SAFE TRANSPORTATION POLICY

Under the Education and Care Services National Regulations the Langwarrin Community Centre must ensure that policies and procedures are in place in relation to the safe transportation of children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

[ACECQA, 2021]

Transportation of children is provided as part of our Outside School Hours Service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times, 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 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		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND LAW	
S 51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S165	Failure to adequately supervise children
S167	Failure to take reasonable precautions to protect children from harm and hazards
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service

85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First aid qualifications
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177 (1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)

183	Storage of records and other documents

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Behaviour Guidance Policy Child Protection Policy Child Safe Environment Policy Delivery of children to and collection from Education and Care Service Premises	Emergency Evacuation Policy Enrolment Policy Excursion/Incursion Policy First Aid Policy Incident, Injury, Trauma and Illness Policy Medical Conditions PolicyRecord Keeping & Retention Policy Responsible Persons Policy Safe Use of Digital Technologies and Online Environments Policy Work Health and Safety Policy

PURPOSE

We aim to ensure that all children being educated and cared for by the Langwarrin Community Centre are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever, and wherever the Langwarrin Community Centre is operating including providing or arranging transportation as part of our service activity. We are committed to complying with all relevant regulations to support the safe travel of children as part of our Service, including excursions, single trips and regular transportation. This includes ensuring the safe use of digital technologies and online environments during transport, in line with our policies to protect children's privacy, safety and wellbeing.

SCOPE

This policy applies to children, families, staff, and management of the Langwarrin Community Centre.

IMPLEMENTATION

The safety of children enrolled at the Langwarrin Community Centre 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. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments.

Definitions (effective 1 October 2020)

Excursion: an outing organised by an education and care service

Regular outing: 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

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 the same for each occasion on which the child is transported.

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: 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 Langwarrin Community Centre 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. When there is a change in circumstances relevant to the risk assessment for regular transportation, updated written authorisation must be obtained from families before transportation resumes. The Service will notify families of the change in circumstances and provide an updated authorisation form for families to complete, which must be returned prior to the next scheduled transportation.

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 of time 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.

LANGWARRIN COMMUNITY CENTRE WILL NOT UNDERTAKE ANY EXCURSIONS INVOLVING THE NEED FOR CHILDREN TO BE TRANSPORTED IN A VEHICLE.

Annual authorisation will be obtained for children to be able to visit other parts of the Community Centre including the Community Garden.

Transport specific risk assessment

As per the Education and Care Services National Law, the Langwarrin Community Centre will '*ensure that every reasonable precaution is taken to protect children…from harm and from any hazard likely to cause injury*' (Section 167). The Langwarrin Community Centre will conduct comprehensive transport specific risk assessments to minimise 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 the Langwarrin Community Centre 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.

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 specialised 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

Additional considerations may include:

- 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 venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication - 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)

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

THE APPROVED PROVIDER/ Nominated Supervisor will ensure:

- all staff are inducted in the *Safe Transportation Policy* and procedure
- all staff, volunteers and students follow the *Safe Transportation Policy*
- information related to the safe transportation of children is shared with all staff to assist management fulfill their roles responsibly
- a copy of any training is kept at the Langwarrin Community Centre
- risk assessments are carried out prior to seeking authorisation for transporting children
- risk assessments for 'regular transportation' are evaluated regularly to ensure potential risks are identified and managed
- any updates to policies and procedures are clearly communicated to all staff
- roles and responsibilities are clearly communicated with educators
- 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 arrive
- risk assessments for 'regular transportation' are reviewed at least annually
- details of the safest route to walk 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 regular 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 Langwarrin Community Centre premises
- children's attendance is checked against an accurate attendance record showing when children are within the care of the Langwarrin Community Centre.
- children's attendance is checked by the supervising educator/staff before departure from the designated pick-up location, and marked as present as they arrive at their destination
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the Centre activity

