

<b>Applies to</b>	Intereach Family Day Care (FDC), Intereach Out Of School Hours (OOSH) and any other Intereach service transporting children				
<b>Policy</b>	Children's Services Health and Safety Policy				
<b>Version</b>	3.0	<b>Date approved</b>	07/06/2023	<b>Next review date</b>	07/06/2026

### 1. Objective

Intereach recognises that transportation may present additional risks to children depending on how it occurs and how transition between a vehicle and an education and care service premises or other location is managed. These risks apply equally to single trips or during periods of regular transportation.

Transportation requires appropriate planning and risk management to ensure the best experience and safety for all. Educators and staff are committed to providing transport where every reasonable precaution is taken to protect children being educated and cared for by the service, from any harm or hazard likely to cause injury or illness.

### 2. Definitions

- **"Regular Transportation"** (as per regulations) 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 the 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 transport or the transportation route or destination(s) have altered, or the provider of the transportation services has changed.
- **"Regular outing"** (as per regulations) Means a walk, drive or trip to and from a destination:
  - that the service visits regularly as part of its educational program, and
  - where the circumstances relevant of the risk assessment are substantially the same on each outing.

### 3. Responsibilities

It is the responsibility of the Nominated Supervisor to ensure:

- a risk assessment is completed before transporting children from the service centre;
- staff and educators implement the practices identified in the transport procedure during transportation of children;
- the right ratios are maintained for supervision across the service premises and during transportation;
- up to date child attendance list is maintained; and,
- a current written authorisation from a parent or other person named in the enrolment for transporting their children is available;

It is the responsibility of the OOSH Nominated Supervisor to:

- ensure educators and staff follow all regulatory requirements during regular transportation;
- ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at the education and care service;
- ensure records are available to confirm;

- children are accounted for as they get in or out of a vehicle at the education and care service;
- a check of the inside of a vehicle is completed at the service after all children have left to ensure no children left behind in the vehicle;
- notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS:
  - it will be mandatory to notify the regulatory authority that OOSH provides or arranges regular transportation. The notification is lodged through the NQA IT System. 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. Must notify the regulatory authority within seven (7) days if the service starts or stops providing or arranging regular transportation.

When transporting children, it is the responsibility of staff and educators to ensure:

- the safety of children is considered in the choice of route and mode of transport;
- any vehicle picking up children is parked in a safe location, where possible, does not require children to cross roads or exit the vehicle on the roadside;
- Transportation Authorisation is completed in full and is current.

In addition, it is the responsibility of FDC Educators to ensure:

- their vehicle complies with the appropriate state road and transport regulations;
- their vehicle has current registration and comprehensive insurance;
- their vehicle is mechanically sound, is kept clean and has regular maintenance;
- child restraints are checked annually by an authorised restraint fitter. Educators will submit a receipt from the authorised fitter to the service annually. A further check will be required when a new vehicle or new child restraint is used.
- only transport the number of children that can be safely transported in the car;
- children are accompanied at all times by a family day care educator when in a vehicle; and,
- ensure vehicles are not accessible to children when not in use.

## **4. Procedures**

### **4.1. Risk Assessments for transportation**

A Risk Assessment identifying and assessing foreseeable risks that transportation may pose to the safety, health or wellbeing of any child and detail strategies for minimising and managing those risks will be carried out for transportation prior to written permission being sought from a parent/guardian.

Prior to transporting children or engaging in an excursion a risk assessment will be carried out on the;

- proposed route, means of transport and the duration of the transportation is reviewed by educators or staff prior to transporting children;
- proposed pick-up location and destination;
- safest method of transporting the children;
- the process for entering and exiting the education and care premises and the pick-up location or destination;
- the procedure for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking any water hazards;

- the number of adults and children involved in transportation;
- supervision requirements; including the number of educators or other responsible adults that are appropriate to provide supervision and whether any adults with specialised skills are required;
- whether any items should be readily available during transportation;
- weather conditions which would make travelling unsuitable or weather alerts for fire, flooding or storms;
- meals, snack and drinking water, how these will meet children's nutritional needs and be provided in a hygienic way;
- children's sleep and rest requirements;
- children's toileting/nappy change requirements; and,
- medical conditions to be considered for each child.

Risk assessments will be monitored for effectiveness of controls and changes made if necessary. Risk assessments are reviewed prior to transporting children to confirm that the information in the assessment is relevant and applicable.

