



SAFE TRANSPORTATION OF CHILDREN POLICY

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DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 Having an effective policy and procedures for the safe transportation of children allows educators to provide the transport that may be needed as part of their education and care, whilst meeting all of the requirements to reduce the risk of harm to children and ensure they reach their destination safely.
- 1.2 Specific requirements apply when transportation is provided as part of an excursion (regulations 100–102) and these are covered in our *Excursion* policy, or in other circumstances when children are transported or on transport arranged by the service (regulations 102A–102D) as covered in this *Safe Transportation of Children* policy.
- 1.3 Children are under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. At this point the *Education and Care Services National Law* and the *Education and Care Services National Regulations* apply.
- 1.4 The *Education and Care Services National Regulations* require Approved Providers to ensure their services have policies and procedures in place for managing the transportation of children safely.

2. OBJECTIVE

- 2.1 Camden Family Day Care (FDC) is committed to keeping children safe. When the transportation of children is required as a part of a FDC service, we will work with the educator to develop comprehensive plans and processes that ensure the health, safety, and wellbeing of children at all times while being transported.

3. SCOPE

- 3.1 This policy applies to:
 - Camden Council FDC Service.
 - Camden Council FDC staff employed by Camden Council.
 - FDC educators (including educator assistants and relief educators) registered with the Service as agents of the Approved Provider- Camden Council.
 - Children enrolled in the service and their families.

- Volunteers and students engaged within Camden FDC services.

4. DEFINITIONS

- 4.1 **Adequate Supervision** means an educator can respond immediately, particularly when a child is distressed or in a hazardous situation and knowing where children are at all times and monitoring their activities actively and diligently.
- 4.2 **Approved First Aid Qualification** means a qualification that includes training in emergency response and management of conditions related to and appropriate to children and has been assessed by ACECQA as suitable for educators working in an education and care setting.
- 4.3 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.
- 4.4 **Australian Children’s Education and Care Quality Authority (ACECQA)** means the independent national authority that assists governments in administering the National Quality Framework including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
- 4.5 **Authorised Nominee** means a person who has been given permission by a parent or family member to collect the child from the Family Day Care service/educator.
- 4.6 **Authorised Person** means a parent/guardian or authorised nominee of a child who is enrolled in the family day care service.
- 4.7 **Co-ordination Unit** means the Camden Family Day Care principal office and main faculty for running the Service from which Camden Family Day Care employees work.
- 4.8 **Educational program** means a program that is based on an approved learning framework and is delivered in accordance with the framework. Is based on the developmental needs, interests and experiences of each child and is designed to take into account the individual differences of each child.
- 4.9 **Educator** means an individual suitably qualified and registered by Camden Family Day Care to provide education and care, can refer to the Family Day Care educator as the business owner, educator assistant or relief educator.
- 4.10 **Excursion** means an outing organised by a Family Day Care (FDC) educator or the FDC Service to take children out of the FDC service residence for the purpose of experiencing an event or destination that complements the educational program. Excursions can be planned as a onetime occurrence or as regular outings.
- 4.11 **Family Day Care (FDC)** means a type of education and care service that is run from the educator’s own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.12 **Family Day Care Service** means the Family Day Care education and care

business of each individual educator.

- 4.13 **Hazard** means an unavoidable danger or risk, even though often foreseeable.
- 4.14 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours FDC Educators are providing education and care.
- 4.15 **Parent/Guardian** means the child's mother or father or other person responsible for the child through a court of law as their legal guardian and does not include a parent who is prohibited from having contact with the child.
- 4.16 **Regular Transportation** means In relation to an education and care service, 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 the same for each occasion on which the child is transported.
- 4.17 **Risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
- 4.18 **Staff** means employees of Camden Council Family Day Care
- 4.19 **Transportation** (that is part of the education and care service) means any movement of children provided by the FDC educator or organised and overseen by the FDC educator. Transport that is provided or arranged by families or other entities is not considered a part of the education and care service.
- 4.20 **Wellbeing** means a positive emotion that results from the satisfaction of basic needs – the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 When transportation forms a part of our FDC services, educators will remain responsible for children during that period of transportation. This will apply when they are transporting children, or have arranged for the transportation of children, between their FDC service premises and another location. This policy facilitates the provision and arrangement of transportation of children as part of Camden Council FDC.
- 5.2 Educators and Camden FDC are committed to ensuring children are carefully supervised to protect their wellbeing and safety during any excursion or journey from or to the service or other location that involves travel in an educators own vehicle or vehicle organised by the service. Educators must:
- Carefully plan transportation with specific steps to ensure the health, safety, and wellbeing of all children.
 - Identify and manage all risks associated with transport between a vehicle

the FDC service or other location through a comprehensive risk assessment.

