

## Procedures

### Transporting/Escorting Children Risk Management

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Under the Education and Care Services National Regulations (102B), a transport risk assessment must be conducted before a Family Day Care Educator transports or escorts a child /children (other than as part of an excursion). Penalties may apply for FDC Educators who breach regulatory requirements in relation to conducting a risk assessment for the transporting of children in their care. Refer *FDC Compliance Guide*.

Family Day Care Educators may transport children as a routine part of their program, and this can relate to when a child is transported or escorted:

- From the child's residence (or several children's residences) to the Educator's residence; and/or
- The Educator's residence to school or another early childhood service (or several); and/or
- The Educator's residence to the child's residence (or several children's residences).

My Place Family Day Care aims to ensure this practice only occurs if the Educator who is responsible for the provision of education and care has:

- Provided a copy of the Educator's and/or Assistant's driver's licence and car registration of the vehicle/s used to transport children.
- A written risk assessment in accordance with the requirements of Regulation 102.
- Consulted with the Coordination Team on the completion of the Transportation Risk Management Plan
- Where an Educator Assistant is undertaking the transport, the educator has discussed the risk management plan with them.
- Families have seen the Transportation risk management plan BEFORE providing authorisation for the child to be transported in accordance with Regulation 102D.

**Note:** A risk assessment is required to be completed at least once every 12 months if it is '*regular transportation*'.

**Excursions (including routine and non-routine excursions):** Where the transport relates to an excursion (an activity where children are engaged in an experience where they are not just being collected or delivered to a place – not just transport to and from the educators residence and their residence or to and from the educator residence and school) the requirements of Regulation 101 which include the minimum risk assessment considerations for excursions, will apply. This includes specific considerations when an excursion involves transporting children.

**Risk Assessment:** Educators will consult with the Coordination Team in the development of a risk assessment of children's transportation to identify and assess the risk to children's health, safety, and wellbeing. Risks should be evaluated each time children are transported unless the transportation is '*regular transportation*', where a routine excursion risk assessment is undertaken at least annually.

My Place Family Day Care, as the Approved Provider's representative must be informed of any excursion prior to its commencement and receive a Risk Assessment including a map of the travel route for approval. The Service has the right to decline the approval of an excursion if deemed not in the child's best interest. Permission MUST also be obtained from the parent or authorised person.

### Using Public Transport

Consult with the Coordination Team in the development of the Transport Risk Management Plan. Educators will seek approval from My Place Family Day Care for transport on Public Transport and seek authorisations from families if public transport will be used to transport children to enable families to make informed decisions on care arrangements. Permissions from parents or authorised nominees must be sought prior to any excursion.

If the educator is considering using public transport, they must ensure there are adequate measures to ensure the safety and wellbeing of children, including:

- Thinking about supervision and safety when boarding and disembarking, avoiding overcrowding and making sure children are not overwhelmed when travelling,
- Consider the appropriateness of using prams and seating for the children,

- Refer to [Excursions and Outings](#) policy for further guidance.

### **Escorting Children**

Consult with the Coordination Team in the development of a Transport Risk Assessment. Educators will seek approval from My Place Family Day Care for all circumstances where children may be escorted by an educator or educator assistant.

Educators will ensure authorisations from families are received when children are to be escorted to/from an excursion venue, school, other education and care service or the child's home so that families can make informed decisions about care arrangements.

With written approval from the Coordination Team and written authorisation from families, an Educator assistant will be able to escort (by walking) a child between the FDC residence and a school, another education and care service or children's service or the child's home.

When escorting children, educators and/or educator assistants will ensure all road rules relating to pedestrians are adhered to and strategies are in place to effectively supervise all children in their care.

