



Dara School

Out of School Hours Care

**Safe Transportation of
Children Policy**

SAFE TRANSPORTATION OF CHILDREN OSHC POLICY

1. BACKGROUND

Dara OSHC Service has obligations under National Law to ensure children are adequately supervised at all times. This includes transportation, which forms part of the education and care service if the Service remains responsible for children during the period of transportation. The Service must take every reasonable precaution to protect children from harm and from any hazard likely to cause injury. National Regulations require all education and care services to have in place a policy and procedure, a current risk assessment, and written authorisation from parent/s or other person as authorized by a parent, and named in the enrolment record, when services provide or arrange for the transportation of children.

2. SCOPE

This policy applies to children, families, Educators, management, and visitors of the Service.

3. POLICY STATEMENT

Dara OSHC Service recognises that transportation may present additional risks to children depending on how it occurs and how transition between a vehicle and an education and care service premises or other location is managed. These risks apply equally to single trips or during periods of regular transportation.

4. IMPLEMENTATION

4.1 Risk Assessments for Transportation

Risk assessments must identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised. As a minimum, a risk assessment must include assessment of the matters set out below. Risks should be evaluated each time children are transported, unless the transportation is 'regular transportation'.

Matters to be considered when conducting a risk assessment include:

- 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 specialized skills are required.
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported).
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required).
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

If the transportation is 'regular transportation', a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months.

4.2 Authorisation for Transportation

Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. The authorisation must state the information listed below.

- 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

The written authorisation given by a parent or other person named in the child's enrolment record must also state:

- 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 for an excursion that is not a regular outing, the date the child is to be taken on the excursion
- if the excursion involves transporting children, i. the means of transport ii. any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.

A regular outing means a walk, drive or trip to and from a destination–

- that the Service visits regularly as part of its educational program; and
- where the circumstances relevant to the risk assessment are substantially the same on each outing.

5. CHILD RESTRAINTS

5.1 Guidelines for child restraints

When travelling in a motor vehicle in South Australia, all children under 16 years of age must be restrained in a suitable approved restraint that is properly adjusted and fastened.

Child restraint laws are specific about what type of restraint is to be used at different ages and where children must be seated in a vehicle. Child restraints must match the age, size and weight of the child and must always be properly installed and adjusted to fit the child's body.

The driver is responsible for ensuring all passengers are correctly restrained. Penalties include expiation fees and demerit points.

5.2 Guidelines according to age:

- Children between 5 to 7 years
 - Must be:
 - (a) restrained in a suitable and properly fastened and adjusted forward facing approved child restraint that has an inbuilt harness; or
 - (b) placed on a properly positioned approved booster seat and be restrained by either a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened [Australian Road Rules 266 (2B)].
- Over 7 years up to 16 years
 - Children over seven years must be restrained in a suitable and properly fastened and adjusted approved child restraint or wear an approved seatbelt that is properly adjusted and fastened [Australian Road Rules 266(4)].

Child restraint laws are based on age (rather than by height or weight) because research indicates that this is easier for parents to follow and will result in the smallest number of children being inappropriately restrained. However, a child's height and weight are still important to consider when making a choice about the right restraint or booster seat for your child.

The law specifies:

· If a child is too tall or heavy for the restraint specified for their age, they may use the restraint specified for the next age group.

· If a child is too small to advance into the restraint for their age, they should remain in the restraint specified for the previous age group until they have outgrown that restraint.

5.3 Position of children in the vehicle.

No children are to sit in the front seat of the school vehicle.

6. ROLES AND RESPONSIBILITIES

6.1 The Director will:

- Ensure all policies comply with the National Law regulations
- Ensure all risk assessments are conducted prior to any proposed transportation
- Ensure risk assessments, authorities and plans are communicated with all stakeholders
- Ensure any vehicle nominated to be used in the transportation of children is considered safe to use
- Ensure all Educators, staff and families are aware of and abide by the Safe Transportation of Children policy
- Ensure any nominated driver is of a safe condition to so do, can legally transport the children and will not pose a risk to lives or property in the transportation thereof.

6.2 The Educators will:

- Ensure the vehicle used for transportation is in a safe, road worthy condition
- Ensure all children are secure in the vehicle at all times, including car seats and seat belts where applicable are utilized
- Ensure all road safety laws are strictly adhered to
- Ensure that if nominated to transport children that they are in a safe condition to do so and not under the influence of any substance that may endanger the lives of themselves, the children, members of the public or be at risk to cause damage to property.

7. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 6: Collaborative partnerships with families and Communities

Quality Area 2: Children's Health and Safety

Education and Care Services National Regulations

Regulation 168 *Education and care service must have policies and procedures.*

Regulation 102A *Application of Division*; 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*

Regulation 83 *Staff members and family day care educators not to be affected by alcohol or drugs*

8. REFERENCES

Australian Children’s Education and Care Quality Authority

www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf

Australian Children’s Education and Care Quality Authority Fact Sheet

www.acecqa.gov.au/sites/default/files/2021-06/InformationSheet-SafeTransportationOfChildren-YourQuestionsAnswered_0.pdf

Department of Education, South Australia website [Safe transportation of children policy](http://education.sa.gov.au)

[\(education.sa.gov.au\)](http://education.sa.gov.au)

Australian Road Rules – Version 1.12.2019

<https://www.legislation.sa.gov.au/LZ/C/R/AUSTRALIAN%20ROAD%20RULES/CURRENT/2014.205.AUTH.PDF>

SA.GOV.AU website page on seatbelts and child restraints.

Governing Council Approval: January 2022	Review Date: January 2025
<i>Director Signature</i>	<i>Chairperson Signature</i>