



P-2.5 Safe Transportation of Children

POLICY STATEMENT

DEBASCA is committed to ensuring the safe transportation of children by our service. While DEBASCA does **not** provide **regular transport** as part of its service provision, we do provide transportation as part of excursions during the school holidays (vacation care program). We ensure all educators and staff are trained and regularly re-trained to implement the policies and procedures relating to safe transportation.

Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: CHILDREN'S HEALTH AND SAFETY

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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S. 51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S. 165	Failure to adequately supervise children
S. 167	Failure to take reasonable precautions to protect children from harm and hazards
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
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
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First aid qualifications
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents

RELATED POLICIES

Administration of First Aid Policy	Enrolment and Orientation Policy
Acceptance and Refusal of Authorisations Policy	Excursion Policy
Administration of First Aid Policy	Incident, Injury, Trauma and Illness Policy
Behaviour Guidance Policy	Dealing with Medical Conditions Policy
Child Protection Policy	Determining the Responsible Person Present Policy
Providing a Child-Safe Environment Policy	Work, Health and Safety Policy
Delivery and Collection of Children Policy	Emergency Procedures Policy

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
RPIC	Responsible Person in Charge
NQS	National Quality Standard
Excursion	An outing organised by an education and care service
Regular outing	in relation to an education and care service, means a walk, drive or trip to and from a destination (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are <i>substantially</i> the same on each outing
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 the same for each occasion on which the child is transported. Note: DEBASCA does <u>not</u> provide regular transport as part of its service provision.
Transportation (that is part of the education and care service)	Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.
Transition	In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.
Written authorisation	authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state: a) the child's name; and b) the reason the child is to be transported; and c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and d) if the authorisation is not for a regular transportation, the date the child is to be transported; and e) a description of the proposed pick-up location and destination; and f) the means of transport; and g) the period of time during which the child is to be transported; and

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

	<ul style="list-style-type: none"> h) the anticipated number of children likely to be transported; and i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and k) that a risk assessment has been prepared and is available at the education and care service; and l) that written policies and procedures for transporting children are available at the education and care service
--	---

PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (Reg. 170). [ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our Service are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever the service is operating including providing or arranging transportation as part of our service activity.

SCOPE

This policy applies to all DEBASCA stakeholders.

RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

IMPLEMENTATION

1. The safety of children enrolled at our service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.
2. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including on transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments.
3. Procedures are in place to ensure a nominated supervisor or staff member is present and accounts for each child (and make a record) when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

PROCEDURE

4. Transport specific risk assessment

- 4.1. As per the Education and Care Services National Law, our service will 'ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury' (Section 167).
- 4.2. Our Service will conduct comprehensive transport specific risk assessments to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D(4)].
- 4.3. Each time our service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. This risk assessment will form part of the Excursion risk assessment. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our service.
- 4.4. Risk assessments are carried out prior to seeking authorisation for transporting children.
- 4.5. Risk assessments for 'regular transportation' are evaluated regularly or whenever a change of circumstances warrants a new assessment- e.g., route change of vehicle due to roadworks, additional pick-up points, or new provider of transport, to ensure potential risks are identified and managed. Note: DEBASCA does not provide regular transport as part of its service provision. The service only utilises transport for excursions.

