

7.18(a) Transportation Policy

Policy number PCCS.0007.18(a)		Authorised by: Monica Langfeldt
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This policy relates to	
National Quality Standards Early Childhood Education and Care	<p>QA</p> <p>2- Children’s Health and safety</p> <p>3.2.1 Outdoor and indoor spaces are organised and adapted to support every child’s participation and to engage every child in quality experiences in both built and natural environments.</p> <p>4.1 staffing arrangements enhance children’s learning and development.</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
Policies related to	<ul style="list-style-type: none"> • Incident, injury, trauma and illness • Dealing with medical conditions in children • Emergency and evacuation • Safe transportation of children • Providing a child safe environment • Nutrition, food and beverages, dietary requirements • Sun protection • Water safety • Sleep and rest for children • Acceptance and refusal of authorisations • Delivery of children to, and collection of children from, education and care service premises • Transport policy -7.18 (a) • Car restraint policy

Purpose

Safe transportation of children

Scope of policy

Transportation

***Transport is not to occur during severe weather or where there are increased risks to children eg: floods, bushfires and electrical storms.**

Early childhood services must be vigilant concerning the potential dangers when transporting children in vehicles and have strategies in place to manage the risks and protect children in their care.

One shortcut on safety can have life-long consequences.

The following guidance is for approved providers of both centre-based and family day care services operating in Queensland, that transport children as part of their service.

When does transport form part of education and care?

Transport forms part of education and care once a child is given into the care of the service. The child must be signed onto the attendance record at this point. An early childhood education and care service (ECEC) (whether centre-based or family day care) is being provided during the entry and exit of children on and off the vehicle (whether it is the educator's own vehicle or a vehicle owned or used by the service to provide transport) and during the journey.

This includes (but is not limited to) where:

- The service offers a service to collect children from their home and take them to the service
- A family day care educator drives children to and from their home to school.

It also includes the transitions between the vehicle, service premises and/or other locations, including:

- children leaving the service premises (or other location) and entering the vehicle at the commencement of the journey
- Children leaving the vehicle and entering the service premises (or other location) at the end of the journey.

Note: Where transport is provided (in the usual case) to school-age children to directly transport them to and from their homes to school on any given day, and the children are enrolled at the service, that transport may form part of an education and care service.

There are additional considerations regarding transport for different ECEC service settings:

Family Day Care services

Family day care educators (in limited circumstances prescribed in Regulation 144 of the National Regulations) may transport children in their vehicle.

This includes (but is not limited to) transport as part of an excursion or regular outing:

- to a specific destination, for example the library or park
- where children are transported to and from their homes to the family day care residence or venue
- where children are transported to and from school or kindergarten or another location to the family day care residence or venue
- where younger children (under school age) accompany the educator when school age children are transported from the family day care residence or venue to school or another location
- where there are multiple stops on the journey, for example, where different school age children are dropped at multiple different schools
- Where children are transported on public transport **whilst in the care of the service**, for example catching public transport to school or kindergarten with the family day care educator.

Approved provider responsibilities

Approved providers, nominated supervisors and family day care educators have obligations under the *Education and Care Services National Law (Queensland)* or the *Education and Care Services Act 2013* to ensure children are adequately supervised at all times, and that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

When transporting children, approved providers of both centre-based and family day care services are advised to:

1. Have an adequate policy and procedure for the transportation of children
2. Have a current transport risk assessment
3. Ensure all staff are inducted in the transport policy and procedure, and have completed practical training. Training should also occur following any updates to the transportation policy and procedure. The approved provider should ensure that authorised officers keep a record of the training at the service for inspection.
4. Have written authorisation from a parent or other person named in the enrolment record.
5. Ensure the transport policy and procedure is rehearsed at least quarterly. The approved provider should ensure authorised officers keep a record of the rehearsals available for inspection at the service.

Family day care educator requirements

Family day care educators, in consultation with the approved provider and nominated supervisor, may need to consider other safety requirements when transporting children. They must:

- only transport the number of children that can be safely transported in the car
- ensure children are accompanied at all times by a family day care educator when in a vehicle
- Ensure vehicles are not accessible to children when not in use.

Additional requirements for all services

Additional and different legislative obligations apply to the provision of all categories of a transportation service, including:

- driver licensing or vehicle operator accreditation,
- the safe operation of vehicles including the use of age-appropriate and standardised safety restraints, and
- Vehicle registration and roadworthiness.

Everyone travelling in a motor vehicle must comply with the required legislative provisions regarding the use of a child restraints, booster seats or seat belts and ensure that they are properly adjusted and fastened.

Risk assessments for excursions and regular outings that involve motor vehicle transport should include details of the child's restraint needs which, for regular outings, may need to be assessed more frequently than every 12 months as the needs of the child may change during this period.

