



POLICY STATEMENT

We ensure that children at our service are safe and supported when taking part in educational experiences such as excursions, during single trips and for regular transportation. We believe that children should have the freedom and confidence in their own abilities, therefore this policy enables us to identify clear lines of action to effectively manage safe transportation of all children, young people and educators. We ensure that all educators get sent out our vacation care check list reminders to implement a safe environment for children while taking part in transportation.

BACKGROUND

This policy is to reflect The Education and Care Services National Regulations and to ensure that our practice as a service reflects our code of ethics and philosophy when transporting children to and from our service. We aim to create a safe environment that takes reasonable steps when our service embarks and disembarks the vehicle. This includes ensuring educator to children's ratios are met whenever and wherever our service is operating.

LEGISLATION

Regulation	Description	Implementation
24	Application for service approval - centre based service	Being granted a certificate of service approval. SE-00010618 Mawson Lakes School Governing Council INC.
89	First aid kits	First aid kits are suitably equipped relative to the number of children at the service and are easily recognisable and accessible to educators.
99	Children leaving the education and care service premises	Parents/ care givers must sign each child out when leaving the service. Each parent has a pin code to do so.
100	Risk assessment must be conducted before excursion	We take appropriate steps to minimise the risk to children by completing a risk assessment for each excursion to provide the best quality of care.
101	Conduct a risk assessment for an excursion	To identify and decrease the risk and potential harm to children, young people and educators before leaving the service. The Director completed a Vacation Care preparation checklist.
102	Authorisation for excursions	Appropriate authorities are given by governing bodies and families when completing the booking form for vacation care.
102B	Transport risk assessment must be conducted before the service transports child/ren	Risk assessments are provided for each excursion to ensure all children and young people are safe while being transported.
102C	Conduct a risk assessment for transporting children by the education and care service	Risk assessments are completed and followed by the service to minimise the risk of children and educators.
102D	Authorisation for service to transport children	Appropriate authorities are given by governing bodies and families when completing the booking form for vacation care.
102E	Children embarking a means of transport - centre - based services	Each educator has a group of 5 to 8 children depending on the excursion. Before each child gets on a bus the educator does a roll call of their list and makes sure they have each individual child in their group. Before the educator sits down ready for transport they will conduct a headcount, a

		check to ensure all children are correctly wearing their seat belt ready for safe transportation and complete the record of children embarking.
102F	Children disembarking a means of transport - centre - based service	When exiting the bus all children and educators disembark the bus from front to back. When disembarking the educator will get off first and waits for each child in their group, once they have completed the record of disembarking, they will walk safely back into the OSHC building. The Director and Assistant Director will check all buses to ensure that all children have disembarked the bus safely and are making their way back to the service.
122	Educators must be working directly with children to be included in ratios	We aim to ensure that all children being educated and cared for by our service are adequately always supervised. This includes ensuring educator to children's ratios are met.
123	Educators to child ratios - centre - based services	The service over staffs where possible allowing the Director and Assistant Director to not be in the ratio to assist and support a high-quality service. We adhere to a 1:5 ratio for a water excursion, 1:8 excursion and 1:15 when facilitating care at the service.
136	First aid qualifications	Within our service all qualified educators hold a relevant and in date first aid qualification.
158	Children's attendance record to be kept by approved provider	SPIKE is the software provider.
168	Education and Care Service must have policies and procedures	The service has policies and procedures that reflect the needs of the service. These are reviewed as necessary.
169	Additional policies and procedures - family day care service	Not applicable
170	Policies and procedures to be followed	Policies and procedures created by the service are followed by all educators.
171	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families.
172	Notification of change to policies or procedures	Appropriate authorities and governing bodies are notified of any change to policies and procedures.
175	Prescribed information to be notified to the Regulatory Authority	The service is committed to identifying any relevant information for the Regulatory Authority within 12 hours of action.
177	Prescribed enrolment and other documents to be kept by the approved provider	The service keeps all enrolments and documents in a locked filing cabinet for confidentially. The OSHC building is alarmed each night for extra security.

POLICY

The safety of children and educators at our service is paramount. Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Appropriate safety measures are implemented through our comprehensive transport risk assessment to minimize and manage all potential risks for transporting children before leaving the premises for excursions. Educators have clear roles and use effective communication to ensure that management and educators are aware of their responsibilities in relation to safe transportation. Educators to child ratio is adhered to in addition to having the Director and Assistant Director not included in the ratio where possible, this provides adequate supervision to align with our risk assessments.

