

TRANSPORTING CHILDREN POLICY

POLICY

Building Futures Care has a responsibility to ensure that each Family Day Care Service has policies and procedures in place which relate to transporting children safely. The family daycare educator must take reasonable steps to ensure the policies and procedures are followed and made available for inspection or at request. Where the educator is responsible for transporting children from one venue to another the service holds a duty of care to the children travelling in the vehicle. Building Futures Care is committed to children's right to travel safely as passengers and pedestrians, children being active citizens in their community and children's awareness and education in road safety.

PROCEDURE

A Transportation Risk Assessment must be completed by the Educator and approved by Building Futures prior to children being transported. A Transportation Risk Assessment must be completed for each time children are to be transported unless it is "Regular Transportation". If the transportation is 'regular transportation', a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months. 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. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed].

Educators must consider the following matters in the risk assessment:

- ***The proposed route and duration of the transportation***
- ***The proposed pick-up location and destination***
- ***The means of transport***
- ***Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported***
- ***Any water hazards eg bridges, floodways, beach***
- ***The 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.**

An appropriate excursion form must also be completed before any travel or excursion can occur.

Authorisation for a child to be transported must be 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 form must be completed and signed before a child can be transported by an educator.

A Building Futures Care educator must hold a current Australian Driver's License and a copy of this must be kept on file by the service.

Any vehicle, other than public transport, used to transport children must be fully serviced, registered and insured, educators are required to provide a safety certificate annually to the service.

Children will be supervised by the Educator always, including when in the vehicle. This means that all children must be within sight and sound.

Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

Educators will ensure that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving Family Day Care children or staff in accordance with the Injury, Trauma and Illness Policy.

The vehicle will have a First Aid Kit inside it and emergency contact details (hard copy) for all children and educators in the vehicle.

Educator's will ensure that vehicles are locked and inaccessible to children when not in use.

Seatbelts and child restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.

Only transport the number of children that can be safely transported in the car.

An annual Restraint Safety check is to be performed annually and a certificate provided to Building Futures Care

Educators will use child restraints and booster seats in accordance with the manufacturer's instructions, that are not older than 10 years and that have not been

in an accident. Any child restraint that has been involved in a car accident will be disposed of.

Educators check that child restraint and booster seats are safe, clean and in good repair prior to use.

Educators will ensure that each child under seven years of age must be secured in a child restraint or booster seat when travelling in a vehicle, other than public transport.

Educator's will work with the service provider, parents/guardians and appropriate professionals to ensure that children with disabilities or medical conditions are provided with child restraints that are appropriate for their needs.

The following guide information has been provided by the Department of Early Childhood Education and Care in relation to outings;

The approved provider, nominated supervisor and family day care educator are responsible for ensuring that all children are adequately supervised at all times, and all reasonable precautions are taken to protect children from harm and from any hazard likely to cause injury.

The following information provides guidance to assist services to ensure children's safety at all times.

Before the journey

1. The family day care educator must ensure that the attendance record is accurate for the day and confirms which children (if any) are currently in care.
2. The family day care educator or family day care educator assistant who is transporting children must conduct a head count and roll call as the children enter the vehicle
3. If both the family day care educator and family day care educator assistant are travelling in the vehicle, a check of the home must be conducted prior to departure to ensure no children are left behind.
4. The family day care educator and/or family day care educator assistant must ensure all children are secured into their seats.
5. The journey can commence once the family day care educator and/or family day care educator assistant confirms that all children are secured and it is safe to leave.

Drop off to or collection from home

1. At each stop during the journey, the family day care educator and/or family day care educator assistant must park the vehicle and turn off the vehicle's ignition.
2. The parent should be waiting with the child so that the family day care educator or family day care educator assistant does not need to leave the vicinity of the vehicle (children **must not** be left unsupervised at any time).
Note: There should be a process in place for the family day care educator or family day care assistant to contact the parent of the child they are collecting without the need to leave children unsupervised in the vehicle.
3. If the child is being collected from or dropped off at home, the parent/guardian must sign the child onto or off the vehicle.
4. The family day care educator and/or family day care educator assistant must check the child off against the attendance record while the vehicle is parked.

5. The family day care educator and/or family day care educator assistant must secure the child into their seat. If a parent secures their own child on the vehicle, this must then be checked by the family day care educator and/or family day care educator assistant.
6. The family day care educator and/or family day care educator assistant must only recommence the journey once all children are secured and it is safe to do so.
7. The above process is repeated for each subsequent stop.

Drop off to or collection from school or other location

Note: If the family day care educator and/or family day care educator assistant is dropping off or collecting children from school or an activity that requires them to leave the vehicle and escort the child to that location, the vehicle must be parked.

Children must not be left unsupervised in the vehicle.

All children must accompany the family day care educator or family day care educator assistant. The only circumstance where children do not need to accompany the family day care educator or family day care educator assistant, is where both the family day care educator and family day care educator assistant are present on the journey and one of these adults remains in the vehicle with the children to supervise them.

1. If the child is being collected from or dropped off at school or another location, the family day care educator and/or family day care educator assistant must ensure that the child is safely delivered to this location, and into the care of a specific person (such as the kindergarten teacher) as authorised by the parent.
2. The family day care educator and/or family day care educator assistant (or parent/guardian, or authorised nominee where relevant) completes the attendance record while the vehicle is parked.
3. If children left the vehicle, the family day care educator and/or family day care educator assistant must secure all children into their seats.
4. The family day care educator and/or family day care educator assistant must conduct a roll check and head count to ensure all children are accounted for, before recommencing the journey.
5. The above process is to be repeated for each subsequent stop.

While on an excursion or regular outing to a specific destination (e.g. park, library)

1. When using transport to attend an excursion or regular outing to a specific destination, the family day care educator must follow the steps outlined under 'Before the Journey'.
2. The family day care educator must park the vehicle in a safe location. After exiting the vehicle, the family day care educator must conduct a head count and roll call upon arrival at the destination.
3. The family day care educator must also conduct a visual check of the vehicle after removing all children.
4. When departing, the family day care educator and (if relevant) the family day care educator assistant must secure the children into their seats.
5. The family day care educator must conduct a head count and roll call as the children enter the vehicle.
6. The journey can commence once the family day care educator confirms that all children are secured and it is safe to leave.

7. **If a child is unaccounted for**, the family day care educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and destination and, if necessary, contact the child's family and/or the police.

Upon arrival at the family day care residence

1. The family day care educator and/or family day care educator assistant must park the vehicle in a safe location close to the entry of the family day care residence.
2. The family day care educator and/or family day care educator assistant (with assistance from the family day care educator or family day care educator assistant, if relevant) is required to:
 - a. remove the children from the vehicle and escorts them inside the residence; and
 - b. conduct a head count and roll call once inside.
 - c. keep a signed copy of the roll call which is to be kept for inspection by the Regulatory Authority.
3. Once the children have been removed from the vehicle, the family day care educator and/or family day care educator assistant must conduct a thorough search of the vehicle.
4. If both the family day care educator and family day care educator assistant are present on the day, the party who did not drive the vehicle must conduct a **second** thorough search of the vehicle.
5. Checks should be marked as completed, signed by the relevant person conducting the check and kept for inspection by the Regulatory Authority.
6. **If a child is unaccounted for**, the family day care educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and residence, any other relevant location (e.g. the school or park visited) and contact the child's family and/or the police.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

National Quality Standard Quality Area 2

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (99; 102)

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