

SAFE TRANSPORTATION OF CHILDREN POLICY

Our Out of School Hours Care (OSHC) Service provides education and care for children before school, after school and during school holidays. For children to access our Service, we provide transportation between our Service location, primary schools and other locations whilst participating in excursions.

Compliance with the Education and Care Services National Law and Regulations is essential to ensure the safety of children at all times. Provisions and amendments to these regulations are reflected in the related policies and procedures, including those for the safe transportation and safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation, providing adequate supervision of children at all times, maintaining required educator to child ratios, keeping accurate attendance records, and ensuring that appropriate child restraints and seatbelts are used for children when they are being transported in a vehicle as part of our OSHC Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised, and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S. 51	Conditions on service approval
S. 165	Offence to inadequately supervise children
S. 165A	Offence relating to children leaving the education and care service premises unauthorised [WA]
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151	Record of educators working directly with children
158	Children’s attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175	Prescribed information to be notified to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved this provider
183	Storage of records and other documents

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy	Health and Safety Policy
Administration of First Aid Policy	Incident, Injury, Trauma and Illness Policy
Behaviour Guidance Policy	Medical Conditions Policy
Child Protection Policy	Record Keeping and Retention Policy
Child Safe Environment Policy	Responsible Person Policy
Delivery of Children to, and Collection from	Safe Arrival of Children Policy
Education and Care Service Premises Policy	Safe Use of Digital Technologies and Online
Emergency and Evacuation Policy	Environments Policy
Enrolment Policy	Work Health and Safety Policy
Excursion/Incursion Policy	

PURPOSE

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for the safe transportation of children and to take reasonable steps to ensure those policies and procedures are followed.

We aim to ensure that all children being educated and cared for by our OSHC Service are adequately supervised at all times. This includes maintaining required educator to child ratios whenever and wherever the Service is operating, including when providing or arranging transportation as part of our Service.

We are committed to complying with all relevant regulations to support the safe transportation of children, including during excursions, one-off or regular outings, and other transportation arrangements. We also ensure that any digital technologies and online environments used during the transportation of children protect children's privacy, safety and wellbeing in line with our policies and procedures.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

Our OSHC Service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures are implemented through our comprehensive risk assessment process to ensure supervision is adequate at

all times, including during transportation. Required educator to child ratios are maintained, and the maximum numbers of children on the service approval is not exceeded at any time. Adequate supervision is not static and depends on a range of considerations documented in risk assessments. Procedures are in place to ensure children are transported safely as part of our Service. We ensure a nominated supervisor or dedicated staff member is present to account for each child, and make a record when children depart from and return to the Service premises. This includes being present when children embark and disembark vehicles, and thoroughly checking the interiors of the vehicles to ensure no child is left behind.

This policy applies to all transportation that forms part of the OSHC Service. As transportation is most commonly undertaken by vehicle or public transport, including cars, trains, buses and ferries, many of the procedures outlined relate specifically to vehicle transportation. Where other forms of transportation are used, including children walking to or from the Service, appropriate risk assessments, safety measures and authorisations will be implemented.

DEFINITIONS

Excursion: an outing organised by an education and care service but does not include an outing organised by an education and care service provided on a school site if the child or children leave the service premises in the company of an educator and the child or children do not leave the school site.

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination:

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing.

Regular transportation: in relation to an education and care service, means the transportation 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 the same for each occasion on which the child is transported.

Transportation (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children apply in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

Means of transport: The Education and Care Services National Law and Regulations do not define 'means of transport'. In the context of transportation that is part of an education and care service, it generally refers to the method used to transport children, such as a bus, car or other form of transportation. Depending on the circumstances, this may include walking, children riding bicycles or younger children being transported in prams or strollers. Services should consider the specific means of transport being used when conducting transportation risk assessments.

Transition: in relation to the day-to-day process of moving between the service and a range of different education and care settings, or from the education and care setting to a school setting.

Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service.

WRITTEN AUTHORISATION FOR SERVICE TO TRANSPORT CHILDREN

The authorisation for **service to transport children** must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for regular **transportation**, a description of when the child is to be **transported** ~~taken on the regular outings; and~~
- d) if the authorisation is **not** for regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for **seatbelts** or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service; and
- l) that written policies and procedures for transporting children are available at the education and care service.

If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. When there is a change in circumstances relevant to the risk assessment for regular transportation, updated written authorisation must be obtained from families before transportation resumes. The OSHC Service will notify families of the change in circumstances and provide an updated authorisation form for families to complete, which must be returned prior to the next scheduled transportation.

TRANSPORT SPECIFIC RISK ASSESSMENT

Our OSHC Service will conduct comprehensive transport specific risk assessments to minimise and manage all potential risks when transporting children before authorisation is sought to transport a child. This risk assessment applies to the transportation of children provided or arranged by our Service, other than transportation undertaken as part of an excursion. Refer to the *Excursion/Incursion Policy* for further details.

Each time our Service plans to transport or arrange the transport of children, a new risk assessment will be conducted, unless the transportation is for 'regular transportation'. A risk assessment must be conducted every 12 months for 'regular transportation'; if the circumstances relevant to the risk assessment change or are altered, a new risk assessment must be conducted. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our OSHC Service.

Our risk assessment will:

- identify any hazards or potential hazards associated with the transportation of a child that may pose a risk to their safety, health and wellbeing
- assess the likelihood and severity of risk of harm or potential harm using a risk matrix
- specify how the identified risks will be managed and minimised, by eliminating or minimising the impact using control measures
- evaluate the current risks by implementing control measures
- review and monitor the risks regularly.

Adapted from: [ACECQA](#) Safe Transportation of Children: Policy Guidelines (2023)

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport and any specific safety requirements or hazards associated with the method of transportation being used; and

- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) 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 specialised skills **are** required; and
- h) whether any items should be readily available during transportation, **for example, a mobile phone, a list of emergency contact numbers for the children being transported;** and
- i) the process for entering and exiting:
 - i. the education and care service premises; and
 - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child **is** accounted for on embarking and disembarking.

Additional considerations may include **(where applicable, depending on the means of transport):**

- the experience of the **driver(s)** and licensing **requirements** for the vehicle
- **the suitability, condition and maintenance of the vehicle**
- age, **abilities**, needs and skills of children being transported, **including non-ambulant children**
- **required seats, seatbelts and safety restraints**
- experience of the adults involved in transportation and their capacity **to supervise** children
- **the number of staff members with current first aid qualifications**
- movement of children between the vehicle and venues, **and at any points where children enter, exit or transition between means of transport**
- traffic, **pedestrian and shared-path** conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes **and** smoke
- communication arrangements **during transportation, for example, to and from the vehicle, including mobile phone reception**
- health, **medical and behavioural** needs of all children and adults
- first aid provision and management of illness, injuries, **medical conditions** and emergencies
- child safe practices, **including supervision and accountability of children throughout the transportation process.**

Adapted from: NSW Government Kids and Traffic **(2023)**

THE APPROVED PROVIDER WILL NOTIFY THE REGULATORY AUTHORITY:

- that the Service will **start to provide**, or arrange **for regular** transportation of **children** as part of the service approval application
- within seven (7) days if there is a change to the regular transportation provided or arranged by the Service, including if the regular transportation is no longer provided.

