

Safe Transport and Arrival Policy



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Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 2 – Children’s Health and Safety			

1. Policy Statement

The River Region Early Education (RREE) has a commitment to ensuring children are protected from harm and hazard when they are travelling on transportation by or arranged by our services and when they are transitioning between our education and care service and other education or early childhood services. The supervision of children during travel to and from the service is of particular importance given the heightened risk to safety and wellbeing during these transitions.

2. Rationale

Education and Care Services National Regulations require approved providers to have policies and procedures in place related to the transportation of children and their safe arrival when travelling between education and early childhood services. Regulation also requires risk assessments to be conducted related to safe arrival and transportation, and authorisation to be given by a parent, guardian, or authorised nominee prior to transport. This policy gives guidance to employees as to appropriate measures required to protect children from any harm or hazard during travel and transportation, including providing adequate supervision and ensuring appropriate authorisations.

The transportation of children for the purpose of excursions is governed by the *NQS2.9 Excursion Policy*.

The arrival and departure of children by public bus is governed by the *NQS2.5 Delivery and Collection of Children Policy*.

3. Scope

This policy applies to all employees, including part-time, full-time, and casual employees and trainees and students.

4. Responsibilities

It is the responsibility of the Board as approved provider to ensure:

- a risk assessment is carried out in accordance with regulation before authorisation is sought to transport a child (other than as part of an excursion),
- that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given,
- the requirements under regulation are complied with in relation to children embarking and disembarking a means of transport provided or arranged by the service at the education and care service premises,
- a child who is being educated and cared for by the service does not leave the service premises except in accordance with regulation, including the requirements listed above related to transportation by or arranged by the service,

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- a record of children embarking and disembarking a means of transport provided or arranged by the service is kept,
- the application for service approval includes a description of any proposed regular transportation of children by or arranged by the service,
- the Regulatory Authority is notified of the first and last times the service provides or arranges for regular transportation of children,
- a risk assessment is conducted at least every 12 months where children are travelling between the service and another education or early childhood service.

It is the responsibility of the General Manager to:

- carry out or delegate the responsibilities of the Board as listed above,
- ensure an assessment is conducted every 12 months or more frequently if needed to determine if any children are travelling on transportation provided or arranged by River Region Early Education services and, if so, a risk assessment is conducted,
- ensure an assessment is conducted every 12 months or more frequently if needed to determine if any children are travelling between the RREE services and another early childhood or education service and, if so, a risk assessment is conducted, and
- ensure nominated supervisors are supported to understand and apply the requirements of this policy and procedures.

It is the responsibility of nominated supervisors to ensure:

- a risk assessment is carried out in accordance with regulation before authorisation is sought to transport a child (other than as part of an excursion),
- that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given,
- the requirements under regulation are complied with in relation to children embarking and disembarking a means of transport at the education and care service premises,
- a child who is being educated and cared for by the service does not leave the service premises except in accordance with regulation, including the requirements listed above related to transportation by or arranged by the service,
- a record of children embarking and disembarking a means of transport provided or arranged by the service is kept,
- a sufficient number of educators with relevant qualifications are available to supervise children during transport and meet educator to child ratio requirements in line with *NQS4.38 Staffing Arrangements Policy*,
- a risk assessment is conducted at least every 12 months where children are travelling between the service and another education or early childhood service,
- educators are supported to understand their role in the supervision and protection of children from harm and hazard at all times and particularly at times of transition between premises, services and means of transport, and
- children never travel alone with an adult employee or volunteer.

It is the responsibility of employees to:

- actively supervise and protect of children from harm and hazard at all times and particularly at times of transition between premises and means of transport, and
- notify the nominated supervisor or responsible person of any risk or potential risk to the safety and wellbeing of children during transport, travel, or arrival.

5. Definitions

Transportation arranged by the service – Transportation that River Region Early Education has provided, organised, booked and/or paid for where our services remain responsible for children during the period of transportation. This may be for a single or regular activity or where we have arranged for transportation between our service and another location, such as a child's home. It does not include private transport provided by families, transport provided by or arranged by another entity, such as a school bus, or where a disability service picks up children and transports them to school or an activity.

Regular transportation - 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 substantially the same for each occasion on which the child is transported.

Other education or early childhood service - A school, an education and care service premises, a children's service, or any other service which provides education or care to children other than one provided by River Region Early Education that is co-located on the same property.

