

## **WCS Children's Services**

### **SAFETY – Transport Policy**

#### **Purpose**

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Procedures must be in place to ensure the health, safety and wellbeing of children while they are transported by, or on transport arranged by children's education and care services.

#### **Scope**

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This policy applies to all WCS Children's Services staff, including educators, volunteers and students on placement. References to educators in this document apply to all staff employed to work with children on a permanent, contract or casual basis.

This policy applies to children being transported by, or on transport arranged by WCS. The service owes duty of care to children when transportation forms part of an education and care service, for example when transporting, or having arranged transport of children between the service premises and another location such as their home, school or a place of excursion.

Transport which is not covered by this policy includes private transport provided by families and carers and transport provided and/or arranged by another entity (e.g. school bus and disability services).

#### **Policy Statement**

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All precautions are taken by the service to ensure the safety of all children and educators whilst being transported in both private vehicles and hired buses. A contingency plan in case of vehicle breakdown and/or accident is always in place.

#### **Strategies and Practices**

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- All vehicles used for the transportation of children and educators must be road worthy, registered, adequately maintained and insured.
- The driver of the vehicle must hold an appropriate licence for the class of vehicle being used and not be under the influence of alcohol, drugs or any medication that will alter their perceptions or make them drowsy. Children are not to be transported by a probationary (P plate) or learner (L plate) driver at any time.
- Educators will complete a risk management plan prior to any excursion which involves the use of vehicle transportation. The plan will include:
  - The proposed route and duration of the transportation
  - The proposed pick-up location and destination
  - The means of transport
  - Requirements for seatbelts or safety restraints
  - Any water hazards
  - The number of adults and children involved in the transportation

- The number of educators or other responsible adults appropriate to provide supervision, and whether adults with specialised skills are required
- List of items to be readily available during transportation (e.g. mobile phone and emergency contact list)
- 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.
- Risk assessments for regular transportation where the circumstances relevant to the risk assessment are substantially the same for each occasion are developed once every twelve months and reviewed prior to each occasion.
- Before a child is transported in a vehicle the parent/guardian must give written consent for the type of transportation to be used. Information included in the authorisation includes:
  - The child's name
  - The reason the child is to be transported
  - A description of when the child is to be transported (for regular transportation), or the date of the excursion
  - A description of the proposed pick-up location and destination
  - The means of transport
  - The period of time during which the child is to be transported
  - The anticipated number of staff members and any other adults who will accompany and supervise the children
  - Any requirements for seatbelts or safety restraints
  - That a risk assessment has been prepared and is available at the service
  - That written policies and procedures for transporting children are available at the service.
- Written authorisation for regular transportation where the circumstances relevant are substantially the same on each outing is required to be obtained once in a twelve-month period.
- When applicable, child restraints must be used. These must be appropriate for the child's weight and size and meet Australian standards. Current legislation must be followed.
- Seatbelts in cars, and where provided on buses, must be used at all times.
- The number of children will not exceed the number of legal restraints available in the vehicle.
- Children are not to be left unattended or unsupervised in any vehicle.
- Educators will assist children to enter and leave the vehicle safely on the kerb side-away from the traffic, when possible.
- Children are accounted for each time they embark and disembark by use of attendance records (e.g. QK Kiosk head count function) and head counts.

- A first aid kit and emergency contact list are taken on all excursions.
- At least one educator who holds a current approved first aid, asthma and anaphylaxis qualification will be in attendance.
- In an emergency, an ambulance will be called. Children are not transported to hospital in an educator's vehicle.
- In case of a vehicle breakdown, children will remain inside the vehicle until a replacement arrives if safe to do so. If remaining inside the vehicle poses a risk, the children will be directed to a safe area.
- In case of a vehicle accident, educators are to follow the service's First Aid procedure. On assessment of the situation, 000 will be called in serious accidents. The service, manager and the regulatory authority (ACECQA) will be notified as soon as practicable and an Incident Report will be completed.
- All children are escorted off the vehicle on arrival at the destination and an educator will check to ensure that no child is left on.
- Services will educate children on road safety and child restraints. Information on safe transportation and current recommendations from recognised authorities will be made available to parents and children at each service.

### Responsibilities of parents/guardians

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- To consider the contents of the transport risk management plan and comment as needed.
- To complete, sign and date authorisation/permission forms with accuracy prior to excursions and regular outings.
- To keep the service informed of current emergency contact information.
- To communicate any issues or concerns relating to their child's safety or wellbeing.
- To discuss road safety and safe travel behaviours with their own child.

### Links Education and Care Services National Regulations 2011, National Quality Standard 2018

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| Regs | 99   | Children leaving the education and care service premises                                  |
|      | 100  | Risk assessment must be conducted before excursion  |
|      | 101  | Conduct of risk assess for excursion  |
|      | 102  | Authorisation for excursions  |
|      | 102A | Application of Division   |
|      | 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   |
|      | 158  | Attendance and enrolment records  |
|      | 168  | Education and care service must have policies and procedures                              |

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| QA | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                          |
|    | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.  |
|    | 3.1.1 | Outdoor and indoor spaces, building, fixtures and fittings are suitable for their purpose, including supporting the access of every child. |
|    | 4.2.2 | Professional standards guide practice, interactions and relationships.   |
|    | 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service.                                |

## Sources

- Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018
- Willoughby City Council – Children's Services Policies:  
<http://www.willoughby.nsw.gov.au/community/Children/childrens-services-policies>
- Dr B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms,  
[www.childcarebydesign.com](http://www.childcarebydesign.com).

## Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Approved by Susan Henderson, Manager Children's Services.



Date: 16 January 2017

## Current version

|                                    |                                      |                              |          |
|------------------------------------|--------------------------------------|------------------------------|----------|
| <b>Service line   Service area</b> | Children's Services                  | <b>Version</b>               | 1.2      |
| <b>Process owner</b>               | Director, Children, Youth and Family | <b>Date of issue</b>         | Oct 2020 |
| <b>Approved by</b>                 | Kate West                            | <b>Scheduled review date</b> | Oct 2022 |

## Modification history (including current version)

| Version | Date      | Author         | Approved by     | Description of changes  |
|---------|-----------|----------------|-----------------|---|
| 1.0     | July 2016 | Krysta Cordina | Susan Henderson | New policy  |
| 1.1     | Feb 2018  |                | Susan Henderson | Revised National Quality Standard 2018                                  |
| 1.2     | Oct 2020  | Krysta Cordina | Kate West       | Additional content in line with changes to national law and regulations |
|         |           |                |                 |   |