

# Transportation of Children Policy

## CONTENTS

1. Policy Statement
  2. Background
  3. Strategies for Implementation
  4. Roles and Responsibility
  5. Monitoring, Evaluation and Review
  6. Legislation and Considerations
  7. Related Guidelines, Standards, Frameworks and Other Sources
- 

## 1. POLICY STATEMENT

Our education and care service is committed to providing transportation that is well considered and planned to ensure the health, safety and wellbeing of children at all times.

When transportation forms a part of our service, our service will remain responsible for children during that period of transportation. This will apply when we are transporting children, or have arranged for the transportation of children, between our service premises and another location. This policy facilitates the provision and arrangement of transportation of children as part of our education and care service.

We will:

- Take specific steps to ensure the health, safety and wellbeing of children
- Identify and manage risks associated with:
  - Transport between a vehicle and the service premises or other location
  - Transport for single or regular trips
  - Transport of children other than as part of an excursion and
  - Transport associated with excursions \*\*
  - Embarking and disembarking the means of transport including how each child is accounted for on embarking and disembarking.

*\*\* Note on Transport associated with Excursions: This policy document is mainly used to cover policies and procedures around the safe transport of children other than as part of an excursion, for example when children are transported between their home address and the service.*

## 2. BACKGROUND

Children are considered to be 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 National Law and National Regulations apply.

If the service transports, offers or arranges transportation of children other than as part of excursions, a transportation policy including procedures complying with The Education and Care Services National Regulations, Division 7 of Part 4.2 of Chapter 4, are required.

## Transportation of Children Policy

### 3. STRATEGIES FOR IMPLEMENTATION

#### Planning

When planning for transportation staff will:

- Assess the requirements for the transportation.
- Conduct a risk assessment.
- Book transport.
- Make alternative arrangements for adverse weather conditions.
- Inform families of the details of the transportation including pick up and destination, objectives and outcomes, requirements, and the availability of a risk assessment.
- Provide parents or other person named in the child's enrolment record as having authority to authorise transportation of a child, with a transportation authorisation form to complete.
- Collect completed authorisation forms for each child using the transportation.
- Request additional adult participation for the transportation where required.
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be readily available for the transportation.
- Consider any additional factors in the planning of transportation for children with additional needs. Where possible, our service will uphold the right for all children to access all transport.

#### Regular Transportation (other than as part of an excursion)

Regular transportation is transport 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 each time the child is transported.

An example of a change in circumstances that are substantially different might be when the means of transportation route or destination(s) have altered or the provider of the service has changed. Our service recognises that risks apply equally during periods of regular transportation, as they do to single transportation.

- A risk assessment for regular transportation will be carried out once in a 12-month period, provided the circumstances relevant to the risk assessment are substantially the same each time the child is transported.

#### Risk Assessment

- A transport risk assessment will always be conducted before our service transports a child/ children to evaluate risks each time transportation is used (unless the transportation is 'regular transportation')
- The Nominated Supervisor will ensure that the risk assessment identifies and assesses the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport, and will specify how the service will manage any risks identified.
- Once risks have been identified, they will be categorised as high, moderate or low and management of the risks will be detailed.
- Educators and any responsible adults using the transport are aware of the service's policy and procedures

## **Transportation of Children Policy**

that set out the instructions for what must be done in the event of an emergency (regulation 97[1](a)) and are aware of the risk assessment for the transport.

- Service providers, nominated supervisors, educators and drivers will ensure a risk assessment identifies and assesses the risk transportation may pose to the safety, health and wellbeing of all children during their transportation on vehicles and movement to and from a vehicle and the service or other premises and will specify how the service will manage any risks identified.
- Before using the transport, risks are checked including the weather to assess any increases to the level of risk and whether the transport can proceed.
- A procedure for each route of travel will be created in line with the risk assessment and will outline specific educator responsibilities, including the use of strollers and safety restraints.

The risk assessment conducted will consider:

- the proposed route and duration of the transportation, including estimated time of travel between the different locations
- each of the proposed pick-up locations and destination
- the means of transport
- the purpose of the transport
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- any water hazards on the proposed route travelled and at each stop
- number of adults and children involved in the transportation
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle.