#### **4.2. Authorisations for transportation**

Written authorisation for a child to be transported is obtained prior to the transportation from a parent or other person named in the enrolment record as having authority to authorise transportation of a child. The Authorisation for Transportation and Regular Outings form and Excursion and Transportation Authorisation form are used when acquiring authorisation to ensure the following requirements are met:

- the child's name;
- the reason the child is to be transported;
- if the authorisation 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;
- 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 educators, staff or adults who will accompany and supervise the children during transportation;
- any requirements for seatbelts or safety restraints;
- a risk assessment has been prepared and is available; and,
- that written policies and procedures for transporting children are followed.

If the transportation is 'regular transportation', written authorisation is only required to be obtained once in a 12 month period.

### **4.3. Regular Transport - School – OOSH**

- OOSH Staff undertake a two-point roll call check of all children attending the service and when disembarking from the school bus at the service;
  - the first point roll call- children disembarking the school bus and entering the enclosed waiting bay and,
  - the second point roll call- upon entry to room of the service.
- Once the two-point roll call has been completed the staff members will compare their roll call lists to confirm all children are accounted for and currently within the services premises.
- The Responsible Person signs all children in as per the confirmed roll call lists.
- Records are kept of all regular transportation to:
  - confirm each child was accounted for when disembarking the school bus at the service premises;
  - record how each child was accounted for at the service premises;
- Due to the nature of the school bus being public; an interior check is not possible. In the event that a child is not accounted for during the two point roll call;
  - staff will contact parent/ guardian immediately to confirm school attendance
  - staff will contact the school bus company and request the bus be contacted to check for the uncounted child; if the child is still present on the bus, the bus will return to the service to deliver the child.
  - if the child is not on the bus a staff member will contact the relevant school
- The person responsible for accounting for the children during disembarking from the vehicle will record their full name, date and time immediately after checking and sign the document. The signed document will be filed on site into an accessible folder which is stored in a lockable cupboard.

### **4.4. Child Restraints**

Educators and staff will ensure that the vehicle is fitted with approved age-appropriate child restraints, as follows:

- children up to the age of six months must be secured in an approved rearward facing restraint;
- babies aged between 6 or 12 months can be moved to forward facing (depending on the type of rearward facing child car seat used) and are able to hold their head up; or if the child car seat has shoulder marks printed or sewn on the cover, when their shoulders have passed the upper marks;
- children under four years old cannot travel in the front seat of a vehicle with two or more rows;
- children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat;
- children between four years of age and under seven years of age cannot sit in the front row if there is more than one row of seats, unless the other rows are occupied by younger children in approved child car seats;
- children aged from seven years old but under 16 years' old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat; and,

- children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened;

#### **4.5. Transport on Foot**

Educators and staff will ensure the following when transporting children on foot:

- assess the ages and abilities of children to walk to an excursion;
- take the safest route to walk the children;
- make the children cross the road at the crossing or lights where available and obey the road rules;
- conduct a headcount on a regular basis;
- remain vigilant to ensure that no child runs ahead, lags too far behind the group or misbehaves;
- always hold children's hands or encourage them to hold onto a pram if in use when crossing roads or on the footpath near busy roads and traffic. Undertake extreme care when crossing roads; and,
- keep children walking together as a group; and,
- In addition OOSH spread educators evenly throughout the walking group whenever possible providing a leading educator, middle educators and an educator at the end of the line. Educators are encouraged to walk closest to the roadside and carry the service's walkie talkies or mobiles with them.

#### **4.6. Public Transport**

When transporting children by public transport, in addition to the completion of risk assessments, educators and staff will:

- conduct a headcount on a regular basis;
- assist children in getting on and off the mode of transport;
- ensure that all children are accounted for before allowing the vehicle to leave;
- ensure the child is strapped securely in their pram with the pram brake on while the vehicle is moving;
- ensure they hold the child's hand when getting on and off transport if child is not in a pram;
- ensure children sit in individual seats and not share a seat; and,
- nurse babies in their lap if no suitable child restraint is available.

#### **4.7. Vehicle Breakdowns and Incidents**

In the case of a vehicle breakdown, educators and staff will:

- phone the service to inform the Nominated Supervisor;
- discuss suitable alternatives with staff and organise for this to be undertaken;
- ensure all children are supervised and kept safe at all times;
- inform parents of the breakdown; and,
- complete an *Incident, Injury, Trauma and Illness Form*. Data from the incident reports are recorded in HowSafe.

