

2.17 - TRANSPORTING CHILDREN POLICY

Purpose

Transporting children may present additional risks, including during transition between a vehicle and a service premises or other location. To better manage these risks, the Education and Care Services National Regulations includes stringent oversight arrangements for when children are being transported under the care of an education and care service.

All early childhood education and care services that transport children must have a specific written transport policy and procedure in place. The purpose of this Policy is to:

- Provide an efficient, transparent and consistent set of practices for safe transporting of children enrolled with My Place Family Day Care.
- Provide guidance for Coordinators, Educators and parents/guardians to support decision making regarding safe transportation of children as part of care being provided by a FDC Educator.
- Ensure fairness and a consistent framework for addressing parental requests regarding transporting of their child/ren as part of care being provided by a FDC Educator.
- Support the Educator to educate and resource parents/guardians regarding safe transport practices.
- Ensure safe transport practices are reviewed by all stakeholders, consistent, and integrated into the service's quality improvement processes.

Scope

This policy applies to all My Place Family Day Care Educators, Educator Assistants, staff, parents/guardians and children in care.

Policy Statement

At My Place Family Day Care, we recognise children are sometimes transported by or on transport arranged by the Educator and/or parents/guardians. This may be for the purpose of pick up or delivery to schools, other education and care services or the child's residence. The Approved Provider, Nominated Supervisors and Educators need to take specific steps to ensure children's health, safety, and well-being. Transportation presents additional risks to children depending on how it occurs and how the transition between a vehicle and the Educator's residence or other locations are managed. These risks apply equally to single trips or during periods of regular transportation.

My Place Family Day Care is committed to ensuring children's safety and wellbeing through the provision of safe transportation for children enrolled with My Place Family Day Care. All circumstances relating to the transporting of children will be risk managed by the FDC Educator in consultation with the Coordination Team and authorised by the child's parent/guardian or authorised nominee.

Under the Education and Care Services National Law and Regulations, penalties may apply for FDC Educators in relation to children's health and safety during the transportation of children in care.

Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Authorised Person: means a person who is a parent or family member of the child who is being educated and cared for by the Educator. PLEASE NOTE: A parent or family member does not include a person whose access to the child is provided or restricted by a court order or tribunal of which the Approved Provider, Nominated Supervisor or Educator is aware of.

Educator: A suitably qualified person who is registered with the Service.

Educator Assistant: with permission from families, the educator assistant is able to:

- transport children between the educator's residence and a school or another education and care service or child's residence; and
- support the educator in the provision of child care (working with the educator present) or
- in the absence of the educator in unforeseeable or exceptional circumstances (to attend an appointment if less than 4 hours, approved by My Place Family Day Care and families, and the notice of the educator absence has been given to parents of the children involved prior to this occurring).
- Educator assistant will be able to escort a child between the FDC residence and:
 - school
 - another education and care service or children's service
 - the child's home.

Regular transportation: means transportation by My Place Family Day Care or the educator or arranged by My Place Family Day Care or educator (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 for each occasion on which 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].

Transportation – transport of children in care from one place to another, organised or arranged by the Service and Educator.

Escort a child means that an educator is walking with a child or group of children

Authorisation: for a child to be transported or escorted. Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation/escort of a child

Excursions - any activity outside the Educator's home environment either regular or non-regular.

Regular Excursion – any excursion, activity that is conducted regularly in consultation with the Service (sometimes also referred to as regular outings):

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

Non-regular Excursions – any excursion, activity outside regular excursions in consultation with and approved by the Service (sometimes also referred to as non-regular outings).

Non-Regular Transportation - transportation that is outside of regular transportation in consultation with and approved by the Service.