- Seek the consent of a parent/guardian or authorised person for each child traveling in the vehicle prior to transportation.
 - Ensure all relevant requirements of the *Safe Transportation of Children* policy and procedures are met and maintained including those required for the use of their own vehicle.
- 5.3 Transport may occur for single or regular trips, for reasons other than an excursion e.g. delivery to the FDC service or drop off to a location such as school and/or for the purpose of an excursion (see *Excursions* policy).
- 5.4 The roles, responsibilities and requirements of educators and staff in relation to the safe transportation of children are defined in this policy and its related procedures and we support educators in the implementation of these to ensure the safety of all children.
- 5.5 We value, support and respect the input of families and their choices in allowing their child to be transported by the FDC service or as arranged by the FDC service, families will be told of educators intent to transport upon enrolment and their consent will be sought at all times except in the event of an emergency (refer to *Emergency and Evacuation* policy)

6. CONSIDERATIONS

- 6.1 In relation to planning transportation of children educators will:
- 6.1.1 Assess the need and ability to safely conduct the proposed transportation in collaboration with families, staff, and the nominated supervisor.
 - 6.1.2 Follow the *Transporting Children* procedure.
 - 6.1.3 Develop a comprehensive risk assessment to address and manage all foreseeable risks to the safety, health, and wellbeing of participants.
 - 6.1.4 If using own vehicle, the FDC educator must comply with and keep up to date all requirements including license, registration, insurance, and safety checks.
 - 6.1.5 Inform families of the details of the transportation including objectives and outcomes, requirements, pick up, destination, times, and the availability of a risk assessment.
 - 6.1.6 Seek the written permission of each child's parent/guardian or authorised nominee.
 - 6.1.7 Assess and arrange the required equipment and supplies.
 - 6.1.8 Consider any additional factors in the planning of transportation for children with medical conditions such as the need to take minimisation plans and medication.
 - 6.1.9 Consider any additional factors in the planning of transportation for children with additional needs; our service will make every effort to uphold

the rights of all children to be included.

6.1.10 Be aware of relating policies and procedures that effect transportation including the *Emergency and Evacuation* policy and procedures and instructions for what must be done in the event of an emergency.

6.2 In relation to Regular Transportation (other than as part of an excursion)

6.2.1 Regular transportation is transport by the FDC service or arranged by the FDC 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 each time the child is transported.

6.2.2 Our service recognises that risks apply equally during periods of regular transportation, as they do for single transportation and the requirements remain the same with the exception that documentation for regular transportation is valid for 12 months rather than competed for each event.

6.3 In relation to Risk Assessments for transportation-

6.3.1 A *Transportation Risk Assessment* is required prior to conducting a transportation (except in the case of an emergency) and must be submitted to the co-ordination unit at least 10 days prior to the intended transportation date for approval.

6.3.2 In the case of Regular Transportation, the risk assessment is valid for a period of 12 months, unless a change is identified and the risk assessment needs to be updated, and must be submitted to the co-ordination unit 10 days prior to the first outing date for approval.

6.3.3 Risk assessments must include procedures for travel such as the use of safety restraints and equipment to be taken on the excursion example, pram/stroller/wheelchair/cart.

6.3.4 A map of the intended route must be included with the risk assessment.

6.3.5 Before each outing, the risk assessment, and all possible risks, including additional factors such as the route and weather, will be reviewed to assess any increase to the level of risk and whether the transport can proceed.

6.3.6 All new or updated *Transportation Risk Assessments* require approval from the co-ordination unit and must be received at least 10 days prior to the intended transportation date.

6.4 In relation to authorisation for transportation (other than excursions)

6.4.1 A *Transportation Authorisation* form is required to be completed for each child being transported and must be signed by a parent/guardian or authorised nominee and submitted to the co-ordination unit once approval of the risk assessment has been received and at least 5 days prior to the intended transportation date. In the case of Regular Transportation, authorisations are valid for 12 months.

6.4.2 Where transportation is provided for the purpose of a school age child

being delivered to or collected from school an additional *School Child Travel* form is required to be completed and signed by the parent/guardian at the time of enrolment or at the time the family identifies the need for travel between school and the service.

