Transportation of Children Policy

Policy Statement

In the unlikely event that the Early Childhood Education Centre (ECEC) uses transport for the purposes of moving children to a different location for example, an excursion outside of The Hills Grammar School campus, ECEC will ensure thorough planning to ensure the health, safety and wellbeing of children at all times.

Rationale

In the unlikely event that transportation forms a part of our service, the ECEC will remain responsible for children during that period of transportation. This will apply when we are transporting children on an excursion, or have arranged for the transportation of children, between our ECEC premises to another location.

Strategies

In the unlikely event that ECEC will arrange transportation of children,

The Nominated Supervisor will:

- Assume responsibility under the National Law for the safety, health and wellbeing of all children at all times.
- Ensure that any child being educated and cared for by the ECEC is not transported or in transportation arranged by the ECEC unless written authorisation has been given.
- Take steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by the ECEC.
- Only allocate educators to attend transportation of children who understand and are confident with the transport risk assessment and any associated policies and procedures.
- Conduct and regularly review a risk assessment which details the risks and hazards and ways to minimise such risks and hazards while transporting children.
- Ensure items to be taken on transportation are well stocked and easily accessible.
- Ensure first aid items taken on transportation are fully stocked and in date, including emergency medication.
- Only use fitted child restraints in accordance with the National Child Restraint Laws.
- Ensure that the transportation means meets all safety requirements for the transport of children, insurances, including approved child restraints, fire extinguishers and emergency exits.
- Ensure that sufficient educators are in attendance on the transportation to meet the Education and Care Services National Laws, Regulations and supervision requirements across the service. The transport operator/ driver will not be included in this ratio.
- Ensure that any chartered transport companies provide evidence of the operators WWCC and that this is verified before the use of the transportation.
- Ensure the Nominated Supervisor or Responsible Person remains on the transport until all children have disembarked and been accounted for in a ratio check. The Nominated Supervisor or Responsible person will do a final check of the mode of transport before disembarking after the children.

Educators will:

- Take steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by ECEC.
- Follow ECEC policies, procedures and risk assessments in relation to transportation and child protection.
- Conduct and document regular head counts.
- Remain responsible for all children being transported and provide particularly close attention to any children in their assigned group.
- Promote a safe and secure transportation journey for children, engaging in meaningful interactions throughout.
- Maintain items that are taken on transportation in a neat and organised fashion. Notify the responsible person of any items that need replacing and ensure the items are returned to their designated space at the conclusion of transportation, ready for their next use.
- Communicate with other staff before and during the transportation to keep children safe and implement any risk minimisation strategies.
- Ensure relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available.
- Ensure that no child is ever left unsupervised on any transportation.
- Ensure that all safety restraints are used correctly before and during transportation.
- Not use their mobile phones while directly responsible for children, other than for the purposes of the transportation or in an emergency.
- Implement road safety activities and messages with children.
- Role model road safety practices at all times.

Families will:

- Nominate on their child's enrolment record, any persons having authority to authorise transportation of their child.
- Role model road safety practices, including holding their child's hand when arriving and departing the ECEC.
- Never leave a child unattended in a vehicle while delivering or collecting other children from the ECEC.
- Use and correct child restraints when delivering and collecting their child from the ECEC.
- Turn their car off when leaving it to come to ECEC.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.