



Transportation Policy

POLICY STATEMENT

At Coowarra OOSH, we believe that children travelling to and from school and excursions have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations.

PROCEDURES

Transportation Risk Assessment:

A Risk Assessment must be completed before authorisation of any transportation is requested.

- The Risk Assessment will be titled Transport Risk Assessment.
- The Risk Assessment must identify and assess risks that the transportation of a child may pose to the health, safety and wellbeing of a child 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
 - number of children and Educators involved in the transportation
 - number of Educators appropriate to provide supervision
 - 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
- The Approved Provider will ensure the number of children being educated and cared for by the Service does not exceed the maximum number of children specified in the Service approval no matter where the children are located, including while they are being transported by the Service.



Authorisations for Transportation:

- Authorisation for a child to be transported must be given by a parent or authorised nominee on the child's enrolment record as having authority to authorise transportation of a child.
- The authorisation must state the information listed below:
 - child's name
 - reason for transportation
 - 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
 - means of transport
 - period of time during which the child is to be transported
 - anticipated number of children likely to be transported
 - anticipated number of Educators who will accompany and supervise the children during the transportation
 - any requirements for seat belts or safety restraints
 - risk assessment has been prepared and is available at the Service
 - written Policies and procedures for transporting children are available at the Service
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Transporting children to and from school via foot:

- Walk children up the lane way next to the cottage to minimise walking near busy roads.
- In the morning, Children are led to school in 2 groups, 8:30am and 8:45am. There are to be 2 educators per group in line with ratios.
- In the Afternoon children are split into 1 or 2 groups with a minimum of 2 Educators per group. The appropriate Ratio is maintained at all times.
- The Mobile phone is to be taken at all times.
- Educators encourage children to take appropriate wet weather gear, jackets or sun hats to use as required.
- Children are to be signed out at the centre and then walked into the school. Educators must stay in the COLA area with the kindergarten children until the bell goes.
- Educators will meet children in the COLA (canteen undercover) area of an afternoon where children will be signed in. An Educator will stay at the school until all children are accounted for. If a child has not turned



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up for after school care, their parent, emergency contact and the school will be called to locate the child.

- Children should be made aware of all the rules associated with all the modes of transport. Educators will ensure that these rules are enforced.

Transporting children by foot to local areas, the Educator in charge will:

- Ensure that a Risk Assessment has been carried out detailing the route that Educators and children will be taking. The Risk Assessment will be made available to families, children and Educators.
- Ensure children cross any roads at the crossing or lights when available, and obey the road rules.
- Keep children together as a group and walk in line on pavement. Educators are to remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.
- Take appropriate wet weather gear, jackets or sun hats to use as required.
- Encourage children to have a water bottle available.
- First aid kit.
- Service mobile phone is available at all times and is fully charged and has Service contact and Emergency contact details.
- A wet weather meeting place will be established for regular outings when travelling by foot.
- If very extreme weather, Educators and children may need to seek cover inside, then travel when safe to do so. The Coordinator or must be informed if this occurs.

Procedures for Transportation on Excursions – chartered Transport:

- Prior to an Excursion a Transport Risk Assessment and implementation of appropriate risk management and minimisation strategies will be created.
- A Risk Assessment will be undertaken each time transportation is proposed for an excursion.
- All children travelling from the Service to another external venue must have written consent from their parent or authorised nominee.
- Wherever possible, for the safety of the children, the Service will hire chartered transport when taking children out of the Service on excursions.
- Any vehicles used by the Service will comply with current Service NSW Legislation.
- Educators are to ensure to the best of their ability, that the driver of the vehicle is not under the influence of alcohol or drugs.



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- If an Educator has concerns about the state of the vehicle or the condition of the driver, they are to voice these concerns to the Responsible Person. The Responsible Person in charge is to assess the situation and cancel the trip if the concerns are valid.
- All drivers will hold the appropriate driver's licence for the vehicle they are driving.
- Before travelling in the vehicle, Educators will ensure that when seat belts are fitted children have them properly secured. Children travelling on buses (12 seats or more) are not legally required to use a child restraint or booster seat.
- When dropping off or collecting children, wherever possible, the vehicle should park in accordance to road rules and in a location, which does not require children to cross roads.
- Educators are to ensure that children remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.
- In case of an emergency, if safe to do so, the children shall be instructed to stay with the vehicle until assistance arrives. If site is unsafe, the Responsible Person is to decide where to relocate the children in the safest manner possible.
- A list of names of children, Educators and volunteers travelling is taken, one copy is to go with the children and one copy is to stay at the Service.
- While transporting children on Excursions, the Responsible Person will ensure documentation and items, as stated in Procedures for Regular Transportation is available in the vehicle.