Authorised nominee - A person who has been given permission by a parent or family member to collect the child from the service.

6. Guidelines

a) Transportation of children (other than as part of an excursion)

River Region Early Education may arrange transportation for children attending services for the purposes of excursions or to support their journey to or from the service. Where the transportation is for an excursion, the requirements of *NQS2.9 Excursion Policy* and procedures apply.

For transportation that is not part of an excursion, the transportation is deemed to be arranged by River Region Early Education if:

- the transport is by a means of transport owned and operated by the service, or
- the transport has been booked and paid for by the service, and/or
- it is clear that the service has responsibility for the safety and wellbeing of the children while they are travelling.

To determine if any children are travelling on transport provided or arranged by River Region Early Education:

- An assessment is conducted every 12 months as part of the *Child Health and Safety Risk Assessment*, and
- Where eligible travel is identified, a separate risk assessment is conducted as below.

In line with Regulation 102B and 102C, where transportation is to be provided or arranged by River Region Early Education, a risk assessment must:

- be conducted that includes specific considerations related to the transportation,
- identify and assess risks that transporting the child may pose to the safety, health, or wellbeing of the child,
- specify how the identified risks will be managed and minimised,
- be conducted before authorisation is sought from parents, guardians, or authorised nominees, and

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- be documented and retained as evidence of compliance.

The risk assessment must consider all of the following:

- the proposed route and duration of the transportation,
- the proposed pick-up location and destination,
- the means of transport,
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported,
- any water hazards,
- 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 a list of emergency contacts,
- the process for entering and exiting the education and care service premises and the pick-up location or destination (as required), and
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

In line with Regulation 102D, written authorisation by the parent or authorised nominee for each child must be given for transportation by or arranged by the service (other than for excursions). This authorisation must state:

- 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 seatbelts 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.

b) Regular transportation of children

If the transportation is regular transportation,

- a risk assessment must be conducted every 12 months,
- authorisation is only required to be obtained once every 12 months, and
- the Regulatory Authority is to be notified of the first and last times the service provides or arranges for the regular transportation of children.

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In line with Regulations 102E and 102F, for regular transportation arranged by the service (other than for excursions):

- a staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children embark or disembark the means of transport at the education and care service premises, accounts for each child and, when children are disembarking, examines the interior of the means of transport to confirm no children remain, and
- immediately after all the children have embarked or disembarked the means of transport at the education and care service premises, a record is made that:
 - confirms and states how each child has been accounted for,
 - states the examination made after disembarkation has been carried out (if applicable), and
 - states the date and time the record is made, and the name of, and is signed by, the staff member or nominated supervisor.

c) Children arriving or departing the service by school bus

Where children arrive or depart the service on a school bus or public transport, this is not deemed to be transport arranged by the company or service.

To ensure the safe arrival and departure of children using these modes of transport, the requirements of *NQS2.5 Delivery and Collection of Children Policy* and procedures apply, which includes:

- A risk assessment conducted every 12 months to identify and assess risks that transitions between a means of transport and the service premises may pose to the safety, health, or wellbeing of the child and how these risks will be managed and minimised,
- Written authorisation from parents, guardians or authorised nominees including, where applicable, the transport company identified as an authorised nominee and listed as such in *NQS6.40 A6 Authorisation to Collect Form*,
- Who is responsible for accounting for children after they disembark and before they embark the transport and supervision and safety requirements, and
- Contingencies where a child does not disembark the transport as expected or where the transport fails to arrive.

d) Safe arrival of children travelling between education and early childhood services

Children may travel between another education or early childhood service and an education and care service provided by River Region Early Education, other than as part of an excursion.

Responsibility for and supervision of children during travel to and from the service is important given the heightened risk to the safety and wellbeing of children during these times.

As children attending River Region Early Education education and care services are preschool-aged, it is unlikely they will be travelling between service premises and school and/or out of school hours care services. To determine if any children are travelling between education and early childhood services:

- An assessment is conducted every 12 months as part of the *Child Health and Safety Risk Assessment*, and
- Where eligible travel is identified, a separate risk assessment is conducted in consultation with staff, parents and children (where applicable).

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In line with Regulation 102AAC, the risk assessment must:

- be conducted every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children,
- identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child,
- specify how the identified risks will be managed and minimised, and
- be documented and retained as evidence of compliance.