It is the approved provider's responsibility to ensure the health, safety and wellbeing of children by being aware of, and meeting their obligations to children in their service.

1. **If a child is unaccounted for**, immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle, the service, any other relevant location (e.g. the school or park visited) and, if necessary, contact the child's family and/or the police.

Guidance for family day care services

The approved provider, nominated supervisor and family day care educator are responsible for ensuring that all children are adequately supervised at all times, and all reasonable precautions are taken to protect children from harm and from any hazard likely to cause injury.

The following information provides guidance to assist services to ensure children's safety at all times.

Before the journey

1. The family day care educator must ensure that the attendance record is accurate for the day and confirms which children (if any) are currently in care.
2. The family day care educator who is transporting children must conduct a head count and roll call as the children enter the vehicle
3. If both the family day care educator are travelling in the vehicle, a check of the home must be conducted prior to departure to ensure no children are left behind.
4. The family day care educator must ensure all children are secured into their seats.
5. The journey can commence once the family day care educator confirms that all children are secured and it is safe to leave.

Drop off to or collection from home

1. At each stop during the journey, the family day care educator must park the vehicle and turn off the vehicle's ignition.
2. The parent should be waiting with the child so that the family day care educator does not need to leave the vicinity of the vehicle (children **must not** be left unsupervised at any time).
Note: There should be a process in place for the family day care educator to contact the parent of the child they are collecting without the need to leave children unsupervised in the vehicle.
3. If the child is being collected from or dropped off at home, the parent/guardian must sign the child onto or off the vehicle.
4. The family day care educator must check the child off against the attendance record while the vehicle is parked.
5. The family day care educator must secure the child into their seat. If a parent secures his or her own child on the vehicle, the family day care educator must then check this.
6. The family day care educator must only recommence the journey once all children are secured and it is safe to do so.
7. The above process is repeated for each subsequent stop.

Drop off to or collection from school or other location

Note: If the family day care educator is dropping off or collecting children from school or an activity that requires them to leave the vehicle and escort the child to that location, the vehicle must be parked.

Children must not be left unsupervised in the vehicle.

All children must accompany the family day care educator. The only circumstance where children do not need to accompany the family day care educator, is where both the family day care educator and Educator assistant are present on the journey and one of these adults remains in the vehicle with the children to supervise them.

1. If the child is being collected from or dropped off at school or another location, the family day care educator must ensure that the child is safely delivered to this location, and into the care of a specific person (such as the kindergarten teacher) as authorised by the parent.

2. The family day care educator and (or parent/guardian, or authorised nominee where relevant) completes the attendance record while the vehicle is parked.
3. If children left the vehicle, the family day care educator must secure all children into their seats.
4. The family day care educator must conduct a roll check and head count to ensure all children are accounted for, before recommencing the journey.
5. The above process is to be repeated for each subsequent stop.

While on an excursion or regular outing to a specific destination (e.g. park, library)

1. When using transport to attend an excursion or regular outing to a specific destination, the family day care educator must follow the steps outlined under 'Before the Journey'.
2. The family day care educator must park the vehicle in a safe location. After exiting the vehicle, the family day care educator must conduct a head count and roll call upon arrival at the destination.
3. The family day care educator must also conduct a visual check of the vehicle after removing all children.
4. When departing, the family day care educator must secure the children into their seats.
5. The family day care educator must conduct a head count and roll call as the children enter the vehicle.
6. The journey can commence once the family day care educator confirms that all children are secured and it is safe to leave.
7. **If a child is unaccounted for**, the family day care educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and destination and, if necessary, contact the child's family and/or the police.

Upon arrival at the family day care residence

1. The family day care educator must park the vehicle in a safe location close to the entry of the family day care residence.
2. The family day care educator is required to:
 - a. remove the children from the vehicle and escorts them inside the residence; and
 - b. Conduct a head count and roll call once inside.
 - c. Keep a signed copy of the roll call, which is to be kept for inspection by the Regulatory Authority.
3. Once the children have been removed from the vehicle, the family day care educator must conduct a thorough search of the vehicle.
4. Checks should be marked as completed, signed by the relevant person conducting the check and kept for inspection by the Regulatory Authority.
5. **If a child is unaccounted for**, the family day care educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and residence, any other relevant location (e.g. the school or park visited) and contact the child's family and/or the police.

Policy and procedure

It is expected that, in order to effectively manage the risk associated with transportation of children, approved providers draft their own transport policy and procedure, taking into account the specific context of their own service, the transport they conduct **and** the essential transport safety steps listed above.

All types of transport that the service conducts should be included in the transport policy and procedure. For example, if public transport is used, specific details on how the service will manage transporting children on a public bus or train should be covered in the service's transport policy and procedure.

The transport policy and procedure should specifically consider the delivery to and collection from the actual ECEC service premises or other location.

No child should ever be signed in at the service premises or other location before they actually arrive at the location and are sighted as being there.