### **Authorisation for Excursions (other than excursions)**

The Nominated Supervisor will ensure that authorisation for a child to be transported is given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child.

The authorisation will include:

- the child's name
- the reason the child is to be transported
- if the transportation is for regular transportation, a description of when the child is to be transported
- if the authorisation is not for regular transportation, the date the child is to be transported
- a description of the proposed pick-up location and destination

## Transportation of Children Policy

- the means of transport
- the period of time during which the child is to be transported
- the anticipated number of children likely to be transported
- the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- that a risk assessment has been prepared and is available at the education and care service
- that written policies and procedures for transporting children are available at the education and care service.

### Staffing Arrangements

- Educators using the transportation will be no less than the number prescribed in the Education and Care Services National Regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the transportation.
- Services must ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.
- A nominated supervisor or a staff member (other than the driver) must:
  - be present when children embark and disembark a vehicle at the service premises
  - account for each child when they embark and disembark a vehicle at the service premises
  - complete a check of the interior of the vehicle after all children have disembarked at the service premises to ensure there are no children left on the vehicle.
- Where an educator assumes responsibility for driving the bus (and holds the relevant licence to drive) are not considered to be included in the ratio to meet ratio requirements
- Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- Where a group of children are taken on transportation while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the transportation and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least:
  - staff member or one nominated supervisor of the service who holds a current approved first aid qualification
  - staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
  - staff member or one nominated supervisor of the service who has undertaken approved emergency asthma management training (regulation 136(1)).
- All educators attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the transportation.

### Families and Volunteers

## Transportation of Children Policy

- Families will be encouraged to participate in transportation to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Families and volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. If the responsible adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Family members/volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times.
- All responsible adults attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97 [1](a)) and are aware of the risk assessment for the transportation.

### Conducting the Transportation

- All educators, volunteers and children using the transportation will be informed of transportation timetable/ itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children using the transportation will be left at the service and a copy carried by the delegated responsible person.
- Items to be readily available when transporting children include:
  - a suitable stocked first-aid kit including EpiPen; a list of adults involved in transportation and contact information for each
  - an operating mobile phone with an appropriate telephone network or other means of communicating with the service and emergency services;
  - a list of children involved, including children's contact information, emergency contact numbers and the child's registered medical practitioner or medical service;
  - children's medication, health plans and individual risk assessment and
  - other items as required e.g. sunscreen, drinking cups, jackets, hats, hygiene products etc.

### Record Keeping and accounting for children during regular transportation includes:

- The approved provider and nominated supervisor must ensure that records are kept for regular transportation that:
  - confirm each child was accounted for when embarking and disembarking the vehicle at the service premises
  - state how each child was accounted for at the service premises
  - state that the interior of vehicle was checked after all children have disembarked at the service premises.
- The records must be made immediately and include the time, date, full name and signature of the person/s responsible for:
  - accounting for the children during embarking and disembarking of the vehicle
  - conducting the vehicle check after children have disembarked

### Mandatory notifications

## Transportation of Children Policy

- From 1 March 2023, it will be mandatory to notify the regulatory authority that your service provides or arranges regular transportation. The notification is to be lodged through the NQA IT System.
  - the approved provider must notify the regulatory authority in a service approval application, or if the service is already approved, within seven (7) days of regular transportation being provided or arranged by the service.
  - the approved provider must notify the regulatory authority within seven (7) days if the service starts or stops providing or arranging regular transportation