- 6.4.3 The co-ordination unit must be provided with a list of children authorised to attend each transportation and the authorisations held on the child's enrolment record.

6.5 In relation to staffing and volunteers

- 6.5.1 Educators are responsible for the supervision of children at all times, family members and volunteers cannot be left alone with children under any circumstance.
- 6.5.2 Educators are required to hold current approved First Aid and emergency response qualifications.
- 6.5.3 In certain circumstances an educator may be permitted to engage an educator assistant or relief educator to transport children between the FDC service and home or school, in this circumstance educators must have consent of the Approved Provider and the families.

6.6 In relation to conducting the transportation

- 6.6.1 Where an educator uses their own vehicle to transport children, the vehicle must be road worthy, registered and insured and the educator must hold a current NSW Driver's License. Proof of each requirement must be held on record at the co-ordination unit.
- 6.6.2 The vehicle must be fitted with appropriate and well fitted child restraints for each child being transported, and the child restraints checked by an authorised fitting station and a copy of the certificate held by the co-ordination unit.
- 6.6.3 Where the transport is provided by a third party the educator must notify the co-ordination unit of the details of the company engaged to carry out the transportation.
- 6.6.4 A list of children using the transportation on the day will be provided to the co-ordination unit and a copy carried by the educator.
- 6.6.5 Educators will communicate to volunteers and children information about the transportation timetable/ itinerary, special requirements, safety procedures and responsibilities.
- 6.6.6 Educators will carry out all checks and ensure all provisions are taken on the transportation as per the *Transporting Children* procedure.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider:

- Ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- Ensure the *Safe Transportation of Children* policy and related procedures are

in place.

- Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedures.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure no child is transported by the service without an authorisation from their family.
- Ensure that educators transporting children by car hold a valid and current Australian Driver's License.
- Maintain a detailed register of vehicles and authorised drivers that is updated at least annually.
- Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to an excursion.
- Ensure the risk assessments for excursions include the specific considerations related to transportation listed in regulation 101.
- Ensure the risk assessments for transportation identify, assess and minimise or manage all risks that transporting children may pose to their health, safety or wellbeing and include the specific considerations listed in regulation 102C.
- Ensure all supervision and educator to child ratio requirements are met during transportation and the management strategies are included in the risk assessment.
- Ensure first aid requirements are met during transportation, including the availability of suitably equipped, first aid kits and FDC educator's qualifications.
- Ensure NSW requirements relating to seatbelts and children's safety restraints are met.
- Where children leave the premises or FDC residence using transport that is not part of the service, ensure they leave in accordance with regulation 99 and the service's Delivery of children to, and collection from the FDC service policy and procedures.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, FDC educators, FDC service staff, volunteers, and families, and available for inspection
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor/Team Leader:

- Ensure they conduct themselves and the service practices in accordance with

all legislative requirements and Camden FDC policy and procedures and carry out duties as required by the Approved Provider.

- Implement the *Safe Transportation of Children* policy and procedures.
- Take reasonable steps to ensure that educators, staff, volunteers, and students follow the policy and procedures.
- Ensure that communication between educators, the principal office and parents/guardians is adequate to ensure that all parties are aware of their roles and responsibilities in relation to legislative requirements and Camden FDC policy and procedures and they have the opportunity to provide their input into the Service.
- Ensure all educators and staff understand their supervision responsibilities and expectations relating to transportation of children
- Verify that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, and mobile phone.
- Verify that educators transporting children have current first aid qualifications and training.
- Ensure NSW requirements relating to seatbelts and children's safety restraints are met.
- Ensure educators have clear plans and procedures for who to contact in the event of an emergency.
- Conduct risk assessment training with educators as a part of the professional development process that includes management of risks associated with transportation e.g. getting to and from the vehicle, procedure for emergency, procedure for possible hazards such as break down.
- Ensure that educators are informed and aware that they are not to leave children unattended in a vehicle at any time, including when refuelling.
- Monitor, maintain and store all legislated and required records confidentially
- Be contactable whilst children are in attendance at the service.

7.3 **Co-ordination unit staff:**

- Ensure they conduct themselves and the service practices in accordance with all legislative requirements and Camden Family Day Care policy and procedures and as directed by the nominated supervisor.
- Implement the *Safe Transportation of Children* policy and procedures.
- Monitor and support FDC educators to ensure their FDC service environments and practices are at all times compliant with legislative requirements and Camden Family Day Care policy and procedures.

