



## Risk Management Plan – Transporting children

Children are sometimes transported by, or on transport arranged by, children’s education and care services. For example, this might include transport to and from the service premises or other location and a child’s home. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.

Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child / children (*other than as part of an excursion\**).

*Note: A risk assessment is only required to be completed at least once for a 12 month period if it is ‘regular transportation\*\*’.*

*\* Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children.*

*\*\* Regular transportation is transport 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 each time the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.]*

## RISK MANAGEMENT PLAN

Name of Service/Educator:		Method of Transport:	
Activity: (e.g. collecting children from school)			
Date of transport:			
For regular transport, date of commencement of regular transport:		Regularity of regular transport: e.g. weekly, every Friday etc.	
Pick up location and destination(s): (Include each location travelled to or from.)			
Estimated time of travel between locations.			
Proposed Route:		Water Hazards?    Yes / No If yes, detail in Risk Assessment.	
Number of children being transported:			
Number of adults attending:		Are adults with specialised skills required to attend?	Yes / No
Describe the procedures for exiting and entering the premises and the pick-up location or destination. (include how each child is accounted for)			

Describe the procedures for embarking and disembarking the vehicle. (include how each child is accounted for)			
Outing checklist (please tick)			
<input type="checkbox"/> First aid kit.		<input type="checkbox"/> Contact information for each child.	
<input type="checkbox"/> Mobile Phone.		<input type="checkbox"/> Medical information for each child.	
<input type="checkbox"/> Water Bottles.		<input type="checkbox"/> List of adults attending.	
<input type="checkbox"/> Medication (if required).		<input type="checkbox"/> Contact information for each adult.	
<input type="checkbox"/> List of children being transported.		<input type="checkbox"/> Medical Information for each adult.	
<input type="checkbox"/> Child Restraints are appropriate for each child's age, height and weight and are adjusted to suit each child attending.			

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

	CONSEQUENCE		
LIKELIHOOD	Major	Moderate	Minor
Likely	High	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Low