THE APPROVED PROVIDER AND NOMINATED SUPERVISOR **RESPONSIBILITIES**:

Governance, Compliance and Risk Management

- **meet** obligations under the Education and Care Services National Law and Education and Care Services National Regulations
- **establish clear expectations for educators, staff, students, visitors and volunteers to understand and adhere to this policy and relevant procedures**
- **ensure transportation arrangements are planned according to the means of transport being used, including any supervision, safety, equipment, licensing or competency requirements**
- **obtain and maintain insurance coverage that extends to transportation provided by the Service**
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- risk assessments are carried out prior to seeking authorisation for transporting children, including excursions where transport is arranged **or provided** by the OSHC Service
- risk assessments for 'regular transportation' are:
 - evaluated regularly or whenever a change of circumstances warrants a new assessment, **such as a route change, additional pick-up points, a change in the means of transport, or a new transport provider**, to ensure potential risks are identified and managed
 - reviewed at least annually
- details of the safest route for travel, **the means of transport being used, for example, the type of vehicle and required seats, seatbelts and safety restraints** are included in the risk assessment.

Induction, Training and Professional Learning

- all staff and **driver(s)** are aware of and inducted in the *Safe Transportation of Children Policy* and **related** procedures, and have completed practical training relating to the safe transportation of children
- all staff, volunteers and students follow the *Safe Transportation of Children Policy* and **related procedures**
- information related to the safe transportation of children is shared with all staff to assist management **in fulfilling** their roles responsibly

- a copy of any training records undertaken by staff related to the practical training of safe transportation is kept at the Service
- any updates to policies, procedures and risk assessments are clearly communicated to all staff
- roles and responsibilities are clearly communicated to all staff
- relevant criminal history requirements and Working with Children Checks (WWCC)/Vulnerable Person Checks [check state/territory requirements] are verified for any person transporting children and are recorded in staff records
- any allegation of misconduct by an educator or other adult will be reported immediately to Service management as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy and Code of Conduct Policy* [amend as per state/territory reportable conduct scheme requirements].

Transportation Planning, Communication and Authorisations

- designated driver(s) are nominated as the persons who will be responsible for driving the vehicle
- the designated person driving the vehicle holds a current Australian driver's licence
- each driver completed a *Driver Declaration* to confirm they hold a suitable driver's licence, are fit to drive and are committed to following Service policies and procedures whilst operating the vehicle
- under no circumstances will the driver and staff, and other adults supervising children, be under the influence of alcohol or drugs
- families are fully informed of transportation details such as pick up/drop off locations, educator to child ratios, procedures for communicating any changes to attendance
- families are encouraged to communicate changes to attendance as soon as possible, preferably via [email]
- procedures for the safe handover of children between the OSHC Service and the other educational sites are documented correctly and communicated clearly with all stakeholders
- messages from families regarding attendance changes to pick up or drop off are communicated to the designated educator/educators
- every effort will be made to notify parents/guardians of delays returning to the OSHC Service if applicable
- parents/guardians complete a written authorisation for all transportation provided by the OSHC Service, including regular transportation, of their child and a copy of this is filed in the child's enrolment record/attached to the enrolment form
- authorisations relating to transportation of children, including transport provided for an excursion, are complete, accurate and current and include details as described in the definition section 'Written

Authorisation'.

Transportation Procedures and Record Keeping

- a designated educator, who is not the driver, is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed immediately
- children are supported to understand the processes for entering and exiting the Service premises and are aware of the pick-up and destination locations
- a *Vehicle Safety Report* is accurately completed before each use of the vehicle for transporting children
- an *Emergency Transport Folder*, including emergency details for the OSHC Service, children and staff, is completed prior to any transport provided to children
- the *Transport Checklist* is completed each time transportation is provided to children
- A *Transportation Attendance Record* is provided to the designated educator prior to leaving the Service to record:
 - children's attendance on the vehicle
 - how each child is accounted for as they embark and disembark the vehicle
 - a final check of the vehicle, including the interior, to ensure no child is left on the vehicle.
- children are signed into or out of the attendance record upon arrival at and departure from the Service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- where digital devices are used during transportation, they must be used in accordance with the *Safe Use of Digital Technologies and Online Environments Policy*
- attendance checks or head count checks are conducted regularly, including prior to leaving the OSHC Service, when embarking the vehicle, after disembarking the vehicle, and upon entering the Service
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with [state/territory] Road Rules and Road Transport Act
- the nominated supervisor or other staff member (other than the driver) conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind and confirms the check by signing the *Transportation Attendance Record* immediately
- a second educator conducts a final sweep of the vehicle and confirms the interior of the vehicle was checked and signs the *Transportation Attendance Record* [best practice].