In the case of a vehicle accident, educators and staff will:

- check if any children or adults are hurt, conduct first aid and phone Triple Zero ('000') to request an ambulance if necessary;

- comfort and calm children;
- ensure that the children are supervised and safe at all times;
- take the required details of the other driver involved if applicable: name, contact, registration number, driver's licence, insurer and any damage done to either vehicle;
- phone the service to inform the Nominator Supervisor and organise alternative transport;
- phone the police if necessary;
- inform parents of the accident and ensure all appropriate accident procedures are undertaken; and,
- complete an *Incident, Injury, Trauma and Illness Form* upon return to the service.

#### **4.8. Essential items to take when travelling**

Items to be taken on excursions include:

- drinking water and food where necessary given time and duration of travel;
- a fully stocked first aid kit;
- a readily accessible list (electronic or hard copy) of all children with relevant personal details and parent/guardian contact numbers;
- a readily accessible list (electronic or hard copy) of all relevant emergency procedures and contact numbers;
- a mobile phone that is charged, has credit and has no restrictions for making or receiving calls;
- readily accessible (electronic or hard copy) management plans and medication for any child where it appropriately applies to their medical condition;
- items that support individual children's needs: nappies, wipes, change of clothes, etc;
- items that support the *Children's Services Sun Safe Policy*: sunscreen, appropriate clothing and hats; and,
- educator details including the name of the educator and the name and phone number of the Nominated Supervisor (electronic or hard copy).

#### **4.9. Record keeping**

- All records relating to transportation of children are retained for the period as per Intereach record keeping requirement (Refer to *Intereach Data security and retention policy*) including:
  - :all authorisations for transport by parents/guardians; and,
  - incident, illness, injury and trauma records including vehicle breakdowns;

In addition, OOSH will maintain:

- records of embarking and disembarking from vehicle during regular transportation;
- records of headcount as the children get in and out of a vehicle; and,
- record of checks of vehicle after all children have disembarked;

All signed documents are kept on site in accessible folders which are stored in a lockable cupboard on site.

### **5. Monitoring, evaluation and review**

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers, and students.

## 6. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
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
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

## 7. Procedure Context - this procedure relates to:

<b>7.1. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017). National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework</p> <p>Department of Education, Employment and Workplace Relations. Childcare Service Handbook 2018-2019</p> <p>Early Childhood Australia (2016). Code of Ethics</p> <p>Macquarie University. Kids and Traffic resources. Accessed March 2023 from <a href="http://www.kidsandtraffic.mq.edu.au/">http://www.kidsandtraffic.mq.edu.au/</a></p> <p>VicRoads. <a href="https://www.vicroads.vic.gov.au/">Child Restraints</a>. Accessed March 2023 from <a href="https://www.vicroads.vic.gov.au/">https://www.vicroads.vic.gov.au/</a></p> <p>Transport for NSW. Childcare Seats. Accessed March 2023 from <a href="https://roadsafety.transport.nsw.gov.au/">https://roadsafety.transport.nsw.gov.au/</a></p> <p>Roads and Maritime Services. Child Care Seats – Make the safest choice. Accessed March 2023 from <a href="https://www.childcarseats.com.au/legal-requirements/">https://www.childcarseats.com.au/legal-requirements/</a></p> <p>Department of Education and Training Victoria. <a href="https://www.education.vic.gov.au/">Excursions and regular outings</a>. Accessed March 2023 from <a href="https://www.education.vic.gov.au/">https://www.education.vic.gov.au/</a></p> <p>Child Safe Standards NSW</p> <p>Child Safe Standards VIC</p>
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<b>7.2. Legislation or other requirements</b>	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
<b>7.3. Internal Documentation</b>	Intereach Data Security and retention of records policy Incident, Injury, Trauma and Illness procedure Missing Child Procedure Benefit Risk Assessment Plan – Transport, Excursion and Regular Outings Incident, Injury, Trauma and Illness Form Medical Management Plan Medical Risk Minimisation Plan Child Medication Record Authorisation for Transportation and Regular Outings Excursion and Transportation Authorisation form

<b>8. Document control</b>			
<b>Version</b>	<b>Date approved</b>	<b>Approved by</b>	<b>Next review date</b>
1.0	16/06/2020	R. Phillips - Acting Senior Manager, Family Services	16/06/2023
2.0	29/09/2020	S. Hall - General Manager, Operations	29/09/2023
3.0	07/06/2023	M. Piffero, General Manager Operations	07/06/2026