



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

#### POLICY STATEMENT

Transportation of children is provided as part of our service, this includes regular transportation to and from our Preschool as well as transportation for one-off events (excursions) for our Preschool and Childcare children. We acknowledge our duty of care obligations and are committed to providing transportation that is well considered and planned to ensure the health, safety and wellbeing of children at all times. We adhere to relevant legislation, provide adequate supervision of children at all times, maintain correct educator to child ratios, maintain accurate attendance records and provide appropriate child restraints for children. When transportation forms a part of our service, we will remain responsible for children during that period of transportation. This will apply when we are transporting children, or have arranged for the transportation of children, between our service premises and another location. We will identify and manage risks associated with the different means of transportation including the use of the BDCS bus, a private bus or a BDCS car.

#### BACKGROUND

The Education and Care Services National Regulations require Approved Providers to ensure their services have policies and procedures in place in relation to the safe transportation of children. Our Safe Transportation of Children Policy and procedures means our educators, management, coordinators, other staff, families, and the community can be confident that children will be kept safe during any type of transportation while under the care of our service.

#### OVERALL STRATEGIES / HOW WILL IT BE DONE?

##### DEFINITIONS:

- **EXCURSION:** A one-off outing organised by an education and care service.
- **REGULAR OUTING:** In relation to an education and care service, this means a trip (could walk or use a means of transport – car or bus), to and from a destination:
  - That the service visits regularly as part of its educational program.
  - Where the circumstances relevant to the risk assessment are substantially 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.
- **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.

##### RISK ASSESSMENT:

The safety of children enrolled at our service is paramount and every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Our service will conduct a comprehensive transport specific risk assessment to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. A risk assessment for:

- Regular transportation will be carried out once in a 12-month period, provided the circumstances relevant to the risk assessment are substantially the same each time the child is transported.
- An excursion, will be carried out for each separate occasion.



## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

The risk assessment will identify and assess the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport and will specify how the service will manage any risks identified. Once risks have been identified, they will be categorised as high, moderate, or low and management of the risks will be detailed.

Before using the transport, risks are checked including the weather to assess any increases to the level of risk and whether the transport can proceed. The risk assessment conducted will consider:

- The proposed route and duration of the transportation, including estimated time of travel between the different locations.
- Each of the proposed pick-up locations and destination.
- The means of transport.
- The purpose of the transport.
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
- Any water hazards on the proposed route travelled and at each stop.
- The number of adults and children involved in the transportation.
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported).
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required).
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- Strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle.

#### AUTHORISATIONS FOR TRANSPORTATION:

Authorisation for a child to be transported must be given by a parent/guardian or authorised nominee as stated in the child's enrolment record. The authorisation must state the following:

- 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 staff members and any other adults who will accompany and supervise the children during the transportation.
- Any requirements for seat belts or safety restraints under a law of each jurisdiction in which the children are being transported.
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.
- If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

#### TRANSPORTATION ATTENDANCE RECORD KEEPING

The Transportation Attendance Record is completed to record:

- Each child is signed into the Transportation Attendance Record and/or Xplor Attendance Record upon collection, noting the time children enter the vehicle (for collection from home).



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- Each child is signed out of the Transportation Attendance Record and/or Xplor Attendance Record noting the time children exit the vehicle (delivery of children home).
- When attending an excursion, each child is signed into the Transportation Attendance Record, noting the time children enter the vehicle. Once they have reached the excursion destination, each child is signed out of the Transportation Attendance Record. Once the excursion is complete and children are ready to go back to the service, each child is signed into the Transportation Attendance Record, noting the time children enter the vehicle and then once they have reached the service, each child is signed out of the Transportation Attendance Record. (Children will remain signed in on the Service/Xplor Attendance Record at all times).
- How each child is accounted for as the embark and disembark from the vehicle during transportation.
- A final sweep of the vehicle is conducted by an educator - checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind.
- The educator/s and driver will confirm the vehicle was checked and sign the Transportation Attendance Record.
- The Nominated Supervisor will check that the Transportation Attendance Record has been completed in full and sign it.