### **Other Safety Considerations and Requirements for Transporting Children**

Educators and Educator Assistants will:

- Always carry a mobile phone when transporting children.
- Keep a record of each child's emergency contact details and My Place Family Day Care emergency contact details in their mobile phone and a hard copy in the vehicle's glove box. Hard copy contact details will include:
  - the Educator and child's name
  - contact phone numbers
  - date of birth
  - nominated contact persons and their relationship
  - details of each person's medical conditions
  - brief description or photo of each person/child
- Keep a first aid kit in the vehicle and make it inaccessible to children (in the boot of the vehicle or within a security box).
- Keep an emergency bag in the vehicle including a supply of nappies, wipes, water, and snacks.
- Develop arrival and departure procedures that consider the safety of drop off points for children and vehicles if on the educator's residence considering all Work Health and Safety aspects, e.g., driveways.
- Ensure that child passengers enter and exit the car by the 'safety door' (Safety door being the left-hand and back passenger door closest to the kerb) as far as reasonably practicable.
- Ensure all transport attendance records are completed, including signing children into and out of the vehicle for each transport event.
- Only use car restraint safety equipment purchased by the educator, never used borrowed, second-hand restraints more than ten years old or any that have been in an accident.
- Have one child restraint for each child i.e. two children must not be placed in the one seatbelt. Adjust the child restraints to individually fit each child as no child is the same size and ensure the harness and belts are fitted snugly and straps will not be twisted.
- Never use a child car seat and booster seat with top tether straps in the front seat of a vehicle unless an anchor point has been retro fitted.
- Never leave children in the vehicle, anywhere or anytime.

Ensure the attendance record is accurate for the day and kept up to date when picking up and dropping off children. Complete a head count after each drop off or pick up and enter into the log book when entering or exiting the vehicle.

## Regular Transportation

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Regular transportation is transport/escort by the Educator or arranged between the Educator and parent (other than part of an excursion) of a child being educated and cared for by the service. The circumstances relevant to a risk assessment are **substantially the same each time** the child is transported/escorted.

### Example of regular transport ONLY situations:

- The same school location drop off and pick up, or collection or delivery from/to the child's residence where no other child on board is required to exit the vehicle to undertake this process, e.g. the parent meets the Educator/Educator Assistants vehicle at their residence and signs their child into the care of the Educator, and the child is welcomed and placed in their appropriate restraint without any other child on board needing to disembark, and the Educator (or Assistant) can maintain active supervision. E.g., does not leave the vehicle unattended, OR
- Where a child enters the vehicle from the Educator's residence and is delivered or collected from a school drop off or collection point (where no other child not being delivered needs to disembark from the vehicle); AND
- Where the child exits at the Educator's residence after being collected from their residence or school/another Early Childhood program, OR
- Where a child is being escorted by an Educator/Assistant, from the Educator's residence and walking to/from a school drop off or collection point.

### An example of a change in circumstances that are substantially different might be:

- When there is a change in the means of transport (different vehicle); or
- The transportation route has changed; or
- Destination(s) have altered; or
- The provider (person driving or service) of transportation has changed.

Under the Education and Care Services National Law Act and Regulations, Educator Assistants can transport/escort children in certain circumstances and with parent permission.

When the Educator or Educator Assistant is transporting the child to or from the child's residence, parents/guardians will:

- Support the safety procedures the Educator has in place in relation to the arrival and departure of children,
- Be waiting with the child so the Educator does not have to leave the vehicle,
- Parents/guardians must sign the child in and out of care as required.

The vehicle must be parked and turned off while children enter and exit. The Educator/assistant must secure the child into their seat. If a parent secures their own child in the vehicle, this must then be checked by the Educator and/or assistant.

## Vehicle Safety

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At My Place Family Day, we ensure vehicles used by Educators are safe and that their driving practices will consider their duty of care to each child and reflect the road rules. There are also hazards relating to safety in driveways and car parks that need to be considered within the scope of transporting children, which may also include escorting (walking) children to/from an excursion venue, school, or their own residence and may be both a routine and/or a non-routine excursion.

### Qualifications of Drivers

- Drivers must be licensed to use the vehicle they are driving, and the license must be current.
- Drivers must be 18 or over and hold a current Blue Card.



- If anyone other than the educator is driving, then written parental permission and service approval must be obtained prior to transporting children in care.

### **Vehicle Suitability**

All vehicles used must be registered and maintained to a roadworthy standard. My Place Family Day Care, at its discretion, may request a Roadworthy Certificate. The service will also keep documentation of modifications to Educators' vehicles.