- a record of staff working directly with children (regulation 151) is kept
- education on road safety for children is included in the Centre'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
- 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 Langwarrin Community Centre if applicable
- relevant criminal history requirements and Working with Children Checks are made for any person transporting children. WWCC is recorded in staff records
- 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.*

Management/Nominated Supervisor/Responsible Person will ensure:

- adequate supervision is provided when children are being transported. Consideration will 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
- 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

- 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

- children are continuously supervised during transportation by a designated educator/staff member
- under no circumstances will the educators/employees supervising children be under the influence of alcohol or drugs
- Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner

Dropping off children

- 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 will record the time when children are signed in to the Langwarrin Community Centre or other venue (these must not be pre-filled. Children should only be signed in upon being seen)

Educator will ensure:

- every reasonable precaution is taken to protect children from harm, and from any hazard likely to cause injury
- a working mobile phone is taken in case of an emergency
- a fully equipped first aid kit is easily accessible

Families will:

- adhere to the Langwarrin Community Centre'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 the Langwarrin Community Centre 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 Langwarrin Community Centre is granted by either the parent, or authorised nominee named in the child's enrolment record
- update emergency contact numbers regularly

Resources

Driver Declaration Emergency Transport Folder Employee Induction Checklist	Transportation Attendance Record Transportation Authorisation Transport Checklist

Missing Child During Regular Transportation Procedure Safe Travel Agreement Form Safe Transportation Procedure	Transportation Rehearsal Record Transportation Risk Assessment Vehicle Safety Report

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. (2025). *Guide to the National Quality Framework*
ACECQA. (2023). Policy and Procedure Guidelines. *Safe Transportation of Children.*
ACECQA. (2023). *Fact sheet. Changes to Regular Transportation of Children*
ACECQA. (2023). *Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.*
ACECQA. (2023). *Guidance for Adequate Supervision During Transportation*.
ACECQA. (2023). *Minimising the Risk of Children Being Left Behind in Vehicles*. NQF Review 2019
Australian Government Department of Education. *Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022*
Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023)
Kids and Traffic Early Childhood Road Safety Education Program (NSW)
Road Transport (Safety & Traffic Management) Act 1999.
Queensland Government Early Childhood Education and Care (2021) *Transportation Look before you Lock*
Vic Roads- Primary school road safety education resources
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012
Western Australian Legislation Education and Care Services National Law (WA) Act 2012

REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	Dec 2025
POLICY REVIEWED	Dec 2025	NEXT REVIEW DATE	Dec 2027
VERSION	• V3 12.2025		
MODIFICATIONS	• policy maintenance • additional points added throughout policy to strengthen procedures for child safety and include ACECQA policy guidelines • additional resources drafted to assist in implementation of policy • sources checked for currency		
APPROVED BY	Neil Kinsey		

Signature _____ *Date__11_/_12__/_2025__*

POLICY REVIEWED BY:	Carol Hopkins	CSO	Dec 2023
POLICY REVIEWED	Dec 2023	NEXT REVIEW DATE	Dec 2025
VERSION	• V2 12.2023		
MODIFICATIONS	• Removal of information relating to vehicles – service no-longer owns or uses buses for OSHC transport		
APPROVED BY			
POLICY REVIEWED BY:	Samantha Neeman	Manager	June 2022
POLICY REVIEWED	OCTOBER 2021	NEXT REVIEW DATE	JULY 2022
MODIFICATIONS	• Additional consideration for risk assessment included • Additional law/regulations added- ACECQA Guidelines to Policy and Procedure document (August 2021) • training and rehearsals of transport policy and procedure added as best practice • checks of the vehicle after disembarkation to be recorded as best practice		
APPROVED BY			

POLICY REVIEWED	PREVIOUS MODIFICATIONS	REVIEW DATE
OCTOBER 2020	• relevant National Law added • clarification of adequate supervision added • additional information re: communication/telephone additional resources added- Kids and Traffic	JULY 2021
AUGUST 2020	• New policy created for LDC Links to Regulations added to sources	JULY 2021