For related policies and procedures, see:

- Delivery of children to, and Collection from Education and Care Services Premises
- Dealing with Medical Conditions in Children
- Excursions
- Providing a Child Safe Environment
- Governance and Management
- Incident, Injury, Trauma, and Illness
- The Administration of First Aid

PROCEDURE

ROLES AND RESPONSIBILITIES OF DIRECTOR, ASSISTANT DIRECTOR AND OR NOMINATED SUPERVISOR WILL:

TASKS TO COMPLETE BEFORE VACATION CARE COMMENCES

- Prepare, plan and secure vacation care excursions and program for families to book and enjoy
- Liaise with private transportation company through emails and phone calls to book and confirm correct safe measures of transportation and to ensure the vehicle has working seatbelts
- Ask the private transport company to provide a copy of relevant criminal history requirements and working with children check for any person driver transporting the service
- Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to transporting children
- Complete the vacation care checklist record to ensure you have taken correct action for a safe vacation care experience for children, educators, and families
- Check to see if all families have signed and given authorisation for their child to attend an excursion and or for their child to be transported by the service
- Roster and implement correct child to educator ratios for safe supervision
- Educators are allocated a group of eight children depending on the excursion, to ensure the highest quality of care is implemented
- Prepare all transport records for children to disembark transport correctly and safely
- Ensure all educators understand their supervision responsibilities and expectations relating to transportation of children by sending out vacation care excursion reminders to all educators
- Ensure all educators have suitably equipped first aid bags
- Review and update the emergency contact number for educators

ON THE DAY OF EXCURSION

EMBARKING

- Ensure all technology including phones and Ipads are charged ready for departure
- Ensure all educators have suitably equipped first aid bags and medication for any child/ren in their group
- Make each educator aware of their allocated group for the day, providing educators with a list of children, colour coded wrist bands that states the service phone number and bright blue Mawson Lakes OSHC bucket hats that states the service phone number, a walkie talkie and record of children disembarking transport form
- Educators are informed of all relevant information for the day's excursion
- Complete a safety talk with all children and educators to ensure a clear understanding of appropriate and inappropriate behaviour before completing a roll call to ensure all children are signed in and accounted for before getting into their groups for excursions. The Director and or Assistant Director will then second the check
- One of the nominated supervisors will seek to see if the transportation has arrived and is in a safe location for children and educators to embark that doesn't require any children or educators to cross any roads
- Will oversee educators taking a safe route to embark the transport for departure
- Ensure one or more educators have a working mobile phone in case of an emergency

- Ensure at least one educator accompanying children during transportation holds an approved first aid qualification, a current approved anaphylaxis management qualification and a current approved emergency asthma management qualification
- Cross check with all educators that every child in their group is on the means of transport and have completed the record of children embarking the vehicle, educators will then be seated ensuring that they are evenly placed throughout the bus so that they can engage with all children
- Ensure an educator has checked the means of transport to inspect if all children are wearing approved seatbelts for when the vehicle is in motion
- Once all checks have been completed and everyone is ready for departure the director will instruct the drivers of vehicles to leave the location

DISEMBARKING TRANSPORT

- Ensure the vehicle is parked in a safe and secure location for all children and educators to disembark the vehicle
- Ask educators to start disembarking the vehicle once the person in front of them have left
- Supervise all children and educators disembarking the vehicle and assist if needed
- Once all children and educators have exited the vehicle, a final sweep of the vehicle will be completed to ensure there are no children, belongings or medication left behind on the vehicle
- Ensure all educators have completed their record of children disembarking transport
- Complete the record of children disembarking transport
- Assist educators on making their way to the premise of departure in the safest route

ON THE DAY OF EXCURSION EDUCATORS WILL:

EMBARKING

- Get all first aid bags and medication for any child/ren in their group
- Seek their allocated group for the day, gather their colour coded wrist bands and ensure they have a bright blue Mawson Lakes OSHC bucket hats for each child. Get a walkie talkie and a record of children embarking and disembarking transport form
- Seek any informed or relevant information for the day's excursion
- Listen to the safety talk to ensure a clear understanding of appropriate and inappropriate behaviour
- Complete a roll call to ensure all children are accounted for in their group for the excursions
- Seek to see if the transportation has arrived and is in a safe location for their group to embark that doesn't require any children or educators to cross any roads
- Proceed to embarking all children in their group on the bus whilst completing the record of children embarking the vehicle and inspect if all children are wearing approved seatbelts on transportation
- Let the Director, Assistant Director and or Nominated supervisor know they have every child in their group and are ready for transportation

DISEMBARKING

- Wait for direction from the Director, Assistant Director and or Nominated Supervisor to confirm that it is safe for children to disembark the vehicle
- Educators will start disembarking the vehicle once the person in front of them have left
- Educators will count and complete the record of children disembarking transport to ensure they have all children in their group
- Educators will make their way to the premise of departure in the safest route

KEY TERMS

Key Term	Meaning
ACECQA	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
Excursion	All outings organised by the Education and Care Service but does not include an outing organised by the service if the child or children leave the education and care service premises in the company of an educator or parent. Educators have clear roles and use effective communication to ensure that management and educators are aware of their responsibilities in relation to safe transportation.
Regular Outings	In relation to an education and care service, means a walk, drive or trip to and from a destination.
Regular Transportation	Through a private bus company, only during vacation care periods.
Risk Assessments	Our service conducts comprehensive risk assessments to minimize and manage all potential risks for transporting children to and from the operational service.
Transportation	Kanga Coach Lines.
Transitions	Charter information sheets are sent from Kanga Coach Lines to specify each location we are embarking and disembarking from.

