

4.4 TRANSPORTING CHILDREN

Policy Statement:

Mackay Family Day Care Scheme is committed to ensuring that all children attending the service are kept safe while travelling as a pedestrian or passenger in a vehicle.

Background:

The Education and Care Services National Regulations require approved providers to ensure that their services have policies and procedures in place in relation to the safe transportation of children. The approved provider, nominated supervisor and family day care educator are responsible for ensuring that all children are adequately supervised at all times, and all reasonable precautions are taken to protect children from harm and from any hazard likely to cause injury.

Legislative Requirements:

Section/regulation	Description
Section 165	Offence to inadequately supervise children.
Section 167	Offence related to protection of children from harm and hazards.
Regulation 89	First aid kits.
Regulation 90	Medical Conditions.
Regulation 99	Children leaving the education and care service premises.
Regulation 100	Risk assessment must be conducted before an excursion.
Regulation 101	Conduct of risk assessment for excursion.
Regulation 102	Authorisation for excursions.
Regulation 102B	Transport risk assessment must be conducted before service transports child.
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service.
Regulation 102D	Authorisation for service to transport children.
Regulation 124	Number of children who can be educated and cared for – family day care.
Regulation 136	First aid qualifications.
Regulation 158	Children's attendance record to be kept by approved provider.
Regulation 168	Education and care service must have policies and procedures.
Regulation 169	Additional policies and procedures – family day care.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change to policies or procedures.
Regulation 175	Prescribed information to be notified to Regulatory Authority.
Regulation 177	Prescribed enrolment and other documents to be kept by the approved provider.

General Procedures:

1. Educators must ensure vehicles are not accessible to children when not in use.
2. Any vehicle used to transport children as part of an education and care service must be registered and in roadworthy condition.
3. An educator or educator assistant who transports children in a vehicle must hold a current Australian driver's licence.
4. Children must be accompanied at all times by an educator or educator assistant when in a vehicle.
5. When leaving the family day care premises for an excursion, regular outing or to provide transport, educators must carry:
 - I. A working mobile phone,
 - II. A transport folder which includes:
 - The educator's name and phone number,
 - Contact details for the scheme,
 - A photo and contact details for each child in care,
 - Any medical action plans or other information relevant to the health and safety of the children in care,
 - Contact details and any relevant health information for other adults in attendance.
 - III. A fully stocked first aid kit including any medication and action plans required by the children in care,
 - IV. A Transportation Log for completion throughout the journey.

Planning for Transporting Children:

1. A Transport Risk Management Plan and a Safe Arrival of Children Risk Management Plan must be completed prior to seeking authorisation to provide transportation for a child, except when the transport is provided as part of an excursion.
2. A Safe Arrival of Children Risk Management Plan must be completed at least once in every 12 month period, or whenever there are changes to the procedures.
3. If the transport is "**regular transportation**", a Transport Risk Management Plan must be completed at least once in every 12 month period.
4. An Excursion/Regular Outing Risk Management Plan must be completed prior to seeking authorisation to provide transportation for a child as part of an excursion or regular outing.
5. A copy of all Risk Assessments must be kept at the service and be available to parents/guardians or others named in the child's enrolment record as being able to give permission for an outing.

6. A copy of all Risk Assessments must be sent to co-ordination unit staff prior to seeking authorisation to transport a child, and at least 48 hours prior to the transport taking place.
7. The appropriate authorisation must be completed by a parent/guardian or other person named in the child's enrolment record as being able to give permission for an outing prior to the outing/transport taking place. Authorisation forms must be sent to co-ordination unit staff prior to any outing/transport taking place.

Before the Journey:

1. The educator must ensure that the attendance record is accurate for the day, and confirms which children are currently in care.
2. The educator/educator assistant who is transporting children must conduct a head count and roll call as the children enter the vehicle. If both the educator and educator assistant are travelling in the vehicle, a check of the home must be conducted prior to departure to ensure no children are left behind.
3. The educator and/or educator assistant must ensure all children are secured into their seats.

Drop off to or Collection from a Child's Home:

1. At each stop during the journey, the educator/ educator assistant must park the vehicle and turn off the ignition.
2. The parent or other authorised nominee should be waiting with the child to be collected, or for the child to be dropped off. The educator or educator assistant should not leave the vicinity of the vehicle.
3. The parent or other authorised nominee must sign the child into or out of care, and onto or off the vehicle.
4. The educator/educator assistant must check the attendance record is accurate while the vehicle is parked.
5. If collecting a child, the educator/educator assistant must secure the child into their seat. If a parent secures their own child on the vehicle, this must then be checked by the educator/educator assistant.
6. The above process must be repeated for each subsequent stop.

Drop off to or Collection from School or Other Location:

1. If the child is being dropped off at school or another location, the educator/educator assistant must ensure that the child is safely delivered to this location, and, when required, into the care of a specific person as authorised by the parent or documented in the Safe Transport of

Children Risk Management Plan.

2. If the educator/educator assistant is dropping off or collecting children from school or an activity that requires them to leave the vehicle, the vehicle must be parked.
3. The educator/educator assistant (or parent/guardian, or authorised nominee where relevant) completes the attendance record and signs the child onto or off the vehicle while the vehicle is parked.
4. If children left the vehicle, the educator/educator assistant must secure the children into their seats.
5. The educator/educator assistant must conduct a roll check and head count before recommencing the journey.
6. The above process must be repeated at each subsequent stop.

Whilst on an Outing:

1. The educator/educator assistant must park the vehicle in a safe location.
2. After exiting the vehicle, the educator/educator assistant must conduct a visual check of the vehicle and a head count and roll call upon arrival at the destination.
3. When departing, the educator/educator assistant must conduct a head count and roll call as the children enter the vehicle.
4. The educator/educator assistant must secure the children into their seats.
5. If a child is unaccounted for, the educator must immediately make all necessary enquiries to establish the child's whereabouts, including physical searches of the vehicle and destination and, if necessary, contact the child's family, the coordination unit and the police.

Upon Arrival at the Family Day Care Residence:

1. The educator/educator assistant must park the vehicle in a safe location close to the entry of the family day care residence.
2. The educator/educator assistant is required to remove the children from the vehicle and escort them inside the residence.
3. Once the children have been removed from the vehicle, the educator/educator assistant must conduct a thorough search of the vehicle.
4. The educator/educator assistant must conduct a roll call once inside. A signed copy of the roll call must be kept for inspection by the Regulatory Authority.

5. If both educator and educator assistant are present, the party who did not drive must conduct a second thorough search of the vehicle.
6. Checks should be marked as completed, signed by the relevant person conducting the check and kept for inspection by the Regulatory Authority.
7. If a child is unaccounted for, the educator must immediately make all necessary enquiries to establish the child's whereabouts, including physical searches of the vehicle, residence or any other relevant location such as the outing venue. If the child is not located within a maximum of 15 minutes, the educator must contact the child's family, co-ordination unit and the police.

Date Implemented	Review Date	Date Updated	Source
2020 September	2022 March 2023 November 2025 July	2022 May 2024 January	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations December 2011 • Education and Care Services National Amendment Regulations 2020 • Guide to the National Quality Standards October 2017 • ECEC Transportation Guidelines for FDC Services