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

- 4.6. Risk assessments for 'regular transportation' are reviewed at least annually. (Not applicable for DEBASCA, as we do not provide regular transportation as part of service provision).
- 4.7. Details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment.
- 4.8. Our risk assessment process will:
 - 4.8.1. identify any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
 - 4.8.2. assess the risk of harm or potential harm using a risk matrix
 - 4.8.3. specify how the identified risks will be managed by eliminating or minimising the impact using control measures
 - 4.8.4. evaluate the current risk or potential harm by implementing control measures
 - 4.8.5. review and monitor the risk or potential harm to ensure it continues to be managed as a low risk
- 4.9. Our risk assessment will consider:
 - 4.9.1. the proposed route and duration of the transportation; and
 - 4.9.2. the proposed pick-up location and destination; and
 - 4.9.3. the means of transport; and
 - 4.9.4. any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
 - 4.9.5. any water hazards; and
 - 4.9.6. the number of adults and children involved in the transportation; and
 - 4.9.7. given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
 - 4.9.8. whether any items should be readily available during transportation (e.g., mobile phone, list of emergency contact numbers) and;
 - 4.9.9. the process for entering and exiting-
 - 4.9.9.1. the education and care service premises; and
 - 4.9.9.2. the pick-up location or destination (as required); and
 - 4.9.10. procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- 4.10. Additional considerations may include:
 - 4.10.1. the age, ability, needs and skills of children being transported (non-ambulant, neurodiverse, sensory sensitivities)
 - 4.10.2. the experience of the educators involved in transportation and their capacity for supervising children
 - 4.10.3. movement of children between the vehicle and venues
 - 4.10.4. traffic conditions
 - 4.10.5. extreme weather conditions or natural disasters
 - 4.10.6. environmental hazards such as temperature extremes, smoke and/or air quality
 - 4.10.7. communication to/from the vehicle- mobile phone reception
 - 4.10.8. health needs of all children and adults
 - 4.10.9. first aid provision and management of illness, injuries and emergencies
 - 4.10.10. child safe practices
5. **The Approved Provider/Nominated Supervisor will notify the Regulatory Authority:**
 - 5.1. If the Service will offer or arrange transportation as part of the service approval application
 - 5.2. within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided
6. **The Approved Provider/Nominated Supervisor will ensure:**
 - 6.1. obligations under the *Education and Care Services National Law* and *National Regulations* are met
 - 6.2. all staff and driver (s) are aware of and inducted in the *Safe Transportation Policy* and procedure and have completed practical training relating to safe transportation of children
 - 6.3. all staff, volunteers and students follow the *Safe Transportation Policy* and procedure
 - 6.4. information related to the safe transportation of children is shared with all staff to assist management fulfill their roles responsibly
 - 6.5. a copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service
 - 6.6. risk assessments are carried out prior to seeking authorisation for transporting children
 - 6.7. risk assessments for 'regular transportation' are evaluated regularly or whenever a change of circumstances

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

- warrants a new assessment- e.g.: route change of vehicle due to roadworks, additional pick-up points or new provider of transport, to ensure potential risks are identified and managed
- 6.8. risk assessments for 'regular transportation' are reviewed at least annually
 - 6.9. any updates to policies and procedures are clearly communicated to all staff
 - 6.10. roles and responsibilities are clearly communicated with educators
 - 6.11. a designated driver is nominated as the person who will be responsible for driving the vehicle
 - 6.12. a designated educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed
 - 6.13. messages from families regarding attendance changes to pick up or drop offs are communicated to the designated educator/educators
 - 6.14. children are signed into the Service attendance record upon collection, noting the time children enter the vehicle
 - 6.15. rehearsals for transportation of children are conducted throughout the year as 'best practice'
 - 6.16. details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
 - 6.17. every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
 - 6.18. effective and adequate supervision is provided
 - 6.19. compliance with first aid requirements of Reg.136 is met in each vehicle
 - 6.20. parents/guardians complete a written authorisation for regular transportation of their child and a copy of this is filed in the child's enrolment record/ attached to the enrolment form
 - 6.21. children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
 - 6.22. the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
 - 6.23. A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
 - 6.23.1. children's attendance on the vehicle
 - 6.23.2. how children are accounted for as they embark and disembark on the vehicle
 - 6.23.3. a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
 - 6.24. children are signed into or out of the attendance record upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
 - 6.25. the *Transportation Attendance Record* is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
 - 6.26. once all children have exited the vehicle/bus, a final check is conducted, including the interior of the vehicle, to ensure no child is left on the vehicle
 - 6.27. a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind
 - 6.28. the designated educator/nominated supervisor confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
 - 6.29. a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
 - 6.30. under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
 - 6.31. procedures for the safe handover of children between the Service and other educational site is documented correctly and communicated clearly with all stakeholders
 - 6.32. educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
 - 6.33. a record of staff working directly with children (Reg. 151) is kept
 - 6.34. children exit the vehicle using the 'safety door'
 - 6.35. children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to NSW's Road Rules and Road Transport Act
 - 6.36. children are never left unattended in the vehicle
 - 6.37. education on road safety for children is included in the Service's programming
 - 6.38. safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
 - 6.39. staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
 - 6.40. a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

