

Montessori Works

Policy statement

It is a service's legal responsibility to ensure the safety, health and wellbeing of all children who are attending the service and being transported by the service. It is the right of the child to be protected from harm and hazards throughout the transportation process. The service considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment.

The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimisation strategies. Children will be closely supervised by the educators throughout the whole transportation process. Written authorisation must be received by each parent/carer before any child is allowed to be transported. The National Law and Regulations and other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times.

The service recognises that transporting children provides opportunities for strengthening connections between children, educators, families and the community and for extending children's learning. The service will utilise travel time to enhance relationships and outcomes for children.

Strategies and practices

- The failure to comply with matters covered in this policy can result in a Performance Management review of the employee and or termination based on the terms and conditions of employment as set down in the contract of employment.
- Communication and consultation
 - Educators will be given access to the Safe Transportation of Children Policy
 - A copy of the Safe Transportation of Children Policy will be displayed so that it is readily available to all educators, families and visitors who enter the service.

Educators and families will be provided with opportunities to be involved in the review of this policy

Procedure

- In compliance with Regulation 168(2) (ga) all education and care services must have policies and procedures for the safe transportation of children. As part of the Safe Transportation of Children Policy the Montessori Works must undertake a Risk Assessment.
- Risks should be evaluated each time children are transported unless transportation is considered regular. What this means is that the service will conduct one risk assessment every 12 months if information within the risk assessment has not changed. This includes route information, transport providers and destinations. The education and care service must identify and assess risks that the transportation of a child may pose to their safety, health or wellbeing and specify how the identified risks will be managed and minimised.

Safe Transportation of Children

- All staff members including service employees, consultants, contractors or volunteers responsible for transporting children will be required to undertake training in respect of the services Safe Transportation of Children Policy and Procedures as part of the orientation and induction process as well as understand their legal and ethical obligations.

Responsibilities

AP – Approved Provider NS – Nominated Supervisor ED – Educator PC – Parent/Carer				
1. When Planning Transport	Who's Responsible?			
	AP	NS	ED	PC
1.1 – All educators and responsible staff must be trained in the implementation of the Safe Transportation of Children policy and procedures.	X	X		
1.2 – Children must always be in the care of a responsible person who has been appointed by the Nominated Supervisor.		X	X	
1.3 – A full risk assessment must be conducted prior to authorisations being requested. The risk assessment will be used to identify the risks associated with transporting children, such as the route, delivery locations, means of transportation, water hazards, ratios, items required for transportation (e.g. mobile phone, first aid kit and emergency contacts lists), and procedures for accounting for children during transportation (head counts and roll call).	X	X	X	
1.4 – Risk management and risk minimisation strategies implemented to ensure the health, safety and wellbeing of children during the transportation.		X	X	
1.5 – Planning for the number of Educators needed during transportation. Consideration will include things such as the children's age and abilities, visibility and accessibility in the vehicle, environmental risks, risks associated with the mode of transport and compliance with National Law and National Regulations.	X	X		
1.6 – Increased adult to child ratio does improve supervision and minimise risk, but child supervision should not be delegated to parents or volunteers.	X	X	X	
1.7 – The number of children being educated and cared for should not exceed the number for which the service has been approved in their service approval.	X			
1.8 – Each parent or authorised nominee must complete a transportation authorisation form.	X	X		X
1.9 – The vehicle must be fitted with the required Australian Standard (AS/NZ 1754) approved car seats and booster seats by an Authorised Restraint Fitter.	X	X	X	
2. When Providing Transportation				
2.1 – All vehicles used for transporting children must be regularly maintained.	X	X	X	
2.2 – Weekly maintenance checks must be completed on vehicles used for transport runs. Restraints, brakes, tyres, indicators, air conditioning and fuel level should be checked as a minimum. Any issues must be documented and provided to the Nominated Supervisor.		X	X	