### 4. ROLES AND RESPONSIBILITIES

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> <li>• Assume responsibility under National Law for the safety, health and wellbeing of all children at all times that children are in the care of the service.</li> <li>• Ensure that any child being educated and cared for by the service is not transported by the service or in transportation arranged by the service unless written authorisation has been given.</li> </ul>
Nominated Supervisor/Responsible Person	<ul style="list-style-type: none"> <li>• Taking steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by the service.</li> <li>• Ensuring that any child being educated and cared for by the service is not transported by the service or in transportation arranged by the service unless written authorisation has been given.</li> <li>• Ensure that records are kept for regular transportation.</li> <li>• Ensure that the regulatory authority is notified that your service offers, provides arranges or ceases regular transportation.</li> <li>• Ensure the service has policies and procedures for transportation (regulation 168(2)(ga)) including:               <ul style="list-style-type: none"> <li>○ procedures that address requirements for risk assessments (regulations 102B and 102C) and</li> <li>○ written authorisations (regulation 102D)</li> <li>○ record keeping requirements (102E and 102F)</li> </ul> </li> <li>• Ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.</li> <li>• A nominated supervisor or a staff member (other than the driver) must:               <ul style="list-style-type: none"> <li>○ be present when children embark and disembark a vehicle at the service premises</li> </ul> </li> <li>• Only allocating educators to attend transportation of children who understand and are confident with, the transport risk assessment and any associated policies and procedures.</li> <li>• A staff member or nominated supervisor (other than the driver) being present at the service to account for all children as they embark and disembark at the service premises and keep a record of how each child was accounted for.</li> <li>• A check of the interior of the vehicle to ensure there are no children left behind.</li> <li>• Ensuring items to be taken on transportation are well stocked and easily</li> </ul>



## Transportation of Children Policy

	<p>accessible.</p> <ul style="list-style-type: none"> <li>• Ensuring first aid items taken on transportation are fully stocked and in date, including emergency medication.</li> <li>• Only using/ fitting child restraints in accordance with the National Child Restraint Laws and the mandatory standard AS/NZS 1754 Child restraint systems for use in motor vehicles</li> <li>• Ensuring that the transportation means meets all safety requirements for the transport of children, insurances, including approved child restraints, fire extinguishers and emergency exits.</li> <li>• Ensuring that sufficient educators are in attendance on the transportation to meet the Education and Care Services National Laws, Regulations and supervision requirements across the service. The transport operator/driver will not be included in this ratio.</li> <li>• Ensuring that service transportation is kept clean and tidy.</li> <li>• Ensuring that any chartered transport companies provide evidence of the operators WWCC and that this is verified before the use of the transportation.</li> <li>• Ensuring that any chartered transport companies provide evidence of the operator's working with children check (or equivalent), and that this is verified before the use of the transportation.</li> <li>• Ensure that records are kept for regular transportation.</li> <li>• Lead regular discussions to reflect on the risk assessments associated with transport to address and refine any management and control measures.</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>• Taking steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by, the service.</li> <li>• Following all service policies, procedures and risks assessments in relation to transportation and child protection. Conduct and document regular head counts as detailed in the transport risk assessment.</li> <li>• Remaining responsible for all children being transported and provide particularly close attention to any children in their assigned group.</li> <li>• Remaining responsible for all children being transported and provide particularly close attention to any children in their assigned group.</li> <li>• Complete records accounting for the children embarking and disembarking the vehicle at the services premises.</li> <li>• Conduct the vehicle check after children have disembarked.</li> <li>• Promoting a safe and secure transportation journey for children, engaging in meaningful interactions throughout.</li> <li>• Maintaining items that are taken on transportation in a neat and organised fashion. Notify the responsible person of any items that need replacing and ensure the items are returned to their designated space at the conclusion of transportation, ready for their next use.</li> <li>• Communicating with other staff before and during the transportation to keep children safe and implement any risk minimisation strategies.</li> <li>• Ensuring relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available.</li> <li>• Ensuring that no child is ever left unsupervised on any transportation.</li> <li>• Ensuring that all safety restraints are used correctly before and during transportation.</li> <li>• Removing children who are in strollers first, ensuring stroller brakes are on, before assisting other children. This is always to occur on the side of the</li> </ul>