- 6.41. a list of emergency contact numbers for the children and staff being transported is available
 - 6.42. every effort will be made to notify parents/carers of delays returning to the Service if applicable
 - 6.43. relevant criminal history requirements and Working with Children Checks are made for any person transporting children. WWCC is recorded in staff records
 - 6.44. the designated person driving the vehicle/bus holds a current Australian driver's licence
 - 6.45. any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy* and *Code of Conduct Policy*
 - 6.46. the maximum number of children approved for a service as confirmed on the service approval is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
 - 6.47. the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
 - 6.48. flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are clearly communicated with all stakeholders regularly, including implementation of the *Missing Child During Regular Transportation Procedure*
 - 6.49. to explicitly communicate attendance, register procedure with all stakeholders (school, parents, educators)
 - 6.50. effective and adequate supervision is provided when children are being transported. Consideration must include:
 - 6.50.1. the number, age and ability of children
 - 6.50.2. visibility and accessibility
 - 6.50.3. physical positioning of educators
 - 6.50.4. risks related to the mode of transportation (including travel on foot)
 - 6.50.5. risks in the environment, location, route and while travelling
 - 6.50.6. the experience, knowledge and skill of each educator
 - 6.50.7. the capacity of an educator to immediately respond to a situation requiring urgent intervention
 - 6.51. an easily recognised and suitably equipped first aid kit is easily accessible during transportation
 - 6.52. educators carry medication, health plans and risk assessments for individual children
 - 6.53. at least one staff member accompanying children during transportation holds:
 - 6.53.1. an approved first aid qualification and
 - 6.53.2. a current approved Cardiopulmonary Resuscitation (CPR)
 - 6.53.3. a current approved anaphylaxis management training qualification and
 - 6.53.4. an approved emergency asthma management training qualification
7. **Designated Roles**
- 7.1. a **Designated Driver** is nominated as the person who will be responsible for driving the vehicle. DEBASCA will only ever use chartered buses for transportation, hence the Designated Driver will be one that is provided through the chartered bus company.
 - 7.2. a **Designated Educator** is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed.
8. **The Approved Provider/Nominated Supervisor will ensure:**
- 8.1. **Staff Training and Communication:**
 - 8.1.1. all staff and volunteers on the excursion are made aware of the *Safe Transportation Policy* and procedures for supervising and assisting children while travelling on transport or travelling by foot (e.g.: regular outing and/or transitions)
 - 8.1.2. a copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service
 - 8.1.3. roles and responsibilities are clearly communicated with educators
 - 8.1.4. messages from families regarding attendance changes are communicated to the designated educator/educators.
 - 8.1.5. parents/guardians complete a written authorisation for transportation of their child and a copy of this is filed in the child's enrolment record
 - 8.2. **First Aid Provisions**
 - 8.2.1. compliance with first aid requirements of Regulation 136 are met at all times
 - 8.2.2. the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

- medical emergency, including contacting emergency services and notifying parents/guardians as required
- 8.2.3. an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- 8.2.4. educators carry medication, health plans and risk assessments for individual children.
- 8.2.5. educators are aware of emergency procedures in case of an incident, injury or illness of a child.
- 8.2.6. at least one staff member accompanying children during transportation holds:
 - 8.2.6.1. an approved first aid qualification and
 - 8.2.6.2. a current approved anaphylaxis management training qualification and
 - 8.2.6.3. an approved emergency asthma management training qualification.

8.3. Procedures and Other Provisions

- 8.3.1. the *Safe Transportation of Children Checklist* is completed each time children are transported by vehicle.
- 8.3.2. A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
 - 8.3.2.1. children's attendance on the vehicle
 - 8.3.2.2. how children are accounted for as they embark and disembark on the vehicle
 - 8.3.2.3. a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- 8.3.3. the *Transportation Attendance Record* is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- 8.3.4. under no circumstances will the driver and/or educators supervising children be allowed to continue duties if suspected to be under the influence of alcohol or drugs
- 8.3.5. educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- 8.3.6. the number of passengers booked on the bus does not exceed the legal requirement.
- 8.3.7. only engage the services of a chartered bus company which provides buses with seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
- 8.3.8. staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service (see below – clause 16)
- 8.3.9. in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities and every effort will be made to notify parents/carers of delays returning to the Service if applicable
- 8.3.10. procedures of what to do in case of a missing or unaccounted child are clearly communicated with all educators regularly, including implementation of the steps detailed in the transport and excursion risk assessments
- 8.3.11. a working mobile phone to communicate with the service, parents/carers is provided in case of emergency.
- 8.3.12. a list of emergency contact numbers for the children and staff being transported is provided.
- 8.3.13. every effort will be made to notify parents/carers of delays returning to the Service if applicable.
- 8.3.14. Working with Children Checks are made for any person transporting children. Working with Children Checks are recorded in staff records.
- 8.3.15. any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our Child Protection Policy, Child Safe Policy, Reportable Conduct Policy and Code of Conduct Policy
- 8.3.16. effective and adequate supervision is provided when children are being transported. Consideration must include:
 - 8.3.16.1. the number, age and ability of children
 - 8.3.16.2. visibility and accessibility
 - 8.3.16.3. physical positioning of educators
 - 8.3.16.4. risks related to the mode of transportation (including travel on foot)
 - 8.3.16.5. risks in the environment, location and while travelling
 - 8.3.16.6. the experience, knowledge and skill of each educator.