#### SAFE MAINTENANCE OF TRANSPORTATION VEHICLE

Any transportation vehicle used must:

- Be fitted with the required seat belts and child restraints (if necessary), approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules).
- Have sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754).
- Be registered, roadworthy and insured (CTP and Comprehensive insurance).
- Kept clean, tidy and serviced to a high standard, including attending a RMS inspection every 6 months (for buses only).
- Have any necessary repairs completed as soon as possible by a qualified mechanic. The vehicle will be out of use during this time if not deemed safe to drive.
- Have enough fuel to transport the children each day as in accordance with schedule.

#### ACCIDENT OR BREAKDOWN OF TRANSPORTATION VEHICLE

In the event of a breakdown of the transportation vehicle:

- Children will be reassured and kept safe and comfortable.
- Every effort will be made to notify families of any delays experienced during the transportation process.
- The situation will be assessed to determine whether a replacement vehicle is required.

In the event of an accident occurring:

- The Incident, Injury, Trauma and Illness Policy will be followed and Emergency Services will be contacted if deemed necessary.
- Children will be reassured and kept safe and comfortable.
- A parent/guardian will be contacted and informed of the accident. If they can't be contacted then an emergency contacted will be informed
- Alternative transport will be organised.
- Counselling for children and families is available if requested.
- In the case of a serious incident occurring, the Regulatory Authority will be notified within 24 hours via the [NQA-ITS](#).

#### FAMILIES AS VOLUNTEERS PARTICIPATING IN TRANSPORTATION:

- Families will be encouraged to participate in transportation to increase the number of responsible adults and assist in ensuring the health, safety, and wellbeing of children.
- Volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- Volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times.
- All volunteers attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the transportation.

#### PLANNING THE TRANSPORTATION

The below steps will be taken when planning for transportation:

- Assess the requirements for the transportation.
- Conduct a comprehensive transport specific risk assessment, considering all areas as listed in this policy.
- Book the transport.
- Make alternative arrangements for adverse weather conditions.
- Inform families of the details of the transportation and provide a written authorisation form to be completed by a parent/guardian/authorised nominee.
- Collect completed authorisation forms for each child using the transportation and ensure they are all completed correctly.
- Request additional adult participation for the transportation where required.
- Consider any additional factors in the planning of transportation for children with additional need.
- Ensure items to be readily available when transporting children include:
  - A suitably stocked first-aid kit including EpiPen.
  - A list of adults involved in transportation and contact information for each.
  - An operating mobile phone with an appropriate telephone network.
  - A list of children involved, including children's contact information, emergency contact numbers and the child's registered medical practitioner or medical service.
  - Children's medication, health plans and individual risk assessment.
  - Other items as required and determined in the risk assessment, for example, sunscreen.

#### CONDUCTING THE TRANSPORTATION:

- All educators, volunteers and children using the transportation will be informed of transportation timetable/itinerary, special requirements, safety procedures, grouping of children (if applicable) and responsibilities.
- A list of children using the transportation will be left at the service and a copy carried by an educator.
- When transportation is conducted on a bus, the below staff members will always be present:
  - A driver (must not be counted in ratio).
  - Two other staff members (ratios must always be met and therefore at least one must be an educator)
- When transportation is conducted in a car, the below staff members will always be present:
  - A driver (must not be counted in ratio).
  - An educator.

*Transportation procedure details the exact process that must be followed including how to embark and disembark the vehicle*

#### TRANSPORTATION TO AND FROM PRESCHOOL

Our service recognises that some families in our community may not have access to transport for their children to attend our Preschool service. We understand the long-term benefits of a high-quality care and education program for children and therefore provide a free bus service to all children residing in the town area of Bourke, to enable them to access our Preschool service. For the purpose of this transportation, the town area of Bourke is considered to be all areas within the Bourke levee bank and also includes Alice Edwards Village.

Should the BDCS bus be unable for any reason, we will seek to provide a replacement bus or will use BDCS cars to offer transportation (same policy and procedures apply). Should neither of these options be suitable, we will seek to notify families as soon as possible. We are unable to provide a guaranteed pick up/drop off time to families.

