location prior to boarding.



- children are continuously supervised during transportation by a designated educator/staff member sitting in a location that provides clear vision of all children.
- children are to remain seated and secured in appropriate child restraints, if applicable, until the vehicle/bus has completely stopped.
- the designated driver of the vehicle/bus complies with all appropriate road, safety and transport regulations.
- under no circumstances will the driver of the vehicle/bus and educators supervising the children use handheld mobile phones unless safely parked
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- the designated driver of the vehicle has the right, *if required* to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner.

### **DROPPING OFF CHILDREN**

- the driver must park the vehicle in a safe location close to the entry to the service or location and turn off the ignition.
- children are to remain seated until the vehicle/bus has completely stopped.
- a designated educator/staff member will assist children to safely disembark the vehicle/bus.
- children exit the vehicle/bus using the 'safety door' or door located near the kerb.
- a 'head count' of children against the attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location at the end of the journey and verified by a witness.
- educators/staff conduct a final sweep of the vehicle/bus, checking on and under seats to ensure there are no children or belongings left behind.
- checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority.
- once inside (or on location) the children are signed in which will provide an additional attendance check to confirm all are present.
- educators will record the time when children are signed in to the OSHC service or other venue (these must not be pre-filled. Children should only be signed in upon being seen).

### **EDUCATORS/DRIVER WILL ENSURE:**

- driver's licence is current, and they are licenced to carry the required number of passengers for the purpose.
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.



- they adhere to the road rules and regulations mandated by law within NSW.
- children remain seated and do not behave in a dangerous or inappropriate manner.
- the vehicle is parked in a secure and safe location for children to access.
- the number of passengers does not exceed the legal requirement.
- a working mobile phone is taken in case of an emergency.
- a fully equipped first aid kit is easily accessible.
- educators/drivers wear a high visibility vest.
- once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind.
- checks of the vehicle should be recorded, signed by the relevant person/s and kept for inspection by the Regulatory Authority
- they adhere to the Safe Transportation Policy and participate in practical training relating to the safe transportation of children
- they are aware of their roles and responsibilities while providing transportation for children
- a Risk Assessment has been completed in accordance with the requirements as outlined above
- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements is always maintained, including when children are being transported as part of the service activity.
- children are never left unattended in the vehicle

### **TRANSPORTATION ATTENDANCE RECORD KEEPING [Reg: 177 (1)(o)(p)]**

The designated driver and designated educator will ensure:

- the Transport Pick up/Drop off Checklist is completed each time transportation is provided to children
- the Transportation Attendance Record is completed to record:
  - o each child is signed into the Transportation Attendance Record and Service attendance record upon collection, noting the time children enter the vehicle (for collection from school/home)
  - o each child is signed out of the Transportation Attendance Record and service attendance Record noting the time children exit the vehicle (delivery of children to school/home).
  - o each child is accounted for as they embark and disembark from the vehicle during transportation.
  - o 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.

- o 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 (best practice).
- o a second educator will confirm the interior of the vehicle was checked and sign the Transportation Attendance Record (best practice).

**FAMILIES WILL:**

- adhere to the Service's *Arrival and Departure Policy* and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with management/nominated supervisor as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- notify Sunbeams if their child is going to be absent on a particular day and not require transport.
- ensure written permission for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child's enrolment record.
- update emergency contact numbers regularly.

**ENDORSEMENT BY THE SERVICE:**

The policy will be reviewed as required. The review will be conducted by management, staff, children, families and the wider community.

Last reviewed: March 2024

Date of next review: September 2025

**APPROVAL DATE:** \_\_\_\_\_

**DATE FOR REVIEW:** \_\_\_\_\_