9. The Designated Educator (Educator in Charge) will ensure:

- 9.1. they adhere to the *Safe Transportation Policy* and participate in practical training relating to the safe transportation of children
- 9.2. they are aware of their roles and responsibilities while providing transportation for children
- 9.3. they have read the Risk Assessment prior to running the excursion and are aware of the risks and risk minimization

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

strategies in place

- 9.4. they complete the *Safe Transportation of Children Checklist* each time transport is provided to children, including the *Transportation Attendance Record* each time transportation is provided to children.
 - 9.5. the *Transportation Attendance Record* is completed to record:
 - 9.5.1. accounting for each child as they embark and disembark from the vehicle during transportation, and how each child was accounted for
 - 9.5.2. that once all children have exited the vehicle, a final sweep of the vehicle is conducted by a secondary educator (delegated by the designated educator/nominated supervisor), including the interior of the vehicle, to ensure there are no children or belongings left behind
 - 9.6. a working, fully charged mobile phone is taken in case of an emergency
 - 9.7. children are organised into pre-determined groups (Excursion Groups) of no more than 8 children for each educator, and a list of the grouped children (Group Lists) will be made available to each educator prior to the excursion
 - 9.8. that they are satisfied that the driver is in a fit and proper state to drive
 - 9.9. every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
 - 9.10. effective and adequate supervision is provided when transporting children
 - 9.11. educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
 - 9.12. children are never left unattended in the vehicle
 - 9.13. they adhere to the road rules and regulations mandated by law within NSW
 - 9.14. children remain seated and do not behave in a dangerous or inappropriate manner and if so, that this is reported to the Nominated Supervisor upon return to the service
 - 9.15. where provided, children wear approved seatbelts/restraints where provided whilst the vehicle is in motion
 - 9.16. liaise with the bus driver to ensure the vehicle is parked in a secure and safe location for children to access
 - 9.17. the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
 - 9.18. a fully equipped first aid kit is easily accessible.
 - 9.19. the *Missing Child Procedure* is followed in the event a child is deemed missing or unaccounted for
 - 9.20. medication, health plans and risk assessments for individual children are available during transportation.
 - 9.21. a list of emergency contact numbers for the children and staff being transported is taken on excursions.
 - 9.22. emergency contact information is taken on excursions.
 - 9.23. children will be instructed on processes for entering and exiting the transportation vehicle, as well as safety rules to ensure a clear understanding of appropriate and inappropriate behaviour on transport and roads.
- 10. Procedure for embarking transport:**
- 10.1. the vehicle will be parked in a safe location where children are not required to cross any roads. If this is unavoidable, educators will follow a dedicated procedure for crossing the road and the safest route available to the vehicle will be taken.
 - 10.2. children will be assembled in their Excursions Groups at a predetermined location prior to boarding.
 - 10.3. a check of the children's attendance record will be made by the designated educator and a roll call will be carried out to ensure all children are in attendance.
 - 10.4. once roll call has been completed, the designated educator will delegate a secondary educator to stand at the entry of the bus and count each child as they enter the bus. This secondary educator will confirm the final count of children entering the bus with the delegated educator. This secondary educator will stand at the entry of the bus to ensure no unaccounted child embarks/disembarks the vehicle after roll call and count has been completed.
 - 10.5. when entering the bus, an educator will always enter the bus first, with their Excursion Group following.
 - 10.6. educators will position themselves amongst the children, providing continuous supervision during transportation
 - 10.7. children are to remain seated and secured in seat belts until the bus has completely stopped
 - 10.8. if an educator suspects the driver is under the influence of drugs/alcohol/unfit to drive, the children and staff will not board the bus or if already on the bus, will ask the driver to pull over. Once safely off the bus, the designated educator (educator in charge) will call the Police and Nominated Supervisor so a report can be made.
 - 10.9. children will be required to remain seated when travelling in vehicles and not behave in a dangerous or distracting manner. If a child is behaving dangerously in a vehicle, the driver of the vehicle has the right to stop in a safe place until the child/ren comply with instructions. Parents will be notified if their child continues to be challenging or behaving in a dangerous manner and may not be allowed to attend future excursions, should this behaviour be

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

deemed a safety risk.