The risk assessment must consider the following:

- the age, developmental stage, and individual needs of the child,
- the role and responsibilities of the nominated supervisor of each service, and the child's parent or authorised nominee,
- the role and responsibilities of the service the care of which the child is entering or leaving,
- the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel,
- the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel,
- given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision,
- the proposed route and destination, including any proximity to harm and hazards,
- the process for entering and exiting the service premises, the pick-up location or destination (as required), and the procedure to be followed by the service to ensure the child leaves the service premises in accordance with authorisation, and
- any changes required to this policy and procedure in relation to identified risks.

7. Procedure

a) Transportation provided or arranged by the service (other than as part of an excursion)



Assess eligibility

The General Manager in consultation with the Leadership Team:

- Assesses whether children are being, or likely to be, transported by transport provided or arranged by River Region Early Education by completing the *Child Health and Safety Risk Assessment* at least every 12 months or where a need is identified, and
- Where eligible transport is identified, supports the nominated supervisor to complete a risk assessment.

Conduct risk assessment

Where a service or services will be providing or arranging for transportation of children (other than as part of an excursion), the nominated supervisor or their delegate:

- Conducts a risk assessment for each instance of transportation or every 12 months where the transportation is regular before authorisation is sought from families,
- Ensures the risk assessment identifies and assesses risks that transporting the child may pose to the safety, health, or wellbeing of the child and specifies how the identified risks will be managed and minimised,
- Considers the number of educators required to adequately supervise children during transition and transport, taking into account any potential risks and educator to child ratios as required under regulation and defined in *NQS4.38 Staffing Arrangements Policy*,
- Ensures the means of transport has any required safety features as identified in the risk assessment, such as seat belts,
- Implements any identified actions, including any changes needed to this policy or procedure,
- Communicates with educators any required responsibilities or changes in practice, and
- Keeps a record of the risk assessment as evidence of compliance.

Obtain written authorisation

Once a risk assessment has been conducted and procedures are in place to protect children from harm and hazard during transportation, the nominated supervisor or their delegate,

- Obtains written authorisation from the parent, guardian or authorised nominee of each child to be transported for each instance of transportation or every 12 months where the transportation is regular that includes the information defined in section 6a) of this policy, and
- Ensures a record of this authorisation is kept in the child's enrolment record.

Supervise and account for children

The nominated supervisor or their delegate is responsible for ensuring that children are adequately supervised during transportation and when embarking and disembarking and are accounted for at the start and end of any journey. The nominated supervisor:

- Appoints a Responsible Person and the required number of staff to adequately supervise children during transition and transport and ensures they understand their role and responsibility,
- Ensures any equipment or resources identified in the risk assessment are available, for example:
 - first-aid kit including EpiPen and Asthma medication,
 - a list of adults involved in transportation and contact information for each adult,
 - an operating mobile phone with an appropriate telephone network or other means of communicating with the service and emergency services,
 - 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, and
 - other items as required e.g. sunscreen, drinking cups, jackets, hats, hygiene products etc.

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- Ensures all educators, volunteers and children using the transportation are informed of the timetable or itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A Responsible Person (or persons) accompanying children during transport (and not including the person who is driving the transport):

- leaves a list of children being transported at the service and carries a duplicate list with them,
- takes any required equipment or resources with them,
- is present when the children embark or disembark the means of transport at the education and care service premises,
- accounts for each child and, when children are disembarking, examines the interior of the means of transport to confirm no children remain,
- immediately after all the children have embarked or disembarked the means of transport at the education and care service premises, makes a record that:
 - confirms and states how each child has been accounted for,
 - states the examination made after disembarkation has been carried out (if applicable),
 - states the date and time the record is made,
 - states the name of the person making the record, and
 - is signed by the staff member or nominated supervisor.

