



Safe Transportation of Children Policy and Procedure

Policy Statement

As part of providing an education and care service the safety of children when being transported is paramount. The Education and Care Services National Law Act 2010 (National Law) and the Education and Care Services National Regulations 2011 (National Regulations) require services to take reasonable care to protect children from any harm or hazard likely to cause injury. Services are required to have policies and procedures for safe transportation in place, obtain written authorisations and undertake risk assessment and management processes to ensure children's safety.

Supporting Evidence

"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. Risk assessments must identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised." ([ACECQA, 2020](#)).

Implementation

Our staff will:

Preparation

- All educators and staff responsible for transporting children will be inducted and trained in their responsibilities to implement the Safe Transportation of Children Policy and Procedure.
- A risk assessment will be carried out before authorisation of any transportation is requested. The risk assessment will identify and assess risks that transportation may pose to the safety, health and wellbeing of children and outline steps to manage and minimise them. Consideration will be given to elements such as:
 - the route and duration of transportation
 - collection and delivery locations
 - means of transport
 - requirements for seatbelts and safety restraints
 - water hazards
 - number of children and adults involved in the transportation
 - number of adults appropriate to provide supervision including whether any adult requires specialised skills or training
 - items required to be available while transporting e.g. mobile phone, emergency contact list, first aid kit
 - process for entering and exiting the service, excursion venue or other collection or delivery location
 - procedures for accounting for children when embarking and disembarking the vehicle
- Written authorisation for transportation will be obtained from each child's parent or authorised caregiver.





- Use child friendly language to discuss safety risks and minimisation with children in advance e.g., sitting on the bus, listening to staff
- Identify children who will require additional support and assign staff to provide explicit support during transportation

While transporting

- Active supervision of children embarking and disembarking a vehicle at the education and care service, or other location is maintained at all times
- Educators will use travel time to engage in conversations to enhance relationships, extend children's learning and strengthen connections between children, educators, families and the community
- Ensure first aid requirements are met during transportation
- Undertake regular attendance checks to account for all children
 - A nominated supervisor or staff member (other than the driver) be present when children embark and disembark a vehicle
 - Account for each child when they embark and disembark a vehicle at the service premises
 - Roll call on the bus before departing service premises
 - Roll call off the bus when arriving at destination
 - Roll call on the bus before departing destination
 - Roll call off the bus when arriving at service premises
 - Complete a check of the interior of the vehicle after all children have disembarked to ensure there are no children left on the vehicle
 - Maintain accurate and immediate records to account for children embarking and disembarking from a vehicle during regular transportation to and from an education and care service
- Ensure that all required equipment and items are taken on the transportation, including but not limited to:
 - First aid kit
 - Children's medication
 - Emergency contact list
 - Mobile phone

In the event of an accident

- Remove children from the dangerous situation
- Contact emergency services
- Administer First Aid (first aid qualified staff member) – this staff member will allocate children in their care to other adults
- Inform the site and children's families as soon as practical, especially if in an urgent situation
- Complete relevant reports as soon as practical (e.g., Accident Report, Injury Report, IRMS)

In the event a child is not accounted for

- Conduct the roll immediately
- Search the immediate area
- Call police
- Notify site and family





- Complete IRMS as soon as practical

Working with families, health services & industry

Our Centre:

- Works along-side relevant transport companies to ensure safe transport meeting appropriate regulations

Related Legislation

- [Education and Care Services National Regulation](#)
 - Regulation 89 – First aid kits
 - Regulation 99 – Children leaving the education and care service premises
 - Regulation 100 – Risk assessments must be conducted before excursion
 - Regulation 101 – Conduct of risk assessment for excursion
 - Regulation 102 – Authorisation for excursions
 - Regulation 102B – Transport risk assessment must be conducted before service transports child
 - Regulation 102C – Conduct of risk assessment for transporting of children by the education and care service
 - Regulation 102D – Authorisation for service to transport children
 - Regulation 136 – First aid qualifications
 - Section 165 – Offence to inadequately supervise children
 - Section 167 – Offence relating to protection of children from harms and hazards
- [Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1 Education and Care Services National Law \(South Australia\)](#)

Sources

- [National Quality Standards](#)
 - Element 2.2.1
 - Element 2.2.2
- [ACECQA safe transportation of children information sheet - 2023](#)

Revision Register

Version Number	Details of Changes Made	Date Issued
1	Policy creation	November 2021
2	Source added ACECQA safe transportation of children information sheet 2023 Added the changes to National Law and Regulations relate to staff responsibilities, record and account keeping procedures, conducting a vehicle check and mandatory notifications.	March 2023