11. Procedure for disembarking transport

- 11.1. Children are to remain seated with seat belts on until the vehicle has completely stopped.
- 11.2. Once the bus has stopped, the designated educator will give instructions to the children on how to safely disembark the bus and where to assemble once off the bus.
- 11.3. The designated educator will delegate a secondary educator to stand at the exit of the bus and count each child as they exit the bus. This secondary educator will confirm the final count of children exiting the bus with the delegated educator. This secondary educator will stand at the exit of the bus to ensure no re-embarks the vehicle after the head count has been completed.
- 11.4. The designated educator will also delegate a secondary educator to do a final sweep of the vehicle, including the interior, to ensure there are no children or belongings have been left behind.
- 11.5. Once everyone has disembarked the vehicle, the group will assemble in the pre-determined location, in their Excursions Groups with their educators.
- 11.6. A roll call will be carried out by the designated educator to ensure all children are in attendance.
- 11.7. Educators will record the time when roll calls are conducted.

12. Chartered Transportation Company and Safe Maintenance of Transport Vehicle

- 12.1. DEBASCA will only ever provide transportation on excursions through a chartered bus company. The service will require the chartered bus company to ensure:
 - 12.1.1. the driver's licence is current, and they are licenced to carry the required number of passengers for the purpose
 - 12.1.2. the driver adheres to the road rules and regulations mandated by law within NSW
 - 12.1.3. the driver has a Working with Children Check which has been verified by the service
 - 12.1.4. the vehicle is parked in a secure and safe location for children to access
 - 12.1.5. the number of passengers does not exceed the legal requirement
 - 12.1.6. a working mobile phone is taken in case of an emergency
 - 12.1.7. the driver is in a fit and proper state to drive
 - 12.1.8. there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
 - 12.1.9. the vehicle has enough fuel to transport the children
 - 12.1.10. the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
 - 12.1.11. in the event of any mechanical or other breakdown, the company will be expected to provide a replacement vehicle as soon as possible
 - 12.1.12. under no circumstances will the driver of the bus use a handheld mobile phone whilst driving. If an educator witness' this occurring, a report will be made to the bus company, Police and the Nominated Supervisor.

13. In the case of a vehicle breakdown the designated educator (educator in charge) will:

- 13.1. Contact DEBASCA to inform the RPIC/Nominated Supervisor.
- 13.2. Discuss suitable transport alternatives with the RPIC/Nominated Supervisor and the transport company to organise for this to be undertaken.
- 13.3. Ensure that the children are kept safe and comfortable at all times.
- 13.4. Inform parents of the breakdown, and of any possible delay.
- 13.5. Inform the Regulatory Authority within 24 hours, if emergency services had to be called, or for any other necessary reason.

14. In the case of a vehicle accident the designated educator (educator in charge) will:

- 14.1. Check to see if any children or educators are hurt and conduct first aid, where possible.
- 14.2. Call for emergency services, as necessary.
- 14.3. Comfort and calm the children.
- 14.4. Ensure that the children are safe and comfortable at all times.
- 14.5. Inform the Nominated Supervisor so that they can contact the transport company to organise alternative transport, where possible.

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

- 14.6. A mobile phone will be carried at all times, in case of accident or emergency, and children and educators should stay with the vehicle until assistance arrives.
- 14.7. The Nominated Supervisor will contact parents/Regulatory Authority/Approved Provider.
- 14.8. Complete an accident report on return to the centre.
- 14.9. Inform the Regulatory Authority within 24 hours of the incident.
15. **Travel by foot** – when travelling by foot the following procedure will be taken:
 - 15.1. An *Attendance Record* is provided to the designated educator prior to leaving the service to record:
 - 15.1.1.1. children's attendance on the excursion
 - 15.1.1.2. how children are accounted for as they arrive and leave the venue
 - 15.1.1.3. a final check of the venue, to ensure no child is left at the venue.
 - 15.2. Educator to child ratio requirements are maintained at all times, including when children are being walked to the venue.
 - 15.3. Educators will ensure that the safest route is taken.
 - 15.4. Establish an all-weather meeting place.
 - 15.5. Educators and children will undertake extreme care crossing all roads.
 - 15.6. Educators will ensure children cross the road at the crossing or lights where available and obey the road rules.
 - 15.7. When waiting to cross the road at a zebra crossing or at the lights, children will be kept at a safe distance from the curb.
 - 15.8. When crossing roads, an educator will remain at the end of the line to ensure all children have crossed over safely.
 - 15.9. When walking through public areas, children will be kept in two lines. Where possible, one educator will remain at the front of the line and one educator at the back of the line. Educators are to remain vigilant to ensure that no child runs ahead or lags behind, or acts in an unsafe manner.
 - 15.10. Where possible, children will walk on pavements.
 - 15.11. Children should be made aware of all safety rules before travelling by foot.
 - 15.12. Any child behaving in an unsafe manner will be given a warning and their parents will be informed of the incident. Repeated unsafe behavior may result in the child being excluded from excursions.
 - 15.13. Educators will ensure that these rules are enforced.
16. **Families are required to:**
 - 16.1. Be aware of the service's *Safe Transportation Policy*
 - 16.2. Notify the Service if their child is going to be absent on a particular day and not require transport so that the so that the *Transportation Attendance Record* can be accurately updated
 - 16.3. Ensure written permission for transportation of their child is provided by either the parent or authorised nominee named in the child's enrolment record, prior to the child's attendance
 - 16.4. Provide the service with up to date contact details and emergency contact details and phone numbers at all times