Educators vehicles will meet the requirements of the Queensland Government Department of Transport and Main Roads in relation to seat belts, child restraints, anchorage points and modifications made to the vehicle. The vehicle must be fitted with the relevant anchor points and child restraints. The restraints must be fitted securely, and Educators are required to have them checked annually, and a written report (Car Restraint Check) provided to the service by an approved Child Restraint Installation Service. Educators, new and existing, are not to transport children without a current Car Restraint Check being provided to the service. All Vehicles used are to be known to the service and have their own Car Restraint Check.

Educators are required to undertake a training course on the correct fitting of restraints. It is expected that a new educator will have car restraints and seat belts checked once care commences and a written report of the check provided to My Place Family Day Care.

A copy of the educator's driver's licence and car registration will be kept on file, if using the educator's car to transport children.

If the car is involved in an accident, this must be reported to the service and a further inspection of the seat belts and child restraints by the appropriate authority will be required, and relevant documentation provided to the Service.

### **Daily Vehicle Safety Check**

Any day that an educator or educator assistant provides transport to children they must undertake a vehicle safety check, by conducting a visual inspection of all areas of the vehicle, prior to children being transported in their vehicle. Visual checks will include all seats, including the driver's seat, under the seats, storage areas and under the vehicle.

**PLEASE NOTE: no child will be transported if there is a risk not addressed**

### **Child Restraints**

There are legal requirements for children aged under seven years to use a seatbelt or an approved child restraint. Drivers must make sure children travel in restraints suitable for their age and size.

Educators will ensure:

- *Babies up to 6 months of age* are in an approved rear-facing restraint that is properly fastened and adjusted. We recommend babies stay in a rear-facing restraint for as long as their size allows.
- *Babies and children from 6 months and up to 4 years* must be in an approved child restraint that is properly adjusted and fastened. The child restraint may be rear-facing or forward-facing with a built-in harness. However, we recommend babies and children stay in a rear-facing restraint for as long as their size allows.
- *Children aged 4 years and up to 7 years* use an approved child restraint that is forward-facing with a built-in harness that is properly adjusted and fastened. They may also be in an approved booster seat secured with an adult lap-sash seatbelt or a fastened and adjusted H-Harness. However, research has indicated that the booster seat with an H-Harness option provides a lower level of safety in some types of crashes.
- *Children who are 7 years and over* may sit in a standard seat with an adult seatbelt, or an approved booster seat/cushion secured with an adult lap-sash seatbelt or an H-Harness. Or they may be in an approved child restraint that is forward-facing with a built-in harness that is properly adjusted and fastened.

### **Where the Educator will seat Children**

*Cars with more than 1 row of seats*

My Place Family Day Care – Transporting Children Policy and Procedure

- Babies and children up to 4 years old must not sit in the front seat.
- Children aged 4 and up to 7 years can only sit in the front seat if all other seats are occupied by children under 7 years of age.
- Children 7 years and over can sit in the front seat.

#### *Cars with only 1 row of seats*

- Children of any age can sit in the front seat as long as they are properly restrained.
- If a car has a passenger airbag, a rear-facing child restraint should not be used in the front seat if the restraint is positioned close to the airbag.

All child restraints will be fitted in accordance with the manufacturer's instructions, and a car restraint check undertaken annually or when a new motor vehicle or car restraint is purchased.

#### **Vehicle Hygiene**

It is expected that any vehicle used to transport children enrolled with My Place Family Day Care is cleaned regularly. This is particularly important when any child is sick or there is a public health alert for infectious disease or pandemic.

#### **Hot Vehicles**

The temperature inside a car can reach dangerous levels in just a few minutes and young children are more sensitive to heat than older children and adults. This can put them at greater risk as their body temperature can reach dangerously high levels much sooner. Educators will:

- Never leave children alone in a car without adult supervision.
- Take children with them if they must leave the car, even to run a quick errand.
- Always look before they leave the car to ensure no one has been left behind; take a headcount.
- Lock cars and secure keys to prevent children from playing inside the car
- Plan ahead when they need to buy petrol – if possible, use 'pay at the pump' service stations, have another person fill the vehicle, buy petrol when there are two adults in the vehicle or outside of FDC hours

#### **Vehicle Breakdown**

In the event of an injury occurring in the course of a child being transported, Educators will follow procedures as outlined in policy [2.6 Incident, Injury, Trauma and Illness](#) and [2.7 Administration of First Aid](#).

While waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities. The Coordination Team and parents will be notified as soon as is possible.

In the event of an accident, the Educator will notify the service and then parents, advising them of the situation, immediately or as soon as possible (Coordinators may inform parents on the Educator's behalf).

A Coordinator will attend the traffic incident and offer assistance in order for the Educator to deal with the situation and attend to the children if required.

#### **Authorisations for Transporting/Escorting Children**

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Authorisation for a child to be transported or escorted must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. Parents will be asked to read and sign the *Authorisation to Transport Children Form*, which will outline the following information:

- The child's name
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported
- If the authorisation is not for regular transportation, the date the child is to be transported
- A description of the proposed pick-up location and destination

- The means of transport
- The period during which the child is to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- Any requirements for seatbelts or safety restraints – note the type used
- Acknowledgement that the family have sighted the Risk Management Plan

Before the Parent (or other person named in the child's enrolment record as having authority to authorise transportation of a child) provides authorisation by way of signing the *Authorisation to Transport Children Form*, the parent (or authorised person) will:

- Sight the Risk Management Plan and discuss this with the family day care educator or Coordination Team, if required.
- Be notified that the *Transportation of Children Policy* and associated procedures for transporting children are available at the educators residence or My Place Family Day Care office.

If the transportation is for 'regular transportation', the authorisation is only required to be obtained once every 12 months or unless a change occurs.

Penalties may apply for FDC Educators who breach regulatory requirements in relation to the authorisation for transporting children in their care. Refer *FDC Compliance Guide*.

## **Conducting a Risk Assessment for Transporting Children**

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The matters Educators and the Coordination Team must consider in developing a risk assessment for Regular Transportation are outlined on the Transport Risk Management Plan and include:

**The proposed route and duration of the transportation:** This will include a map of the route and an alternate route considering flooding or other circumstances that may impede transportation using the primary route as well as the time the child will be transported in a vehicle from one location to another.

**The proposed pick-up location and destination:** The address of the destination (e.g., school/child's residence/Educator's residence) and the location of the collection or departure (e.g., school drop off/collection zone, the driveway of child's residence or garage or driveway of Educator's residence).

**The means of transport:** Note the type of transportation, e.g., private vehicle, escorting (walking), public bus or My Place Family Day Care vehicle (small bus) and Note the Registration of the vehicle if private.

**Any requirements for seatbelts or safety restraints in which the children are being transported.** All children under seven years of age will be placed in a child safety restraint and others in seat belts. Note the location in the vehicle the child will be seated.

**Any water hazards:** Note any water hazards that would impact the child safely being transported (consider how the child will enter or exit the vehicle).

**The number of adults and children involved in transportation:** Note the number of adults and children transported on this trip. Ensure the number of Educators or other responsible adults is appropriate for providing supervision and confirm whether any adults with specialised skills are required. A number of Educators, Educator Assistants or adults will supervise children. Their name and qualifications or specialised skills, if required.

**Whether any items should be readily available during transportation:** For example, a mobile phone and list of emergency contact numbers for the children being transported, medication if applicable to a child and first aid kit etc.

**The process for entering and exiting the educator's residence:** Entering the vehicle at the Educator's residence: How you will manage each child's safety when they are entering the vehicle – Where will this occur at the educator's My Place Family Day Care – Transporting Children Policy and Procedure

residence? How will you ensure all children safely entered the vehicle and they are seated and restrained appropriately?

Exiting the Vehicle at the Educator's residence: How will you manage the safe departure from the vehicle at the end of transporting children – where will this occur, who will get out first, and how will you ensure children enter your residence safely.

**The process for entering and exiting the vehicle at the pick-up/drop off at the location or destination:**

*Entering the vehicle:* How you will manage each child's safety when they are entering the vehicle. How will you ensure all children have safely entered the vehicle and are seated and restrained appropriately?