MONITORING, EVALUATION AND REVIEW

We will continue to:

Identify any hazards, or potential hazards that transporting the child may pose to the safety and wellbeing of the children and educators

Assess the risk of harm or potential harm using a risk matrix

Specify how the identified risk will be managed by eliminating or minimising the impact using control measures

Evaluate the current risk or potential harm implementing control measures

Review and monitor the risk of potential harm to ensure it continues to be managed as a low risk

A risk assessment will be undertaken annually for regular transportation of children unless we feel the need to review it earlier. Conversations with educators and children will allow us to critically reflect on our embarking and disembarking of transport to allow for growth.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Director	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure that reasonable steps are taken to prevent children being left behind on buses • Ensure no child is transported by the service without transportation authorisation filled in and signed on the vacation care form • Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to an excursion <ul style="list-style-type: none"> ○ Identify and assess risks that transporting the child may pose to the safety, health, or wellbeing of the child ○ Specify how the identified risks will be managed and minimised ○ Include the specific considerations listed in regulation 102C • Ensure the risk assessment for excursions include the specific considerations related to transportation listed in regulation 101 • Ensure all supervision requirements are met during transportation, including the availability of up to date, suitably equipped first aid bags and that educators are first aid qualified and trained

	<ul style="list-style-type: none"> • Ensure jurisdictional requirements relating to seatbelts and children’s safety restraints are met • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, families and for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ Effect the fees charged or the way they are collected or ○ Significantly impact the service’s education and care of children or ○ Significantly impact the family’s ability to utilise the service • Implement the safe transportation of children policy and procedure • Ensure all educators 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 each individual child’s medication, required medical management plans, first aid bags, emergency contact list and mobile phones • Ensure the Director, Assistant Director or Nominated supervisor both check every bus to ensure all children are accounted by checking the interior of the bus when embarking and disembarked at the designated venue or service premises and ensure required records are made immediately and kept • 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 it is practicable
Educators	<ul style="list-style-type: none"> • Ensure transportation is carried out in line with the safe transportation of children policy and procedures • Check that a risk assessment for an excursion has been conducted, including the specific considerations related to transportation listed in regulation 101 • Check that risk assessments have been conducted prior to the service transporting children and ensuring the risk management/ minimisation strategies they contain are implemented Check the risk assessment for transport: <ul style="list-style-type: none"> ○ Identify and assess risks that transporting the child may pose to the safety, health, or wellbeing of the child ○ Specify how the identified risks will be managed and minimised ○ Include the specific considerations listed in regulation 102C • Ensure the required educator to child ratios are in place and children are always supervised • 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, sick bags, emergency contact lists, children’s individual medication and required medical management plans and a mobile phone. • Ensure jurisdictional requirements relating to seatbelts and safety restraints are met • Complete any relevant documentation of children’s attendance and movement to and from the transportation • Account for all children as they embark and disembark a vehicle during regular transportation at the service premises and complete a record immediately confirming children have been accounted for • 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
Families	<ul style="list-style-type: none"> • Sign the authorisation for their child to attend an excursion and or for their child to be transported by the service • Ensure they sign their child/ children in and out, so their attendance is recorded upon delivery and collection • Provide emergency contact details on the child’s enrolment form and ensure that they are kept up to date • Keep informed about the services policies and procedures, 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

	<ul style="list-style-type: none">• Keep informed about the service’s policies and procedures, including for safe transportation of children• Reinforce the safe transportation practices with their child, e.g., seatbelts.
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NATIONAL QUALITY STANDARDS

The following quality areas link to Safe Transportation of Children

Quality Area 2 - Children’s Health & Safety

2.2 Safety

2.2.1 Supervision

2.2.2 Incident and Emergency Management

Quality Area 4 - Staffing Arrangements

4.1 Staffing Arrangements

4.1.1 Organisation of Educators

Quality Area 6 - Collaborative Partnerships with Families and Communities

6.1 Transitions

6.2.2 Access and Participation

Quality Area 7 - Governance and Leadership

7.1.2 Management Systems

7.1.3 Roles and Responsibilities

7.2.1 Continuous Improvements

PRINCIPLES

The following principles link to Safe Transportation of Children

Partnership

Critical reflection and ongoing professional learning

Collaborative leadership and teamwork

PRACTICES

The following practices link to Safe Transportation of Children

Collaboration with children and young people

Environments

Continuity and transitions

Assessment and evaluation for wellbeing, learning and development

SOURCE

www.acecqa.gov.au

[National Law and Regulations | ACECQA](#)

[Search \(education.sa.gov.au\)](#)

ACECQA - Safe transportation of children

Risk assessment and management-safe transportation of children-safety checklist

Information sheet-Minimising the risk of children being mistakenly left in vehicles during transportation

Information sheet-Changes to regular transportation of children commencing 1st March 2023

Guidance for adequate supervision during transportation