CONTINUOUS IMPROVEMENT/EVALUATION

Our *Safe Transportation of Children Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

SOURCES

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. (2023). *Guide to the National Quality Framework*.

ACECQA. (2023). *Policy and Procedure Guidelines. Safe Transportation of Children*.

ACECQA. (2023). *Fact sheet. Changes to Regular Transportation of Children*

ACECQA. (2023). *Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form*.

ACECQA. (2023). *Guidance for Adequate Supervision During Transportation*.

ACECQA. (2023). *Minimising the Risk of Children Being Left Behind in Vehicles*. NQF Review 2019

Australian Government Department of Education. *Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0, 2022*

Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

Education and Care Services National Regulations. (Amended 2023)

Kids and Traffic Early Childhood Road Safety Education Program (NSW)

Revised National Quality Standard. (2018).

Road Transport (Safety & Traffic Management) Act 1999.

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	2 Removed and replaced with current clause 4-8 Removed and added under different sections 4 and 5 Added 6 Added Section 17 Added Section 18 Added	June 2015
	2	Reformatted Policy number: D-5 to P-2.5	Aug 2016
	3	Minor edits; Revised to latest Quality Standards	Apr 2018
	4	Added 15.15	Oct 2018
	5	Minor re-word policy of policy statement Additions to Associated Documents Added 'Regular outing', 'Regular transportation' and 'Written authorisation' to Definitions Removed clause 1-5 from previous policy Clauses 6-14 re-worded from previous policy into current policy Added 1-15 to current policy	Oct 2020
	6	Policy re-named from 'Transportation' policy to 'Safe Transportation of Children' policy Re-wording of Policy Statement Added 'Background' Split 'Associated Documents' into 'Legislative Requirements' and 'Associated Documents' to have them distinguished from one another, Updated legislative requirements with relevant legislation. Added ACECQA information Fact Sheets into Associated Documents. Added 'Excursion', 'Transportation' and 'Transition' under Definitions. Re-named 'Procedure' to 'Implementation' (1-4) Re-wording clause 4 Re-numbering clause 5 onwards Re-wording 5.3 Added 5.10 Added clause 6-7 Re-configuring clause 11 from previous policy version, into clause 8 under sub-headings for ease of reading Added 8.1.1, 8.1.2, 8.1.3, 8.1.4 Added 8.2.2 Added 8.3.1-8.3.4 Re-wording 8.3.6 Added 8.3.7 Added 8.3.10 Minor re-wording 8.3.15 and 9.3.16 Added clause 9 Re-wording and updated clause 10 Re-wording and updated clause 11 Added 12.1 Added 12.1.7-12.1.11 Removed 12.7 from previous policy version Minor re-wording 13.2, 13.3, 13.5 Minor re-wording 14.4, 14.5, 15.9, 16.2, 16.4	March 2022
	7	Adopted NEW DEBASCA policy format	May 2025

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027



P-2.5 Safe Transportation of Children

		Added National Quality Standard Added Education and Care Services National Law and Regulations Added Related Policies Removed Associated Documents as it has been separated above categories Added Purpose Added <i>The Approved Provider/Nominated Supervisor/Responsible Person Will</i> Removed old policy clauses as embedded within new clauses, or obsolete Added Continuous Improvement/Evaluation Added Sources	
--	--	---	--

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-2.5	May 2025	7	6	Management Committee	May 2027