*Exiting the Vehicle:* How will you manage the safe departure from the vehicle at the end of transporting children – where will this occur, who will get out first, and how will you ensure the child is given over to an authorised person or safely enters the school grounds. Consider road safety, driveway safety and supervision

**Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.**

Consider how you will ensure all children are accounted for. No child is left in the vehicle or left behind on a routine excursion. The Coordination Team will work with Educators and provide training to develop these procedures based on their individual needs, for example, the ages of children and the number being transported, and the vehicle being used.

As per the regulatory requirements, all Educators/Educator Assistants will complete the *Transporting Attendance Record* each time a child is transported in a vehicle (see below [Completing Transporting Attendance Record](#) process and [Completing the Daily Vehicle Safety Checklist](#))

**NOTE:** *If the transportation is 'regular transportation', a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months as long as there are no changes to the transportation method or route.*

Penalties may apply for FDC Educators who breach regulatory requirements in relation to conducting a risk assessment for the transporting of children in their care. Refer *FDC Compliance Guide*.

## **Approval of Transportation Risk Management Plan**

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Before a child enrolled with My Place Family Day Care is transported by an Educator or Educator Assistant, a Transport Risk Management Plan will be completed. The Coordination Team will assess the plan to ensure all aspects of the risk assessment are considered, documented and appropriately assessed.

**The Coordination Team will consult with the Educator and review the Transport Risk Management Plan to:**

- Ensure all areas of the plan are completed, and the information provided is accurate and appropriate, and provide feedback if required,
- Ensure the Action Plan considers all activities and hazards associated with transportation and has adequate and appropriate controls to ensure the safety of children. If required, provide additional advice and feedback.

If deemed appropriate and approved, a copy of the Transportation Risk Management Plan will be kept by My Place Family Day Care in the Educator's file and provided to the Educator for their records.

Transport Risk Management Plans must be completed AND Excursion/Regular Outing (RO) permission forms must be signed by all parents, Educators and Coordination Team at start up and each term prior to transporting. Once all parties have signed the form, it needs to be printed and filed in the transport folder.

For any excursion/regular outing that involves water or where there is water at the venue, the excursion form, risk assessment and the transport route to be taken need to be signed and sent into the My Place Family Day Care office for approval 7 days prior to the excursion.

Educators are required to email the My Place Family Day Care office on a Monday with their outings for the week. The only exception is school transport. The Regular Outing (RO) permission form must be signed by the Educator and the Co-ordination Unit, and a copy kept by both.

The Coordination Team will ensure the Transport Risk Management Plan for 'regular transportation' is updated with the Educator, sighted by the parent, and approved at least annually.

Penalties may apply for FDC Educators who breach regulatory requirements in relation to risk assessments and parent authorisations for the transporting of children in their care. Refer *FDC Compliance Guide*.

## **Completing the Transporting Attendance Record Form**

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In recognition of the recommendations of the Road Safety Division of the Queensland Department of Transport, all children of nine years of age or younger should be escorted by an adult to and from the Educator's home. Educators are required to consider how they will ensure each child disembarks and embarks a vehicle.

The primary purpose of this is to ensure no child is inadvertently left in a vehicle and all children are collected safely:

- Educators will make sure they have an accurate record of the children being transported using the *Transportation Attendance Record form*. This will include noting the destinations of all drop off points and collection points e.g., Educator residence, the child's residence, school or another early childhood service.
- The Educator or Educator Assistant who is transporting children, must conduct a head count and roll call as the children enter the vehicle. They then must ensure all children are secured into their seats. If a third party places the child into their seat and puts on the child restraint, the Educator must check that they are secured correctly. This needs to be recorded on the Transport form (tick sheet) or in harmony.
- At each stop during the journey, the Educator and/or Educator Assistant must park the vehicle and turn off the vehicle's ignition. Upon disembarking from the vehicle, a head count and roll call must be done. Calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off so there are no auditory distractions that may interfere with hearing a child.
- Upon return to the Educators residence, the Educators vehicle must be parked in a safe location close to their residence. The children must be removed by the Educator or Educator Assistant and escorted inside. Once the children have been removed from the vehicle, the Educator and/or Educator Assistant must conduct a thorough search of the vehicle. **Look before you lock, always!**
- Once inside, the Educator is required to conduct a head count and roll call.