## Transportation of Children Policy

	<p>vehicle away from traffic and, wherever possible, in a position where road crossing is not required.</p> <ul style="list-style-type: none"><li>• Having their current drivers license with them at all times, if driving.</li><li>• Not using their mobile phones while directly responsible for children, other than for the purposes of the transportation or in an emergency.</li><li>• Implementing road safety activities and messages with children across the service program.</li><li>• Role modelling road safety practices at all times.</li></ul>
Families	<ul style="list-style-type: none"><li>• Nominating on their child's enrolment record, any persons having authority to authorise transportation of their child.</li><li>• Notifying the service of their child's absence, or any changes to authorisation for transportation.</li><li>• Role modelling road safety practices, including holding their child's hand when arriving and departing the service.</li><li>• Never leaving a child unattended in a vehicle while delivering or collecting other children from the service.</li><li>• Using and fitting correct child restraints.</li></ul>

### 5. MONITORING, EVALUATION AND REVIEW

It is good practice for every approved provider, nominated supervisor and educator to apply the new safety requirements for regular transportation to all periods of transportation including single trips.

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 two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

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.

### 6. LEGISLATION AND CONSIDERATIONS

- Education and Care Services National Law Act 2010: Sections 165, 167
- Education and Care Services National Regulations: Regulations 89, 99 - 102, 102B, 102C, 102D, 122, 123, 136, 158, 168-172
- Work Health and Safety (WHS) Act 2011
- Work Health and Safety (WHS) Regulation 2011
- Education and Care Services National Amendment Regulations 2020 under the Education and Care Services National Law National Quality Standard, Quality Area 1: Educational Program and Practice – Standard 1.1
- National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2

### 7. RELATED GUIDELINES, STANDARDS, FRAMEWORKS AND OTHER SOURCES



## Transportation of Children Policy

- Community Early Learning Australia (CELA) - [www.cela.org.au](http://www.cela.org.au)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ACECQA Risk Assessment Template for Transporting Children (other than as part of an excursion): [www.acecqa.gov.au/media/29841](http://www.acecqa.gov.au/media/29841)
- ACECQA Risk Assessment Template for Excursions: [www.acecqa.gov.au/media/29841](http://www.acecqa.gov.au/media/29841)
- ACECQA Changes To Regular Transportation Of Children - Commencing 1 March 2023  
[www.acecqa.gov.au/sites/default/files/2023-02/Info\\_Fact\\_Sheet\\_ChangesToRegularTransportationOfChildren\\_March2023%20%283%29.pdf](http://www.acecqa.gov.au/sites/default/files/2023-02/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023%20%283%29.pdf)
- NSW Department of Education - Transporting Kids Safely: <https://education.nsw.gov.au/early-childhood-education/leadership/resourcelibrary/transporting-children-safely>
- [https://education.nsw.gov.au/content/dam/main-education/early-childhoodeducation/whats-happening-in-the-early-childhood-education-sector/media/eceresources/Safe\\_transportation\\_of\\_children\\_attending\\_ECEC\\_services\\_2023.pdf](https://education.nsw.gov.au/content/dam/main-education/early-childhoodeducation/whats-happening-in-the-early-childhood-education-sector/media/eceresources/Safe_transportation_of_children_attending_ECEC_services_2023.pdf)
- ABC Kids Crossing the Road song: <https://youtu.be/CSjbcJErFO0>
- ACECQA Safe Transportation of Children: [www.acecqa.gov.au/sites/default/files/2023-03/InfoSheet\\_SafeTransportationOfChildren.pdf](http://www.acecqa.gov.au/sites/default/files/2023-03/InfoSheet_SafeTransportationOfChildren.pdf)
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia The Early Years Learning Framework for Australia - My Time, Our Place: Framework for School Age Care in Australia
- Guide to the National Quality Framework, ACECQA
- Kidsafe NSW – Child Restraints: [www.kidsafensw.org/road-safety/child-restraints/](http://www.kidsafensw.org/road-safety/child-restraints/)
- ACCC – Child Restraints for use in motor vehicles: [www.productsafety.gov.au/standards/child-restraints-for-use-in-motor-vehicles](http://www.productsafety.gov.au/standards/child-restraints-for-use-in-motor-vehicles)
- Centre for Road Safety – Child Car Seats:  
<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Centre for Road Safety: <https://roadsafety.transport.nsw.gov.au/> Created: October 2020

Adopted: 5<sup>th</sup> October 2023

For Review: October 2025