Child Safety and Supervision

- children exit the vehicle using the 'safety door'
- rehearsals for transportation of children are conducted throughout the year [best practice]
- education on road safety for children is included in the Service's programming (for example, Kids and Traffic NSW, Road Safety Education Victoria) [amend as per state/territory initiatives]
- safety rules are developed with children to ensure a clear understanding of appropriate and safe behaviour, including the correct wearing of seatbelts
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the OSHC Service
- a record of staff working directly with children is kept
- children are never left unattended in the vehicle
- the maximum number of children approved for a service, as confirmed on the service approval, is adhered to no matter where the children are located, including when they are being transported by the Service
- effective and adequate supervision is provided when children are being transported, including prior to embarking or disembarking the vehicle, whilst in the vehicle and when the vehicle is moving.

Considerations must include:

- the number, age and developmental abilities of children
- the individual needs and requirements of children
- visibility of and accessibility to children
- physical positioning of educators
- risks related to the mode of transportation, including travel on foot
- risks in the environment, location, route and while travelling
- the experience, knowledge and skills of each educator
- the capacity of each educator to immediately respond to any situation requiring urgent attention.
- when transportation is provided by the OSHC Service, staff rosters are planned to ensure adequate supervision and that at least one staff member in each vehicle/accompanying children during transportation holds appropriate first aid qualifications:
 - a current ACECQA approved first aid qualification and
 - a current ACECQA approved cardiopulmonary resuscitation (CPR)
 - a current ACECQA approved anaphylaxis management training and
 - a current ACECQA approved emergency asthma management training.

Incident Response and Notifications

- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication and medical management plans for individual children with diagnosed medical conditions
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services (in the first instance) and notifying parents/guardians as soon as practical and the regulatory authority within 24 hours
- flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are clearly communicated with all stakeholders regularly, including implementation of the *Missing Child During Regular Transportation Procedure*
- a working mobile phone or other similar means of communication to communicate with the Service, and parents/guardians are provided the number of this phone in case of emergency
- educators and staff follow procedures in the event of an emergency or vehicle breakdown, see *Safe Transportation Procedure*
- a review of practices is conducted following any incident involving transportation provided or arranged by the OSHC Service, including an assessment of areas for improvement
- ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, including while being transported, at the Service
- documents and records relating to safe transportation of children, including the *Transportation Attendance Record* and *Transport Checklist*, are stored securely and kept for a period of 3 years after that child's last date of attendance as per *Record Keeping and Retention Policy*.

THE DESIGNATED EDUCATOR/DESIGNATED DRIVER(S)/EDUCATORS WILL ENSURE:

- that they adhere to the *Safe Transportation of Children Policy* and participate in practical training relating to the safe transportation of children
- a *Driver Declaration* form is completed to confirm the driver(s) hold a suitable licence, are fit to drive and are committed to following Service policies and procedures whilst operating the vehicle
- the driver's licence is current, and they are in a fit and proper state to drive
- if driving larger vehicles to transport children the driver(s) hold the relevant licence for the vehicle classification
- they are aware of their roles and responsibilities while providing transportation for children
- a risk assessment has been completed in accordance with the requirements as outlined above
- a *Vehicle Safety Report* is accurately completed before each use of the vehicle for transporting children

- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause trauma or injury
- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the OSHC Service
- attendance checks or head count checks are conducted regularly, including prior to leaving the OSHC Service, when embarking the vehicle, after disembarking the vehicle, and upon entering the Service
- children are not transported as part of the Service unless written authorisation has been provided
- children are never left unattended in the vehicle
- they adhere to the road rules and regulations mandated by law within each state/territory
- safety rules are discussed and developed with children to ensure a clear understanding of appropriate and safe behaviour, including the correct wearing of seatbelts
- children remain seated and travel safely throughout the journey
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with [state/territory] Road Rules and Road Transport Act
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working, fully charged mobile phone is taken in case of an emergency
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services (in the first instance) and notifying parents/guardians as required
- a fully equipped first aid kit is easily accessible
- the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- medication and medical management plans for individual children with diagnosed medical conditions are available during transportation
- educators and designated driver(s) wear a high-visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- every effort will be made to notify parents/guardians of delays returning to the Service if applicable
- messages from families regarding children's attendance changes to pick up or drop off are communicated effectively and timely to educators travelling with children
- documents and records relating to the safe transportation of children, including the *Transportation Attendance Record* and *Transport Checklist*, are completed immediately
- the *Transportation Attendance Record* is completed immediately to record how each child is

- accounted for as they embark or disembark from the vehicle during transportation
- the nominated supervisor or other staff member (other than the driver) conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind and confirms the check by signing the *Transportation Attendance Record* immediately
- a second educator conducts a final sweep of the vehicle and confirms the interior of the vehicle was checked and signs the *Transportation Attendance Record* [best practice]
- procedures are followed in the event of an emergency or vehicle breakdown, see *Safe Transportation Procedure*.

TRANSPORTATION ATTENDANCE RECORD KEEPING ~~[Reg- 177 (1)(o)(p)]~~

The designated driver and designated educator will ensure:

- the *Transport Checklist* is completed each time transportation is provided to children
- the *Transportation Attendance Record* is completed to document:
 - each child being signed into the *Transportation Attendance Record* and Service attendance record upon collection, noting the time children entered the vehicle, for example, for collection from school/home
 - each child being signed out of the *Transportation Attendance Record* and Service attendance record, noting the time children exited the vehicle
 - each child being accounted for as they embark and disembark from the vehicle during transportation
 - final sweeps of the vehicle
 - that once all children have exited the vehicle, a final sweep of the vehicle was conducted by the nominated supervisor/or other staff member (other than the driver), including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind
 - a second educator conducted a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind [best practice]
 - the date and time the record has been made, and the name and signature of the nominated supervisor/or other staff member (other than the driver) present.

SAFE MAINTENANCE OF TRANSPORTATION VEHICLES

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/DESIGNATED EDUCATOR/DESIGNATED DRIVER/EDUCATORS WILL ENSURE:

- the transportation vehicle is fitted with the required seatbelts and child restraints (if required), ensuring that each child uses an approved child restraint appropriate for their size and age in accordance with the relevant road rules and child restraint requirements in our jurisdiction
- child restraints are correctly fitted and checked annually by an authorised restraint fitter or at an authorised fitting station [best practice]
- there are sufficient child restraints and seatbelts installed for all passengers
- child restraints and seatbelts comply with current Australian/New Zealand Standards for restraint systems (AS/NZS 1754)
- the vehicle has enough fuel to transport the children each day in accordance with the scheduled journey
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- the vehicle undergoes regular servicing in accordance with manufacturer guidelines
- any repairs are completed as soon as possible by a qualified mechanic
- checks of the vehicle are recorded, signed by the relevant person and kept for inspection by the regulatory authority
- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle
- that in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- that every effort will be made to notify parents/guardians of delays returning to the Service if applicable.

