

# SAFE TRANSPORTATION OF CHILDREN INFORMATION SHEET

This guidance is intended to support approved providers of both centre-based services and family day care services operating in Tasmania and should be read in conjunction with ACECQA's Information sheet on [Safe Transportation of Children](#).

## Guidance for all education and care services

The following information provides guidance to assist centre-based services and family day care services to ensure children's safety while being transported.

In circumstances where only the driver is present, such as smaller services or family day care, the service's risk assessment should address how adequate supervision will be met while the driver has responsibility for driving the vehicle.

All education and care services must ensure that all persons required to hold a valid Working With Vulnerable People Registration do so, and the driver or at least one person who is supervising the children on the vehicle also holds a current approved first aid qualification; and has undertaken current approved anaphylaxis management training; and has undertaken current approved emergency asthma management training.

### Before the travel

The service should ensure that the person/s who will be responsible for transporting children consider the following:

- Ensure the attendance record and corresponding roll call list for the vehicle is accurate;
- Conduct a head count and roll call as the children enter the vehicle and ensure all children are accounted for;
- Ensure all children are secured into their seats and commence travel only when it is safe to do so.
- If there is a person other than the driver accompanying the children, they should position themselves to facilitate effective supervision of all children.

### During the travel

If the vehicle is collecting children from, or dropping children to their home, the following should be considered:

- Children are not be left unsupervised in the vehicle at any time.

- For **drop off to home**, the child/ren must be handed into the care of the parent, guardian or authorised person nominated by the parent. The parent, guardian or authorised person must sign the child off the vehicle.
- For **collection from home**, check the child off against the attendance record. The parent, guardian or authorised person must sign the child onto the vehicle.
- Secure the child into their seat. If a parent secures their own child on the vehicle, this should be cross checked by the driver or educator and commence travel only when it is safe to do so.

## Arrival at other location

- Ensure that children are not to be left unsupervised in the vehicle at any time.
- For **school drop off**, the service must ensure the child arrives at a time that is authorised by the school, they visibly confirm the child has safely arrived on a school site and upon parent request the child is delivered into the care of the school (such as the kindergarten teacher or duty teacher) as authorised by the parent.
- The service should check the child off against the attendance record.
- The service should only recommence the travel once the remaining children are secured into their seat with any required safety restraint, a roll call and head count is conducted and it is safe to do so.

## Arrival at the service or FDC residence or venue

- The service should conduct a head count and roll call and escort all the children from the vehicle.
- The service should conduct a thorough check to ensure that there are no children remaining in the vehicle.
- The checks that are conducted in accordance with regulation 102C (2)(j) of the National Regulations should be marked as completed, signed by the relevant person conducting the checks and kept for inspection by the Regulatory Authority.

## Guidance for family day care services

The family day care (FDC) service must ensure transport is considered in the assessment of the FDC residence or venue.

FDC educators in consultation with the approved provider and nominated supervisor, may need to consider other safety requirements when transporting children and must:

- Only transport the number of children that can be safely transported in the car; and
- Ensure children are accompanied at all times by a FDC educator or FDC educator assistant when in a vehicle.

## Risk assessments for all education and care services

A risk assessment is to be carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child. The risk assessment must:

- identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child; and
- specify how the identified risks will be managed and minimised.

Approved providers and family day care educators must have either a hard copy or electronic copy of the risk assessment available for families.

Approved providers and FDC educators in consultation with the approved provider must complete a separate risk assessment when the circumstances are not substantially the same for each occasion that the child is transported or it is more than 12 months since the risk assessment was last conducted (Regulations 102B of the National Regulations).

Risk Assessments for regular outings and regular transportation may need to be updated/developed more frequently than every 12 months as the needs of young children (for example, appropriate car restraints or seats) may change during this period and require reassessment. Other examples of changing situations which may require new risk assessments include:

- Weather conditions (summer versus winter, extreme weather events such as heatwaves, floods and bushfires)
- Changes in routes, for example, due to road works or flooding
- The particular vulnerabilities and numbers of any children requiring transport, including where the needs of a child change.

### The risk assessment must consider:

1. the proposed route and duration of the transportation; and
2. the proposed pick-up location and destination; and
3. the means of transport; and

4. any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
5. any water hazards; and
6. the number of adults and children involved in the transportation; and
7. 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; and
8. whether any items should be readily available during transportation; and
  - a. Example: A mobile phone and a list of emergency contact numbers for the children being transported.
9. the process for entering and exiting –
  - a. The education and care premises; and
  - b. The pick-up location or destination (as required); and
10. procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

The following additional elements should also be considered with regards to regulation 102C when conducting a risk assessment:

11. The number of children requiring transport for the planned outing or journey.
12. The ages of the children requiring transport. Specifically:
  - a. Are the children ambulant?
  - b. Are the children verbal?
  - c. Do the children require restraints/particular seating?
  - d. Are there any particular vulnerabilities with any of the children (e.g. anaphylaxis, disability, behavioural or very young)?
13. The length of the journey, including the number of stops on the journey and what is to happen during those stops (e.g. what happens if a parent has requested a child be delivered to an authorised person at the school or to their classroom).
14. The configuration of the vehicle (including lines of sight between driver/staff and all children)
15. The parking location for the vehicle and distance from the vehicle to the entry point of the location
16. What checks are required to ensure children are not left behind in the vehicle?
17. For centre-based care, what happens if the usual driver is away?
18. What happens if the parent is not there to receive the child?

19. What happens if children fall asleep?.

20. What happens if a child becomes unwell or is injured during the journey? –

21. What steps will the approved provider take to ensure that the vehicle is:

- a. adequately ventilated; and
- b. maintained at a temperature that ensures the health, safety and wellbeing of children.

22. Safe delivery to and collection from the different locations visited as part of the provision of education and care.

## Additional requirements for all education and care services

Additional legislative obligations apply to all categories of a transportation service, including:

- driver licensing or vehicle operator accreditation,
- the safe operation of vehicles including the use of age-appropriate and standardised safety restraints, and
- vehicle registration and road worthiness.

Everyone travelling in a motor vehicle must comply with the required legislative provisions regarding the use of a child restraints, booster seats or seat belts and ensure that they are properly adjusted and fastened.

It is the approved provider's responsibility to ensure the health, safety and wellbeing of children by meeting regulatory requirement and their duty of care to children in their service.

## Policy and procedure for all education and care services

Services that transport children or arrange transportation of children (other than as part of excursions) must have a specific written transportation policy and procedure (regulation 168 (2)(ga) of the National Regulations) and it must comply with the requirements for risk assessments and authorisations (regulations 102A-102D of the National Regulations).

In order to effectively manage the risk associated with transporting children, all approved providers must have a transportation policy and procedure, taking into account the specific context of their own service and the transport they conduct. The transport policy and procedure should specifically consider the delivery to and collection from the service premises or other location, as well as how the service will ensure that each child is to be accounted for when embarking and disembarking the vehicle.

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