- Ensure educators are aware of their responsibilities in regard to transporting children safely.
- Guide and mentor educators and staff to be able to follow the policy and procedures.

7.4 Educators:

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Are aware of and understand that in the case of a FDC education and care service the obligation of an Approved Provider is also the obligation of the FDC educator.
- Must be aware of and implement the *Safe Transportation of Children* policy and procedures.
- Advise families of their intention to transport children including regular routine outings or the visits/activities during the initial interview.
- Ensure all children transported by the service have an authorisation signed by their parent/guardian or authorised nominee.
- Conduct risk assessments prior to the service transporting children. Ensure the risk assessments for transportation identify, assess and minimise or manage all risks that transporting children may pose to their health, safety or wellbeing and include the specific considerations listed in regulation 102C.
- Ensure educator to child ratios are maintained and children are supervised at all times.
- Undertake regular attendance checks to account for all children.
- Ensure that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, and mobile phone.
- Adhere to national and NSW laws and safety standards regarding motor vehicle safety including the use of seatbelts and children's safety restraints, speeding and parking.
- Ensure any motor vehicle/s used to transport children during excursions or regular outings is suitably maintained, roadworthy, safe for children, registered and adequately insured. Educators are responsible for the initial cost and thereafter annual costs of vehicle maintenance and safety certificate and inspection of child restraints.
- Ensure that car safety equipment is appropriate, complies with the current recommendations has been properly installed, and any modifications to the car have been certified as safe by an authorised inspector.
- Notify the Approved Provider of the details of each motor vehicle that will be used to transport children.
- Ensure all vehicles used in transporting Family Day Care children will be tobacco, drug and alcohol-free.
- Provide the Approved Provider with their license details including any changes to these e.g., any driving offences or convictions.

- Complete any relevant documentation of children's attendance and movement to and from the transportation.
- Communicate with families regarding safe transportation, including for excursions, e.g., pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.
- Ensure all additional family members/ volunteers hold a volunteer Working with Children's check on record with FDC service.
- Contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma, or medical emergency, or as soon as is practicable.

7.5 Families

- Be aware of the *Safe Transportation of Children* policy and procedures and implement the required practices as directed by the FDC educator and the Service.
- In relation to transportation of their child, communicate with the educator about the proposed transportation and read the risk assessment to ensure a clear understanding of any potential risks and hazards before signing an authorisation for children to attend.
- State on the child's enrolment form the authorisation powers of each authorised person. Complete and sign the authorisation for their child to attend an excursion and/or for their child to be transported by the service.
- Ensure the attendance record is completed upon delivery and collection of their child.
- Provide emergency contact details on the child's enrolment form and ensure that they are kept up to date.
- Keep informed about the service's safe transportation processes, including for excursions, e.g., pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.
- Reinforce safe transportation practices with their child, e.g. seatbelts and road safety awareness.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction and ongoing professional development will be implemented for all educators and staff, focusing on this policy and related procedures.
- 8.2 Educator induction will be implemented as a part of the registration process, their ongoing training requirements and review of their service environments and practices occurs annually at the time of re-registration and as a need is identified.
- 8.3 Information will be shared with educator assistants and relief educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA Guide to the National Quality Framework](#)
- [ACECQA Risk Assessment Management Template-Transportation](#)
- [ACECQA Safe Transportation of Children - Your Questions Answered](#)
- [Department of Education & Kids and Traffic Understanding Safe Transport and Travel Requirements](#)
- [Department of Education Sample Safe Transport Checklist](#)
- [Kids and Traffic Developing a Road Safety Education Policy](#)
- [Kids and Traffic Road Safety and Excursion Guidelines 2020](#)
- [Kidsafe NSW Child Car Seats \(Child Restraints\)](#)
- [Transport for NSW Centre for Road Safety](#)
- [Transport for NSW Child Car Seats](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW)*
Education and Care Services National Regulations
National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)

RELATED POLICIES, PLANS AND PROCEDURES: Administration of first aid policy
Excursions policy
Incident, injury, trauma, and illness policy
Dealing with medical conditions in children policy
Delivery of children to, and collection from, the FDC service premises policy
Planning transportation procedure
Conducting transportation procedure
Using public transport procedure

RESPONSIBLE DIRECTOR: Director Sport, Community and Activation

APPROVAL: General Manager through the Executive Leadership Group.

HISTORY:

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| 1 | | | September 2020 | 20/318166 |
| 2 | ELG | Major amendments. | 17/03/2022 | 22/109607 |