Notify and record

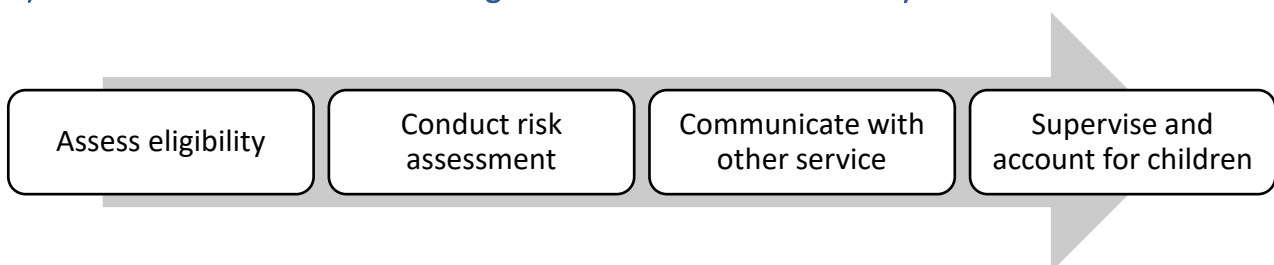
The General Manager ensures that:

- any application for service approval includes a description of any proposed regular transportation of children by or arranged by the service, and
- the Regulatory Authority is notified of the first and last times the service provides or arranges for regular transportation of children.

Nominated supervisors ensure that:

- risk assessments for transport provided or arranged by the service and documented as evidence of compliance, and
- written authorisation from parents or authorised nominees is recorded in the child's enrolment record.

b) Safe arrival of children travelling between education and early childhood services



Assess eligibility

The General Manager in consultation with the Leadership Team:

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- Assesses whether children are, or likely to be, travelling between a River Region Early Education service and another education or early childhood service by completing the *Child Health and Safety Risk Assessment* at least every 12 months or where a need is identified, and
- Where eligible travel is identified, supports the nominated supervisor to complete a risk assessment.

Conduct risk assessment

Where children will be travelling between a service or services and another education or early childhood service, the nominated supervisor or their delegate:

- Conducts a risk assessment in consultation with staff, families, children (where applicable) and the other service that includes the requirements identified in section 6d) of this policy,
- Ensures the risk assessment identifies and assesses risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health, or wellbeing of the child and specifies how the identified risks will be managed and minimised,
- Implements any identified actions, including any changes needed to this policy or procedure,
- Communicates with educators any required responsibilities or changes in practice, and
- Keeps a record of the risk assessment as evidence of compliance.

Communicate with the other service

The nominated supervisor or their delegate:

- Contacts the other service when conducting the risk assessment and includes communication arrangements in the assessment,
- Ensures the roles and responsibilities of the nominated supervisor at the other service are defined (if applicable) in the assessment,
- Ensures the role and responsibilities for the care and accountability of the child when entering or leaving the other service are identified in the assessment, and
- Ensures procedures include communication arrangements with the other service and process to be followed if the child is missing or cannot be accounted for during the child's travel are identified in the assessment.

Supervise and account for children

The nominated supervisor or their delegate is responsible for ensuring a procedure is developed in consultation with families and staff for children travelling between a service or services and another education or early childhood service that includes:

- any supervision required,
- who is responsible for children during travel, and
- how children are accounted for at the start and end of their journey.

The nominated supervisor or their delegate is responsible for ensuring any procedure is:

- communicated to and understood by staff members,
- communicated to and understood by the other services,
- communicated to families, and
- documented as evidence of compliance.

8. Relevant Legislation, Regulations and Standards

Legislation	
165	Offence to inadequately supervise children
167	Offence related to protection of children from harm and hazards
Education and Care Services National Regulation	
24	Application for service approval—centre-based service
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
102AAB	Risk assessment for the purposes of safe arrival of children policies and procedures
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 disembarking a means of transport—centre-based service
102F	Children embarking a means of transport—centre-based service
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of changes to policies and procedures
175	Prescribed information to be notified to the Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
183	Storage of records and other documents
National Quality Standards	
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
Child Safe Standards	
1	Child safety is embedded in organisational leadership, governance and culture
10	Policies and procedures document how the organisation is child safe
Early Years Learning Framework Learning Outcomes	

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Early Years Learning Framework Principles	
Early Years Learning Framework Practices	

9. Related Documents

Doc #	Document Title
NQS2.9	Excursion Policy
NQS2.5	Delivery and Collection of Children Policy
NQS4.38	Staffing Arrangements Policy
	Child Health and Safety Risk Assessment

10. Document Control

Doc #	Doc Title	Version	Approved	Next Review
NQS2.23	Transportation of Children Policy	1	November 2020	November 2022
NQS2.23	Transportation of Children Policy	2	October 2022	October 2025
NQS2.23	Safe Transport and Arrival Policy	3	November 2023	November 2026