

# TRANSPORTATION POLICY

For children to access excursions and Out of School Hours Care (OSHC) at REED services, we may provide transportation between our service locations and primary schools and other locations whilst participating on excursions. Compliance with the National Law and National Regulations is mandatory to ensure the safety of children at all times and 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, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

## National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
<b>2.2</b>	<b>Safety</b>	Each child is protected.
<b>2.2.1</b>	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>2.2.2</b>	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

## Education and Care Services National Regulations

Education and Care Services National Law (WA) Act 2012	
<b>4 (1)</b>	Definition regular transportation
<b>85</b>	Incident, injury, trauma and illness policies and procedures
<b>98</b>	Telephone or other communication equipment
<b>99</b>	Children leaving the education and care service premises
<b>100</b>	Risk assessment must be conducted before excursion
<b>101</b>	Conduct a risk assessment for excursion
<b>102A</b>	Transportation of children other than as part of an excursion
<b>102B</b>	Transport risk assessment must be conducted before service transports child
<b>102C</b>	Conduct of risk assessment for transporting of children by the education and care service
<b>102E</b>	Children embarking a means of transport
<b>102F</b>	Children disembarking a means of transport
<b>102D</b>	Authorisation for service to transport children
<b>123</b>	Educator to child ratios apply wherever the service is operating
<b>136</b>	First aid qualifications

<b>158</b>	Children's attendance record to be kept by approved provider
<b>161</b>	Authorisations to be kept in enrolment record
<b>168</b>	All staff members must take reasonable steps to ensure that policies and procedures are followed under regulation
<b>168(2)(ga)</b>	Education and care service must have policies and procedures (transportation)
<b>170</b>	Policies and procedures to be followed
<b>s165</b>	Failure to adequately supervise children
<b>s167</b>	Failure to take reasonable precautions to protect children from harm and hazards

### Related Policies

<b>Arrival and Departure Policy</b> <b>Administration of First Aid Policy</b> <b>Behaviour Guidance Policy</b> <b>Child Protection Policy</b> <b>Child Safe Environment Policy</b> <b>Emergency Evacuation Policy</b>	<b>Enrolment Policy</b> <b>Excursion Policy</b> <b>Incident, Injury, Trauma and Illness Policy</b> <b>Record Keeping and Retention Policy</b> <b>Responsible Persons Policy</b> <b>Work Health and Safety Policy</b>
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### PURPOSE

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

### SCOPE

This policy applies to children, families, staff, and management of REED Services.

### IMPLEMENTATION

The safety of children enrolled at REED services 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 adequate at all times including transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. A staff member other than the driver accounts for children as they get in and out of the vehicle at an education and care service. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments.

### Definitions (effective 1 March 2023)

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination.

that 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 Regular transportation: 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.

Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise 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:

the child's name; and the reason the child is

to be transported; and

if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and if the authorisation is not for a regular transportation, the date the child is to be transported; and a description of the proposed pick-up location and destination; and the means of transport; and the period of time during which the child is to be transported; and the anticipated number of children likely to be transported; and

the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and

any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and that a risk assessment has been prepared and is available at the education and care service; and

that written policies and procedures for transporting children are available at the education and care service.

### Transport specific risk assessment

As per the Education and Care Services National Law, REED will '*ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury*' (Section 167).

REED Services 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*' of children. Each time a REED Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our Services.

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: the proposed route and duration of the transportation;  
 and the proposed pick-up location and destination; and the means of transport; and any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and any water hazards; and the number of adults and children involved in the transportation; and 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 whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and; the process for entering and exiting- the education and care service premises; and the pick-up location or destination (as required); and 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 *Transportation Policy* and procedure and have completed practical  
training a copy of any training is kept at the Service

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

nominated supervisor or educator other than the driver must account for children as they embark or  
disembark a vehicle

approved providers and nominated supervisor must ensure records are made showing children are  
accounted for as they embark and disembark a vehicle

approved providers and nominated supervisors must ensure records are made confirming a check  
has been made of the vehicle confirming all children are accounted for 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 every reasonable precaution is taken to protect children from harm and hazards likely to  
cause injury adequate supervision is provided (see below) compliance with first aid requirements of  
Regulation 136 is met at all times

parents/guardians complete a written authorisation for transportation of their child and a copy  
of this is filed in the child's enrolment record

children are instructed on processes for entering and exiting the service premises and are aware of  
the pick-up and destination locations

children's attendance is checked against an accurate attendance record showing when children are  
within the care of the service. The record of attendance must record the time that the child arrives  
and departs the 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 are maintained at all times, including when children are being transported as part of the service activity children exit the vehicle using the 'safety door'

children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to WA Road Rules and Road Transport Act children are never left unattended in the vehicle education on road safety for children is included in Services' programming

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 the service

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 is available every effort will be made to notify parents/carers of delays returning to the Service if applicable

relevant criminal history requirements and Working with Children Checks are made 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 our *Child Protection Policy* and/or *Child Safe Environment Policy*.

### 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 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

### 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 of the children's attendance record is made by the supervising educator/staff member as children assemble in a predetermined location prior to boarding. If at an education and care service another educator other than the driver must account for the children embarking the vehicle

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 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 other than the driver will assist children to safely disembark the vehicle/bus with the designated educator confirming no children remain on the vehicle a record is to be kept showing all children are accounted for children will 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 (best practice)

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 service or other venue (these must not be pre-filled. Children should only be signed in upon being seen).

### Educator/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 WA 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 designated educator must do 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 and kept for inspection by the Regulatory Authority (best practice)

**Families will:** adhere to REED's *Arrival and Departure Policy* and

#### *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 the Service 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 REED is granted by either the parent or authorised nominee named in the child's enrolment record update emergency contact numbers regularly

#### Resources

##### [Kids and Traffic- Early Childhood Road and Safety Education Program](#)

Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).

Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

#### Source

Australian Children's Education & Care Quality Authority. (2014).  
 Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.  
 Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2018).  
[Education and Care Services National Regulations](#). (2011)  
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).  
 Guide to the National Quality Framework. (2017). (Amended 2020).  
 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) [Guidelines for health and safety- Transportation](#)  
 Vic Roads- Primary school road safety education resources

## Review

Policy Reviewed	Modifications	Next Review Date
<b>October 2023</b>	No changes	<b>October 2024</b>
<b>February 2023</b>	Undated to include Reg 102E Children embarking a means of transport Reg 102F Children disembarking a means of transport	February 2024
<b>July 2021</b>	Definitions added, additional consideration for risk assessment included, training and rehearsals of transport policy and procedure added as best practice, checks of the vehicle after disembarkation to be recorded as best practice	<b>June 2022</b>
<b>March 2020</b>	Policy developed by REED management	February 2021