Transporting children by Public Transport the Educator in charge will:

- Ensure that a list of names of any children, Educators and volunteers travelling is taken, a copy is to stay at the Service.
- Ensure that a Risk Assessment has been carried out detailing the route and mode of transport that Educators and children will be taking. This Risk Assessment will be made available to families, children and Educators prior to the day of transportation.
- The Risk Assessment will consider the additional child protection risks posed by sharing transport with the members of the public.
- Prior to using Public Transport, the Vacation Care Coordinator will review the Public Transport Services Timetable to ensure it suits the Organisation's departure times from each destination. Wherever possible, the Public Transport provider will be contacted to inform them that a group of children will be using their services that day.
- Ensure Service name, address and contact numbers are available.
- Conduct a head count on a regular basis:



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- prior to embarking
 - when embarking
 - when on board
 - when disembarking
 - after disembarking
 - an Educator will always be the last person to embark and disembark when using public transport.
- While transporting children by Public Transport, the Responsible Person will ensure documentation and items, as stated in Procedures for Regular Transportation is available.

Private Vehicle Transport:

Wherever possible, transportation of children in private vehicles should be avoided. The following will apply if private vehicle transport is used:

- Vehicle is registered
- Vehicle has comprehensive insurance
- Vehicle is mechanically sound and tyres are in road worthy condition
- Vehicle is equipped with seat belts
- Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Driver must hold a current full driver's licence
- Driver will ensure that the fuel level is sufficient to undertake the journey
- First aid kit shall be carried in the vehicle
- A charged mobile phone with Service contact and emergency contact details.
- Driver ensures the number of passengers does not exceed the vehicle requirements

In the case of a vehicle breakdown the Educator in charge will: for public, private and chartered vehicles:

- When safe to do so, phone the Service to inform the Coordinator or Manager.
- The Staff in charge will discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the children are kept safe at all times.
- The Coordinator or Manager will inform parents/guardians of the breakdown and the alternate travel taken, if necessary.

In the case of a vehicle, train or bus accident the Educator in charge will: for public, private and chartered vehicles:



- Check on the welfare of children and Educators and provide first aid, comfort and support.
- Call emergency services, if required.
- Implement all other actions in accordance with Service’s Emergency and First Aid Management Incident, Injury and Trauma Policies.
- Take the required details of the other driver involved:
 - name
 - contact phone numbers
 - registration number
 - driver’s licence
 - Insurance
 - if safe to do so, take photos of damage made to either vehicle.
- Phone the Service to inform the Coordinator or Manager and organise alternative transport.
- Complete an accident report on return to the Service.
- The Coordinator or Manager will inform parents/ guardians of the incident as soon as it is possible; the main priority is attending to the injured and contacting emergency services.
- The Nominated Supervisor will inform the Regulatory Authority within 24 hours of the incident taking place.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<u>National Law</u> 165 Offence to inadequately supervise children 167 Offence relating to protection of children from harm and hazards 169 Offence relating to staffing arrangements 174 Offence to fail to notify certain information to Regulatory Authority 301 National regulations <u>National regulations</u> Reg 86 Notification to parents of incident, injury, trauma and illness Reg 99 Children leaving the education and care service premises Reg 100 Risk assessment must be conducted before excursion Reg 101 Conduct of risk assessment for excursion	QA 2 Children’s health and safety 2.2 Safety 2.2.1 Supervision 2.2.2 Incident and emergency management 2.2.3 Child Protection QA 4 Staffing Arrangements 4.1 Staffing 4.1.1 Organisation of educators QA 7 Governance and management 7.1 Governance 7.1.2 Management systems 7.1.3 Roles and Responsibilities	- Parent Handbook - Staff Handbook - Acceptance and Refusal of Authorisation Policy - First Aid Policy - Management of Incident, Injury, Illness and Trauma - Child Behaviour Management Policy - Medical Conditions Policy - Child Protection Policy - Medication Administration Policy - Child Safe Environment Policy - Pick Up and Drop Off Policy - Emergency Policy - Responsible Person Policy - Enrolment Policy - Staff Child Ratio Policy - Excursion Policy - Supervision Policy



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<p>Reg 102 Authorisation for excursions Reg 102A Application of Division Reg 102B Transport risk assessment must be conducted before service transports child Reg 102C Conduct of risk assessment for transporting of children by the education and care service Reg 102D Authorisation for service to transport children Reg 174 Time to notify certain circumstances to Regulatory Authority</p>		<ul style="list-style-type: none">- Network of Community Activities- National Standards Section 2.13 (Transport)- Road and Transport Regulations
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