

Children's Health & Safety

Transportation Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Transportation of children is sometimes provided as part of Busy Bees Early Learning Australia's education and care service, therefore, we are committed to ensuring children are adequately supervised to protect their safety and wellbeing during any outing, or journey to and from our Services, that involves transportation organised by the Service.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety

2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law - 167)
Part 4.2	Children's Health and Safety (Reg - 85, 99, 100, 101, 102, 102A, 102B, 102C)
Part 4.3	Physical Environment (Reg - 113, 114)
Part 4.7	Governance and Leadership (Reg - 168, 170, 171, 172)

RELATED POLICIES

Child Enrolment and Orientation Policy	Safe Arrival of Children Policy
Child Safe Environment Policy	Supervision Policy
Excursion and Incursion Policy	Water Safety Policy
Health and Hygiene Policy	Work Health and Safety Policy

PURPOSE

Busy Bees Early Learning Australia will ensure every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures will be implemented through our comprehensive risk assessment process to ensure supervision is always adequate including transportation, for one-off excursions and regular outings.

Compliance with the Education and Care Services National Law and Regulations is mandatory to always ensure the safety of children. Busy Bees acknowledges our duty of care obligations by adhering to relevant legislation providing adequate supervision of children, maintaining correct educator to child ratios, accurate attendance records, risk assessing, and providing appropriate child restraints for children being transported under our care. These provisions are reflected in our policies and procedures relating to the safe transportation and delivery and collection of children.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

Definitions

One-off Excursion: is an outing organised by the Service that will only occur once.

Regular Outing: in relation to an education and care service, means a walk, drive or trip to and from a destination;

- a) that the Service visits regularly as part of its educational program and service offerings; and
- b) 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 *substantially* the same for each occasion on which the child is transported.

Written Authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child to be transported by the Service or on transportation arranged by the Service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.

Child Checkmate System

All Busy Bees owned buses will be fitted with the "Child Checkmate System", an alarm system which acts as an electronic reminder to drivers. This reminder helps ensure that all children have safely disembarked the vehicle upon completion of each journey undertaken.

Where a Service vehicle is used to transport children, there will be a minimum of two employees always present, and educator to child ratios will be adhered to. Children will be continuously supervised during transportation by a designated employee sitting in a location at the rear of the vehicle that provides clear vision of all children. Adequate supervision is dependent upon a range of considerations documented in risk assessments where additional ratio requirements may be identified.

Each time transportation of a child has taken place, two inspections of the vehicle will be undertaken by two Busy Bees employees ensuring that no child or belongings are left behind. An initial sweep of the vehicle will be conducted by the designated Supervisor and a final sweep of the vehicle will be conducted by the designated Driver/Checker. Both employees will record these checks in line with our transportation procedures. The Driver/Checker will engage the Child Checkmate System before and after every single journey undertaken.

Transportation Risk Assessment

Busy Bees will conduct comprehensive transport specific risk assessments to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child.

A risk assessment will be conducted and updated at least annually for 'regular transportation' of children, or where conditions of the risk assessment may have changed in this period.

If the route of the 'regular transportation' changes a new risk assessment is to be completed prior to the new journey route.

Each time our Service transports, or arranges, the transport of children as part of an excursion (one-off event), a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our Service.

Busy Bees risk assessment process is guided by identifying any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child; assessing the risk of harm or potential harm using a risk matrix; specifying how the identified risks will be managed by eliminating or minimising the impact using control measures; evaluating the current risk or potential harm by implementing control measures; and reviewing and monitoring the risk or potential harm to ensure it continues to be managed as a low risk.

Our risk assessments will consider;

- 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 (as per the law of our jurisdiction)
- 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 to provide supervision and whether any adults with specialized skills are required
- Whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers)
- The process for entering and exiting the education and care service premises; and procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

Written Authorisation

Busy Bees will provide the Family with an authorisation outlining the details of the proposed transportation when transportation is being arranged by the Service. The parent, or authorised person named on the child's enrolment, will be required to complete the written authorisation, and return it to the Service prior to children being transported. A copy of this authorisation must be filed in the child's enrolment record. Children will not be transported without prior written consent being received.

The authorisation will adhere to legislative requirements which include:

- The child's name
- The reason the child is to be transported
- If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
- If the authorisation is not for a 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
- Written policies and procedures for transporting children are available at the Service

Transportation Responsibilities

Children's attendance records will be completed to provide an accurate attendance record showing when children are within the care of the Service. The record of attendance must record the time that the child arrives and departs the Service and be signed in by the Nominated Supervisor or Responsible Person in charge of the child entering or exiting the Service.

At no time can a child be signed into the Service if they are not physically present and in the care of the Service.

Child attendances will be routinely checked as children assemble in predetermined locations prior to boarding and at the end of the journey, periodically while they are on locations outside of the Service, and upon arrival and departure of the Service.

Children will be instructed on processes for entering and exiting the Service premises and vehicles and made aware of the pick-up and destination locations.

Children will wear the required seatbelt or child restraint appropriate for their age and must always remain seated when the vehicle is in motion.

Children will be expected to adhere to safety rules outlining appropriate and inappropriate behaviour, and can expect that at no time during, prior to or following a journey, they will be left unattended.

Busy Bees will ensure Service vehicles are legally maintained, mechanically sound, fitted with the required child restraints, contain an easily recognisable and suitably equipped first aid kit, and a working mobile phone in case of an emergency.

Designated drivers will hold a current Australian driver's licence, licenced to carry the require number of passengers for the vehicle, and will adhere to road rules and regulations mandated by law within each state or territory. The driver will ensure the number of passengers does not exceed the legal requirement of the vehicle, and that there is enough fuel to complete the safe transportation of children.

All employees that are present on any journey will hold current Working with Children/Vulnerable People Cards, and at least one employee present will hold current first aid qualifications. Employees are to have a thorough understanding of our procedures regarding the safe transportation of children and be aware of what to do in the event of an emergency.

A list of current emergency contact numbers for all employees and children being transported must be present during all journeys.

Families are required to update emergency contact details regularly and communicate any changes in transportation requirements for their child as soon as they are aware (i.e., no transport is required on a particular day as the child has returned home from school due to illness or is absent from school).

All employees and Families are required to adhere to Busy Bees Delivery and Collection of Children Policy, Transportation Policy, and Child Enrolment Policy requirements.

Busy Bees STOP and ACT practices will be embedded to assist in the safe transportation of children, ensuring every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

The safety of children enrolled is paramount and we recognise that 'Safety is Every One's Responsibility'.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Australian Government Department of Education Skills and Employment](#)

[My Time Our Place: Framework for School Age Care in Australia.](#)

[Early Childhood Australia Code of Ethics.](#)

Transportation Policy.



[Kids and Traffic Early Childhood Road Safety Education Program - Resources](#)
[Road Transport \(Safety & Traffic Management\) Act 1999.](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions

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