#### PICK UP



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- The BDCS bus leaves BDCS Preschool at 8:30am to commence pickups. Families are requested to inform Preschool prior to this time if their child will not be using the bus (due to either being absent for the day or because they will be getting dropped off at Preschool by a family member).
- The bus leave BDCS Preschool at 3pm to commence drop offs. Families are requested to inform Preschool prior to this time if their child will not be using the bus (and will instead be getting picked up from Preschool).
- At pick up time, the vehicle will sound the horn outside each house where the children are to be collected and the child will need to be delivered to the vehicle and signed in.
- At drop off time the vehicle will sound the horn outside each house where the children are to be dropped off and the child will need to be collected from the vehicle and signed out by a parent/guardian or authorised nominee.
- If there isn't a parent/guardian or authorised nominee at home to collect the child from the vehicle, attempts will be made to call them.
- Any children who still couldn't be dropped of home will be returned to Preschool at the end of the trip and the Nominated Supervisor will continue to attempt to contact a parent/guardian or authorised nominee, to inform them that they are required to collect their child from Preschool, prior to Preschool closing at 5pm.

#### MISSING CHILD DURING TRANSPORTATION

In the event of a child being unaccounted for during transportation, the following steps will immediately be taken:

- An educator will check the Transport Attendance Record to determine if the child was marked as absent or if the child embarked the vehicle. Depending on the nature of the transportation, for example, on an excursion, the Service/Xplor Attendance Record will also be checked to determine if the child was at some point collected by a parent/guardian or authorised nominee.
- The educator will inform all adults involved in the transportation and will conduct a check of the vehicle for the location of child.
- Educators are to ensure that adequate supervision and reassurance is provided. Educators are to conduct a head count and roll call and check the Transport Attendance Record to ensure that all other children are accounted for.
- The educator will inform the Nominated Supervisor.
- If the child had previously been at the service/excursion venue, the Nominated Supervisor will arrange for that premises to be thoroughly searched.
- The Nominated Supervisor will contact the child's parents/guardians to advise of the situation. If they are not contactable they will attempt to contact an emergency contact listed in the enrolment form. Attempts will keep being made until contact has been made with a parent/guardian or emergency contact.
- If the missing child has not be located within 10 minutes, the educator will notify the Police by calling 000 to report the child as missing.
- The educator and Nominated Supervisor will liaise with Police, emergency services and parents as required.
- Upon return to the service, the educator will complete an Incident, Injury, Trauma and Illness record.
- The Nominated Supervisor will remain in contact with the child's parents and Police/emergency services for updates regarding the child's location.
- Any staff involved in the transportation are to complete a detailed statement, explaining the incident that has occurred. This must be done on the same day and include the date and time along with signature of person who has written the statement.
- The Nominated Supervisor must make a notification to the Regulatory Authority within 24 hours of a serious incident via the [NQA-ITS](#).

#### ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/NOMINATED SUPERVISORS WILL:

- Ensure there are policies and procedures in place for the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) and transport drivers receive information and induction training to fulfil their roles effectively, including being made aware of the Safe Transportation of Children Policy and Procedure, their responsibilities in implementing it, and any changes that are made over time.



## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- In addition to this policy and procedure, ensure all people involved in the transportation of children are familiar with:
  - The relevant transport risk assessment.
  - Knowing what must be done in the event of an emergency (including a breakdown and road traffic accident).
  - The Missing Child During Transportation Procedure.Their role and responsibilities relevant to the transportation of children.
- Notify the Regulatory Authority via the [NQA-ITS](#):
  - That the service will offer or arrange transportation as part of the service approval application.
  - Within seven 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.
- Ensure that the risk assessment identifies and assesses the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport and will specify how the service will manage any risks identified. A new risk assessment will be conducted prior to any children being transported or once in a 12-month period for regular transportation (provided the circumstances relevant to the risk assessment are substantially the same each time the child is transported).
- Ensure an educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring the Transportation Attendance Record is completed to include all details as listed in this policy.
- Ensure messages from families regarding attendance changes to pick up or drop offs are communicated to an educator and driver.
- Ensure 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.
- Ensure ratio requirements are met and adequate supervision is provided at all times, with consideration being given to supervision requirements as identified in the risk assessment and the need to supervise any volunteers who are involved with the transportation of children.
- Ensure the driver is not counted in ratio.
- Ensure usual First Aid requirements are met during transportation, including:
  - An easily recognised and suitably equipped first aid kit is easily accessible.
  - Relevant medication and health plans for individual children are easily accessible.
  - At least one staff member with the below ACECQA approved qualifications will always be present and available in the event of an emergency:
    - Holds a current approved first aid qualification (including cardiopulmonary resuscitation training).
    - Has undertaken current approved anaphylaxis management training.
    - Has undertaken current approved emergency asthma management training.
- Where a group of children are taken on transportation while a number of children remain at the service, ensure ratio, supervision and First Aid requirements are also still met at the service.
- Ensure authorisation for a child to be transported is given by a parent/guardian or authorised nominee as stated in the child's enrolment record and a copy of this is filed in the child's enrolment record on Xplor.
- Ensure children are signed into or out of the Service/Xplor Attendance Record upon delivery or collection of child to the service in accordance with the Arrival and Departure Policy.
- Processes for the safe handover of children between the service and other educational site is documented correctly and communicated clearly with all stakeholders.
- Ensure a record of staff working with directly with children is kept.
- Working with Children Checks are made for any person transporting children.
- Ensure a list of emergency contact numbers for the children and staff being transported is available.
- Ensure every effort is made to notify parents/guardians of delays returning to the service if applicable.
- Ensure all staff and families clearly understand the sign in and out process to ensure all children are accounted for.
- Ensure any vehicle used meets all safety requirements.



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- Ensure all transportation is carefully planned and conducted as per this policy.

#### EDUCATORS WILL:

- Follow all service policies, procedures and risks assessments in relation to transportation.
- Take steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by, the service.
- Ensure they are aware of their roles and responsibilities while providing transportation for children and will consult with their Nominated Supervisor if there is anything that they are unsure about, prior to the transportation occurring.
- Ensure ratio requirements are met and adequate supervision is provided at all times, this includes ensuring that children are never left alone in the vehicle.
- Supervise any volunteers who are involved with the transportation of children.
- Conduct and document regular head counts as detailed in the transport risk assessment.
- Maintain accurate records including the Transportation Attendance Record, ensuring all children are appropriately signed in and out and the time recorded, to ensure that no children are left in the vehicle.
- Ensure children are only signed out of the transportation by a parent/guardian/authorised nominee.
- Ensure that all seatbelts/safety restraints are used correctly before and during transportation in accordance with the NSW Road Rules and Road Transport Act.
- Ensure that when using a bus, the correct number of children are on board as the seats available.
- 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 and notify the Nominated Supervisor of any items that need replacing.
- Ensure all items required for the transportation are readily available.
- Communicate with the driver, other educators/staff members as necessary before and during the transportation to keep children safe and implement any risk minimisation strategies.
- Know what to do in the event of an emergency including a road traffic accident.
- Ensure the Missing Child During Transportation Procedure is followed in the event a child is deemed missing or unaccounted for.
- Implement road safety activities and messages with children across the program and act an appropriate role model.
- Ensure children understand the transportation procedure, including the processes for entering and exiting the service premises.

#### DRIVERS WILL:

- Complete a BDCS Driver induction, prior to transporting children.
- Have their current driver's license with them at all times and ensure they hold the relevant licence for the vehicle classification.
- Ensure they are in a fit and proper state to drive and never be under the influence of alcohol or drugs.
- Be careful and safety conscious including adhering to the road rules and regulations mandated by law within NSW.
- Check that the vehicle is safe for use prior to departure.
- Ensure that seatbelts/safety restraints are used by all passengers.
- Ensure the number of passengers doesn't exceed the legal amount that is allowed for the specific vehicle.
- Once the transportation has finished and an educator has thoroughly checked the vehicle to ensure there are no children or belongings left behind. Sign the Transportation Attendance Record to acknowledge this check has been completed.

#### FAMILIES WILL:

- Provide written authorisation for transportation for their child, if they allow for this to be provided by the service.
- Nominate on their child's enrolment record, any persons having authority to authorise transportation of their child.
- Communicate any change in transportation requirements for their child with the service soon as they are aware (for example, if their child will be absent due to illness and doesn't need to be picked up for Preschool).
- Provide emergency contact details and phone numbers upon enrolment and update when required.