FAMILIES WILL:

- adhere to the Service's *Delivery of Children to, and Collection from Education and Care Service Premises Policy* and *Safe Transportation of Children Policy*
- communicate any change in transportation requirements for their child with the OSHC Service as soon as they are aware. For example, noting that "No transport is required on a particular day as the child has returned home from school due to illness."
- notify the OSHC Service if their child is going to be absent on a particular day and will not require transport

- ensure written authorisation for the transportation of their child by the OSHC Service is granted by either the parent or authorised nominee (for transportation authorisation) named in the child's enrolment record
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly
- sign attendance record upon delivery or collection of a child to the Service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- be encouraged to promote safe transportation practices with their child, such as using seatbelts and child restraints.

NATIONAL BEST PRACTICE GUIDELINES

- always use the most appropriate child restraint or seatbelt for the child's age and size
- ensure booster seats and seatbelts are used in accordance with legal requirements and the child's size
- ensure all child restraints and booster seats are correctly fitted and used according to the manufacturer's instructions
- children 12 years of age and under are safest in the rear seat
- ensure all child restraints and booster seats meet Australian/New Zealand Standards AS/NZS 1754

RELATED RESOURCES

[Kids and Traffic: Early Childhood Road and Safety Education Program](#)

- [Transporting Children Safely](#) - Guidance on understanding safe transport and travel requirements for education and care service providers (2023).
- [Safe Travel and Transport](#) - Advice for working with children, families, schools and communities (2023).

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Transportation of Children Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the OSHC Service or the family's ability to utilise the Service.

RELATED RESOURCES

Driver Declaration Emergency Transport Folder Employee Induction Checklist Missing Child During Regular Transportation Procedure Safe Travel Agreement Form Safe Transportation Procedure Safe Use of Digital Technologies and Online Environments Procedure	Transportation Attendance Record Transportation Authorisation Form Transport Checklist Transportation Rehearsal Record Transportation Risk Assessment Vehicle Safety Report
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SOURCES

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

ACECQA. (2023). [Safe Transportation of Children: Policy Guidelines](#)

ACECQA. (2023). [Changes to Regular Transportation of Children Commencing 1 March 2023: Information Sheet](#)

ACECQA. (2023). [Risk Assessment and management - Safe transportation of children safety checklist and regular transportation record form.](#)

ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles](#). NQF Review 2019

Australian Government Department of Education. (2022). [My Time, Our Place - Framework for School Age Care in Australia](#). (Version 2.0)

Early Childhood Australia. (2016). [Code of Ethics](#)

[Education and Care Services National Law Act 2010](#)

[Education and Care Services National Regulations 2011](#)

[Kids and Traffic Early Childhood Road Safety Education Program](#) (NSW)

KidsafeWA (2026). [Road Safety](#)

NeuRA (2021). [National Best Practice Guidelines Safety of Children in Motor Vehicles](#)

Queensland Government Early Childhood Education and Care (2026). [Look before you Lock](#)

Road Safety Education Victoria. (2026). [Early Childhood Resources](#)

Road Transport (Safety & Traffic Management) Act 1999.

REVIEW

POLICY REVIEWED BY	Shayan Alinejad		Director		01/07/2026
POLICY REVIEWED	JULY 2026	NEXT REVIEW DATE		JULY 2027	
VERSION NUMBER	V14.07.26				
MODIFICATIONS	• annual policy review • updated information to improve clarity, consistency and alignment with regulatory requirements • title changed to <i>Safe Transportation of Children Policy</i> • subheadings introduced within responsibilities sections to improve clarity, reduce duplication and support consistent understanding and implementation of policy • strengthened the focus on transportation provided or arranged by the Service (excursion related requirements are set out in the <i>Excursion/Incursion Policy</i>) • enhanced risk assessment and transportation planning • added National Best Practice Guidelines section				

	- revised language to reflect a positive approach to safety, behaviour and expectations - checked sources for currency
PREVIOUS MODIFICATIONS	
JULY 2025	- annual policy maintenance - additional points added throughout the policy to strengthen procedures for child safety and include ACECQA policy guidelines - points within the AP/NS section have been rearranged to group responsibilities together - additional resources drafted to assist in the implementation of the policy - sources checked for currency