Direct Supervision: this means within 1 arms-length: close enough to respond quickly to a child engaged in high-risk activities such as water play or climbing on equipment

Active Supervision: involves staying close by, monitoring and talking with children to support their participation



Roles and Responsibilities

<p>Coordination Team (Approved Provider, Nominated Supervisor and Coordinator/s)</p>	<ul style="list-style-type: none"> • Ensure Educators and/or Assistants transporting children by car hold a valid and current Australian Driver's License. The driver's license number and expiry date of designated drivers is kept at the My Place Family Day Care office. • Maintain a record of the Registration and Insurance of vehicles used by educators. • Provide Educators and Educator Assistants with current information on each child, including authorisations to transport or escort children and parents contact details. • Ensure Educators have a written risk assessment prior to transporting or escorting children in accordance with information contained in Regulations 102B and 102C. Approval must be given by the Coordination Team prior to the transportation of any child enrolled at My Place Family Day Care. • Ensure written authorisation from families is provided for their child to be transported or escorted in accordance with Regulation 102D. • Ensure educators only allow a child to participate in an excursion with the written authorisation of a parent or authorised nominee and in accordance with information in Regulation 102 (4). • Ensure Educators are clear about what 'active supervision' and 'direct supervision' (see definitions) are and apply these when transporting children. • Ensure Educators and Assistants comply with the legal requirement of using child restraints and booster seats appropriate for each child's age when transporting children by motor vehicle. These are inspected annually by an authorised restraints inspector. • Provide resources or professional development for Educators on matters relating to road safety and the safe transporting of children. • Conduct Risk assessment training with Educators and Educator Assistant's regularly to include vehicle breakdown on highway/country road and includes the process for exiting the vehicle. • Remain contactable whilst children are in attendance at the service, when required. • Notify the Regulatory Authority within 24 hours of being made aware of a serious incident occurring.
<p>Educators and Educator Assistants</p>	<ul style="list-style-type: none"> • Maintain a current Australian Driver's License if intending to provide transport to children in a personal motor vehicle. • Be contactable whilst children are in care, including whilst transporting children. • Ensure the motor vehicle/s used to transport children enrolled in My Place Family Day Care are suitably maintained, roadworthy, safe for children, registered and adequately insured. • Notify My Place Family Day Care of each or any motor vehicle that will be used to transport children, driver's license details and any changes to these, including any driving offences. • Ensure vehicle/s are kept locked and inaccessible to children when not in use. • Consult with the Coordination Team in the development of a risk assessment prior to transporting children in accordance with Regulations 102B and 102C. • Ensure written authorisation is obtained from a parent/authorised person prior to transporting a child.



	<ul style="list-style-type: none"> • Ensure risk assessments relating to the transportation of children are available at their FDC residence for families to view. • Ensure risk assessments that involve motor vehicle travel include details of each child's restraint needs which, may need to be assessed more frequently than every 12 months. • Comply with national and state laws and safety standards regarding motor vehicle safety. • Ensure no alcohol or drugs will/have been taken by the person who is authorised to transport children. • Ensure drivers adhere to all relevant traffic legislation including speed and parking limitations. • Ensure all necessary items such as evacuation bag and first aid kit, contact details for each child (including child's photo), nappies, bottles, snacks and water, Medical Management Plans and any required medication are taken when transporting children. • Ensure all sign in and sign out procedures for transporting are conducted and completed, accurately accounting for each child at each stop point. • Ensure that in the event of an accident, breakdown or emergency, the <i>Emergency Management, Lockdown/Evacuation Policy</i> is followed. • Provide active supervision to all children being transported and when delivering or collecting a child. • Notify the Coordination Team immediately of any serious or notifiable incident (including where a child is injured or missing) • Ensure children are not left unattended in a vehicle at any time; this includes when refuelling – refuelling must occur outside family day care time or with another adult in attendance who is able to pay for the fuel. • Complete (tick check) Transportation Form during transportation of children.
Families	<ul style="list-style-type: none"> • Provide written authorisation every 12 months (minimum) for the educator to undertake regular transportation for routine excursions (regular outings). • Sight copies of all risk assessments prior to authorising the transportation of their child. • Provide written authorisation for their child to be transported on a non-routine excursion. • Understand that if they participate in a routine or non-routine excursion as a volunteer, they will be under the educator's immediate supervision at all times. • Discussing what car restraint or position in the vehicle their child will be transported in with the educator. • Providing authorisation for the child to be transported and/or escorted with an assistant or other person. • never leave other children in the vehicle outside the Educator's residence.