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2.3 – Educators are to ensure that all children are fitted into the proper restraints according to child’s age and size. The 5 step test is to assist in determining the type of restraint to be used for children seven years and above.			X	
2.4 – The vehicle used to transport children needs to be equipped with items such as: <ul style="list-style-type: none"> • first aid kit • a fully charged mobile phone • medication, health plans and risk assessments for each child • emergency contact details for all children being transported • spare drinking water • torch, high visibility vest 		X	X	
2.5 – Accurate Transport Attendance Records must be maintained for each transport run.	X	X	X	
2.6 – Anyone who is involved in the transport of children whether paid or volunteering must have a cleared working with children’s check and be inducted on the requirements in the Safe Transportation of Children Policy and Procedures.	X	X		
2.7 – One staff member involved in the transport of children must hold a current first aid certificate, anaphylaxis management training and emergency asthma management training.	X	X	X	
2.8 – The driver must hold a current class C driver’s license, at a minimum, and must be in a fit and proper state to drive.		X	X	
2.9 – When driving vehicles with 12 seats or less, the number of adults supervising will be determined by the transport risk assessment conducted prior to transport. Ensure adequate supervision and safety at all times.		X	X	
2.10 – At least one additional educator will be required to accompany the driver if there are more than 12 seats on the vehicle. The number of supervising adults will be determined by the transport risk assessment.		X	X	
2.11 – In an emergency the supervising adults will follow policies and procedures relating to emergency response.	X	X	X	
2.12 –The service will establish and implement travel behaviour rules, taking into consideration developmental ages and stages of the children.			X	
2.13 – The travel time will be used for educators to enhance relationships, build connection and engage in conversation.			X	
2.14 – Educators responsible for the supervision of children must conduct head counts and cross check and mark the transport attendance record to ensure that all the children are present at the following specific times: Prior to embarking, when embarking, when on board, when disembarking and after disembarking. An educator will always be the last to embark and disembark the vehicle to ensure that all children are accounted for.			X	
3. When Using Public Transport				
3.1 – When using public transport, the children’s safety must be considered and routes must be planned carefully.		X	X	
3.2 – When appropriate, the service will contact the transport provider to inform them of the route.		X	X	

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3.3 – Supervision of children must be in accordance with the Excursion and Supervision policies and procedures.		X	X	
4. When moving children to and from the vehicle				
4.1 – The vehicle should be parked as close as possible to the collection/delivery location to avoid crossings, traffic and carparks.			X	
4.2 – The safest route must be chosen to walk to and from the vehicle as determined by the risk assessment.			X	
4.3 – Educators must communicate safe practices to, and actively supervise, the children when moving to and from the vehicle.			X	
5. When Departing the Service with Children				
5.1 – The internal temperature of the vehicle must be checked before children enter to ensure that it is comfortable for the passengers.			X	
5.2 – An attendance record will be conducted to mark each child’s name on the transport record sheet. Head count to be conducted before leaving the service.			X	
6. When Arriving at the Service				
6.1 – An educator will conduct a roll call and mark children’s names on an attendance record before exiting the vehicle.			X	
6.2 – Once the educator from the vehicle has entered the service, they will record children’s attendance and perform a head count.			X	
6.3 – Please follow the ‘Procedure for addressing absence from the service of a child using transportation’ if a child is not present who normally is transported.	X	X	X	
6.4 – The driver of the vehicle must conduct a thorough check of all seats, under seats, storage areas and under the vehicle calling out the names of the children that attended the transport run. The vehicle must be turned off to enable uninterrupted hearing.			X	
6.5 – An educator will check the transport attendance record to ensure that all children have been marked as having left the care of the service once the vehicle has returned after delivering children.			X	
6.6 – Once the transport service has been completed the driver will park the vehicle and ensure that all windows and doors are locked and store the keys out of reach of children.			X	
7. When children are collected from/delivered home by service				
7.1 – The vehicle must be parked on the same side as the child’s home and as close as possible to collection/delivery location as determined by the risk assessment.			X	
7.2 – The driver of the vehicle must ensure that the handbrake is on and the vehicle in park before children embark or disembark the vehicle. The Drive or /Educator must ensure that all children are restrained at each collection/delivery location.			X	
7.3 – The parent/carer of the child must ensure active supervision and hold their hands while walking to and from the vehicle.				X