*Transport Attendance Record Forms* should be marked as completed, signed by the Educator/Educator Assistant conducting the check and sent through to the Co-ordination Unit to be kept for inspection by the Regulatory Authority when required.

If an Educator picks a child up from their home, the parent must sign the child into the vehicle. The educator must ensure that the child is secured in the child restraint and is required to check should the parent put the child into the restraint.

If an Educator drops a child home, the parent should be waiting, ready for the child so that the Educator or Educator Assistant does not need to leave the vicinity of the vehicle (children must not be left unsupervised at any time). The parent is required to sign the child off the bus.

**Note:** *There should be a process in place for the Family Day Care Educator or Educator Assistant to contact the parent of the child they are collecting without the need to leave children unsupervised in the vehicle.*

### Unaccounted for child

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 residence or any other relevant location (e.g., the school or park visited). and contact the Coordination Team, the child's family and/or the police.

## Regulatory Foundations

In preparing and implementing this policy, the Approved Provider recognises the obligations and requirements related to –

### Education and Care Services National Law Act

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S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazard
S.173	Offence to fail to notify certain circumstances to Regulatory Authority
S.175	Offence relating to requirement to keep enrolment and other documents

### Education and Care Services National Regulations

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R.4.1	Definition regular transportation
R.89	First aid kits
R.99	Children leaving the education and care service premises
R.100	Risk assessment must be conducted before excursion
R.101	Conduct of risk assessment for excursion
R.102	Authorisation for excursions
R 102B	Transport risk assessment must be conducted before service transports child
R.102C	Conduct of risk assessment for transporting of children by the education and care service
R.102D	Authorisation for service to transport children
R.122	Educators must be working directly with children to be included in ratios
R.168	Education and care service must have policies
R.169	Additional policies and procedures – family day care
R170	Policies and procedures to be followed
R171	Policies and procedures to be kept available
R172	Notification of change to policies or procedures

### National Quality Standard

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QA 2 – Children's Health and Safety  
QA7 – Leadership and Management

### Additional Regulatory Context and Guidance

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Queensland Government Department of Transport:

- [Child restraints | Transport and motoring | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au)
- [Transport Operations \(Road Use Management—Road Rules\) Regulation 2009 \(legislation.qld.gov.au\)](http://legislation.qld.gov.au)
- [Transport Operations \(Road Use Management Driver Licensing\) Regulation 2010 \(legislation.qld.gov.au\)](http://legislation.qld.gov.au)
- [Transport Operations \(Road Use Management—Vehicle Registration\) Regulation 2010 \(legislation.qld.gov.au\)](http://legislation.qld.gov.au)

[Review of the Consumer Product Safety Standard for child restraints in motor vehicles - Australian Competition and Consumer Commission - Citizen Space \(acc.gov.au\)](#)  
[Infosheet-SafeTransportationOfChildren.pdf \(acecqa.gov.au\)](#)



## Related Policies and Procedures

- Acceptance and Refusal of Authorisations
- Enrolment and Orientation
- Medical Conditions
- Excursions and Regular Outings
- Supervision of Children
- Incident, Injury, Trauma and Illness
- Administration of First Aid

## Forms and Resources

- Child Enrolment Form
- Educational Assistant Transportation Permission
- Unaccompanied Child/Parent Agreement
- Excursion/transport Risk Management Plan
- Regular Excursion/Transporting Permission Form
- Non-Regular Excursion/Transportation Permission Form

Policy 2.17 Transporting Children			
Revision Register	Date of Last Update	Date Ratified and endorsed by board	Amendments
V1.0	07/2015		Original policy issued
V2.0	12/2016		Policy reviewed and amended
V3.0	08/2017		Policy reviewed and amended
V4.0	10/2020		Policy reviewed and procedures separated to separate document
V5.0	20/09/2024	23/09/2024	New policy, combined 3.2 Excursions and Transportation of children policy, 3.3 Excursions procedure, 3.4 Transporting Children Procedure, 6.8 Nursery Equipment procedure updated format and enhanced procedures