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

- Ensure that, if their child is getting picked up for Preschool, they deliver their child to the vehicle and sign their child in on the Transportation Attendance Record/Xplor.
- Ensure that, if their child is getting dropped off from Preschool, they collect their child from the vehicle and sign their child out of the Transportation Attendance Record/Xplor.

#### CONTINUOUS IMPROVEMENT/REFLECTION:

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

#### CHILD SAFE STANDARDS

|            |   |
|------------|---|
| Standard 1 | Child safety is embedded in organisational leadership, governance, and culture  |
| Standard 3 | Families and communities are informed and involved  |
| Standard 4 | Equity is upheld and diverse needs are taken into account   |
| Standard 5 | People working with children are suitable and supported   |
| Standard 7 | Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training |

#### NATIONAL QUALITY STANDARD (NQS)

##### QUALITY AREA 2: CHILDRENS 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 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

#### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

|               |  |
|---------------|--|
| Sec. 51(4)(a) | 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 |
| Sec. 165      | Failure to adequately supervise children   |
| Sec. 167      | Failure to take reasonable precautions to protect children from harm and hazards   |
| 24(h)(a)      | Application for service approval – centre based service<br>A description of any proposed regular transportation of children by or arranged by the education and care service                         |
| 85            | Incident, injury, trauma and illness policy and procedures   |
| 98            | Telephone or other communication equipment   |
| 99            | Children leaving the education and care service  |
| 100           | Risk assessment must be conducted before excursion   |
| 101           | Conduct a risk assessment for excursion  |
| 102           | Authorisation for excursion  |
| 102(a)        | Transport children other than as part of a excursion   |
| 102(b)        | Transport risk assessment must be conducted before service transports child  |
| 102(c)        | Conduct risk assessment for transporting children by the education and care service  |
| 102(d)        | Authorisation for service to transport children  |
| 102(e)        | Children embarking a means of transport – centre based services  |
| 102(f)        | 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(2)(g)     | Education and care service must have policies and procedures (transportation)  |
| 170           | Policies and procedures to be followed   |





# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

|              |   |
|--------------|---|
| 171          | Policies and procedures to be kept available  |
| 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 provide a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c)<br>a record of children disembarking a means of transport at the education and care service premises as set out |
| 183          | Storage of records and other documents  |

#### STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)

[Education and Care Services National Regulations \(Amended 2023\)](#)

#### SOURCES

ACCC – Child Restraints for use in motor vehicles: [Child restraints for use in motor vehicles | Product Safety Australia](#)

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Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.](#) V2.0, 2022.

Centre for Road Safety: [NSW Centre for Road Safety | Transport for NSW.](#) Department of Education. (2019) Incident Notification and Response.

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

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

Kidsafe NSW – Child Restraints: [Child Car Seats \(Child Restraints\) | Road Safety | Safety | Kidsafe NSW.](#)

Revised National Quality Standard. (Amended 2023).

#### RELATED POLICIES

- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Arrival and Departure Policy
- Child Protection Policy
- Determining a Responsible Person Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy Excursions and Incursions Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Privacy, Confidentiality and Children's Records Policy
- Providing a Child Safe Environment Policy

#### RELATED DOCUMENTS

|  |  |
|--|--|
| Enrolment Form                               | Service Attendance Record (Sign In/Out Sheet)        |
| Risk Assessment – Regular Transportation     | Transportation Attendance Record (Sign In/Out Sheet) |
| Risk Assessment – Excursions                 | Transportation Checklist                             |
| Regular Transportation Pick up/Drop off list | Transportation Procedure                             |



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: SAFE TRANSPORTATION OF CHILDREN

Safe Travel Agreement Form

|                      |  |                 |              |
|----------------------|--|-----------------|--------------|
| POLICY AUTHORISED BY | Prue Ritchie   | POLICY REVIEWED | August 2024  |
| NEXT REVIEW DATE     | August 2025  |                 |              |
| MODIFICATIONS        | <ul style="list-style-type: none"><li>• New policy format</li><li>• Child Safe Standards added</li><li>• Major edit to comply with new regulations effective 1<sup>st</sup> March 2023</li></ul> |                 |              |
| PREVIOUS REVIEW      |  |                 |              |
| POLICY AUTHORISED BY | Prue Ritchie   | DATE            | January 2021 |