



SAFE TRANSPORTATION OF CHILDREN POLICY

(This policy forms part of our Child Safe Environment Policies)

POLICY STATEMENT

Lennox Head Community Preschool is committed to ensuring the safe transportation of children through effective planning, supervision, risk management and communication practices.

The safety, rights and best interests of children are the paramount consideration in all decisions and practices relating to the transportation of children, including transportation associated with excursions.

The Preschool recognises that transportation presents additional risks to children's safety and wellbeing. Appropriate supervision, authorisation, staffing, risk assessment and accountability procedures will be implemented at all times to ensure children remain safe, secure and accounted for throughout all transportation arrangements.

PROCEDURES

The Preschool will:

- ensure no child is transported without written authorisation from a parent or authorised nominee
- conduct risk assessments prior to transportation and review them regularly
- ensure transportation arrangements comply with all legislative and safety requirements
- maintain active supervision of children during transportation, embarking and disembarking procedures
- ensure educator to child ratios are maintained at all times
- ensure a check of the vehicle is completed after children disembark to confirm no child remains on the vehicle
- maintain records of attendance, transportation and vehicle checks as required
- ensure first aid kits, emergency contact information, medications and medical management plans are available during transportation
- ensure educators and staff understand transportation procedures, emergency responses and supervision responsibilities
- ensure communication systems are available during transportation
- ensure children are supervised when entering and exiting vehicles and moving between locations
- ensure families are informed of transportation arrangements and procedures

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- ensure obligations under the National Law and Regulations are met
- ensure transportation records are maintained
- ensure legislative notification requirements are met
- ensure children's safety, wellbeing and rights remain the paramount consideration.

The Nominated Supervisor or Responsible Person will:

- implement safe transportation procedures
- ensure transportation policies, procedures and risk assessments are implemented
- ensure children are not transported without written authorisation
- ensure supervision, staffing and first aid requirements are met
- ensure educators understand supervision and emergency responsibilities

- ensure all required equipment, medication and documentation is available during transportation
- oversee attendance checks and vehicle checking procedures
- ensure children are accounted for at all times
- respond to incidents, emergencies or safety concerns appropriately.

Educators, staff, volunteers and students will:

- follow all transportation procedures and risk management strategies
- actively supervise children during transportation
- conduct regular head counts and attendance checks
- ensure children are safely secured using appropriate restraints
- support children during embarking and disembarking procedures
- ensure no child is left unattended during transportation
- communicate concerns immediately to the Nominated Supervisor
- follow emergency and incident response procedures
- role model safe road and transportation practices.

Families will:

- provide written authorisation for transportation arrangements
- maintain current emergency contact information
- notify the Preschool of absences
- reinforce safe road and transportation practices with children.

LEGISLATIVE REQUIREMENTS

- Education and Care Services National Law Act 2010
- Sections 2A, 165, 167 and 175A–175J
- Education and Care Services National Regulations
- Regulations 89, 99, 100–102, 102B–102F, 122, 123, 136, 158, 168–172, 175 and 177
- Work Health and Safety legislation
- Road and child restraint legislation
- Family Law Act 1975.

(Reviewed annually with NQF and QIP)

Date last amended _____

President's signature _____