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7.4 – Educators are required to meet parent/carer at the door of the vehicle to collect or deliver children.			X	
7.5 – A parent/carer or other designated person must sign the transport attendance record against the child’s name with the date and time of collection or delivery. An educator is to co-sign.			X	X
7.6 – Children must be ready for collection in chosen collection point at the specified time arranged between the parent/carer and service.		X	X	X
7.7 – If parent/carer or other authorised person is not at negotiated meeting point at the scheduled time the ‘Child and parent/carer not present for collection’ procedure will be followed.		X	X	X

National Child Restraint Laws - NSW	Child restraints must meet the Australian/New Zealand Standard AS/NZS 1754
Newborn to 6 months	Fully Retrained rear facing car seat
6 months to 4 years	Rear facing or forward facing with inbuilt harness
4 years to 7 years	Must be forward facing with inbuilt harness or an approved booster seat
Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat	Children in booster seats must be restrained by 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.

Seat Belt Offences	Consequences
Driver not wearing seatbelt	3 Demerits and \$349 fine
Drive with passenger 16 and older unrestrained	3 Demerits and \$349 fine
Drive with passenger under 6 months not fastened/adjusted/approved restraint	3 Demerits and \$349 fine
Drive with passenger older than 6 months but less than 4 years not restrained	3 Demerits and \$349 fine
Drive with passenger older than 4 years but less than 7 years not restrained	3 Demerits and \$349 fine
Drive with 4 or more unrestrained passengers	6 Demerits and \$1472 fine

If your child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level. If your child is too large for the child restraint specified for their age, they may move to the next level of child restraint. Follow the manufacturer's instructions carefully when fitting child car seats. If the instructions have been lost, contact the manufacturer or search for the instructions online. To ensure correct and safe installation of your child car seat, contact an Authorised Restraint Fitter. **ACECQA has created some templates regarding the Risk Assessment and Management for Excursions and another for transport other than**

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excursions. Links for these are provided below. Kids and Traffic have created a detailed guide “Transport Safety Risk Assessment and Management Guide”]

Related Policies, procedures and plans

Administration of First Aid
 Child Protection Policy
 Child Safe Environment Policy
 Code of Conduct Policy
 Delivery and Collection of Children Policy
 Emergency and Evacuation Policy
 Excursions Policy
 Incident, Injury, Trauma and Illness Policy
 Supervision Policy
 Risk Assessment and Management Plans
 Authorisation for Safe Transportation of Child form
 Excursion Consent form
 Transport Attendance Roll/Head Count form

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regulation	85	Incident, Injury, Trauma and Illness
Regulation	99	Children leaving the education and care premises
Regulation	100	Risk Assessment must be conducted before excursions
Regulation	101	Conduct a risk assessment for excursions
Regulation	102(4)	Authorisations for Excursions
Regulation	102B	
Regulation	102C	
Regulation	102D	
Regulation	168(2)	Education and care services must have policies and procedures under Regulation 168

NQS	QA 2	Children’s Health and Safety
NQS	QA 5.1.1	Positive educator to child interactions
NQS	QA 7.1.2	Management Systems
NQS	QA7.3.1	Roles and Responsibilities

Sources

- NSW Department of Education
- Restraint Fitting - <https://roadsafety.transport.nsw.gov.au/cgi-bin/index.cgi?action=authrestraintfitting.form>

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- Transport NSW - <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Transport NSW - <https://roads-waterways.transport.nsw.gov.au/cgi-bin/index.cgi?fuseaction=demeritpoints.browsehandler&category=Seat+belts+%26+restraints&offence=>

ACECQA - <https://www.acecqa.gov.au/nqf/national-quality-standard>**Further reading and useful websites** (Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)

- www.kidsandtraffic.com.au
- www.acecqa.com.au
- www.transport.nsw.gov.au

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	November 2021	ACA NSW		
2	August 2022	Susan Chahwan	Adopted ACA NSW policy	