Services **must** comply with legislative requirements to ensure the safety, health and wellbeing of children when transporting children, including having a current risk assessment and having written authorisation of parent/s or other person/s named in the enrolment record.

Risk assessment

Approved providers must consider the following legislative requirements of the Education and Care Services National Law (National Law) and the Education and Care Services National Regulations (National Regulations) or the *Education and Care Services Act 2013* (ECS Act) and the Education and Care Services Regulation 2013 (ECS Regulation) when conducting risk assessments for the transportation of children in all circumstances:

- ensuring the safety, health and wellbeing of children attending education and care services (section 3 of the National Law/ section 4 of the ECS Act)
- ensuring that every reasonable precaution is taken to protect children being educated and cared for from harm and hazard likely to cause injury (section 167 of the National Law/section 122 of the ECS Act)
- ensuring all children being educated and cared for are adequately supervised at all times that children are in the care of the that service (section 165 of the National Law/section 121 of the ECS Act)
- keeping accurate attendance and enrolment records (regulations 158 to 161 of the National Regulations/regulations 61 to 63 of the ECS Regulation)
- ensuring that a risk assessment is developed and authorisation is provided where children leave the premises and are being transported by the service (forming an excursion or regular outing) (regulations 99 to 102 of the National Regulation/regulations 55 and 56 of the ECS Regulation).

The following elements must be considered when conducting a risk assessment regarding transportation.

Note: Different risk assessments are required for the transport of school-aged children to and from school to a service as compared with the transportation of young children between home and the service.

Approved providers should update risk assessments when circumstances that may have an impact on transport change. For example:

- Weather conditions (summer versus winter, extreme weather events such as heatwaves, floods and bushfires)
- Changes in routes, for example, due to road works
- The particular vulnerabilities and numbers of any children requiring transport.
- Delivery to and collection from the locations visited as part of the provision of education and care.

Family day care—transport risk assessment considerations

1. The number of children requiring transport for the planned outing or journey
2. The ages of the children requiring transport. Specifically:
 - a. Are the children ambulant?
 - b. Are the children verbal?

- c. Do the children require restraints/particular seating? This may need to be assessed more frequently than the 12-month period for regular outings as children may grow and require different types of restraints as a result.
 - d. Are there any particular vulnerabilities with any of the children (e.g. anaphylaxis, disability, behavioural or very young that need to be catered for during transport)?
3. The length of the journey
 4. The number of stops on the journey and what is to happen during those stops (e.g. All children will accompany the family day care educator into the school to deliver child A to their classroom).
 5. Whether anyone else will be transported in the vehicle (e.g. family day care educator and/or other children).
 6. The configuration of the vehicle
 7. The location of where the vehicle is parked and the entry to the family day care residence
 8. How the family day care educator will manage supervision of all children in their care when dropping off children who may need to be accompanied inside their school or to another activity
 9. What happens if the parent is not there to receive the child?
 10. What happens if children fall asleep?
 11. What happens if a child becomes unwell or is injured during the journey?
 12. What steps will the approved provider, nominated supervisor and family day care educator take to ensure that the vehicle is:
 - a. adequately ventilated
 - b. Maintained at a temperature that ensures the health, safety and wellbeing of children.
 13. What checks are required to ensure that children are protected from harm and hazard and adequately supervised during transport, including strategies and checks to ensure they are not left behind on the vehicle.
 14. Safe delivery to and collection from the different locations visited as part of the provision of education and care.
- [National Quality Standard](#)
 - Quality area 2—Children's health and safety.
 - **Relevant Legislation**
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 - Education and Care Services National Law Act 2010 165,167,174
 - Education and Care Services National Regulations 2011 100-102,168,166,176
 - National Quality Framework 2011

Section 165	Offence to inadequately supervise children
Reg 89	First aidkits
Reg 90	Medical conditionspolicy
Reg 99	Children leaving the education and care service premises
Reg 100	Risk assessment must be conducted before excursion
Reg 101	Conduct of risk assessment for excursion
Reg 102	Authorisations forexcursion
Reg 122	Educators must be working directly with children to be included in ratios
Reg 123	Educator to child ratios - centre-based services
Reg 123A	Family day care co-ordinator to educator ratios - family day care service
Reg 124	Numberofchildrenwhocanbeeducatedandcaredfor-familyday care educator

Reg 136	First aid qualifications
Reg 168	Education and care service must have policies and procedures
Reg 169	Additional policies and procedures – family day care service
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

Key Resources

Excursions and regular outings –

<https://earlychildhood.qld.gov.au/legislationAndGuidelines/PPORresources/Fact%20sheets/excursions-regular-outings-NQF.docx>

Guide to the National Quality Framework – <https://www.acecqa.gov.au/nqf/about/guide>

Plan your adventure – [https://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-1-](https://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-1-2015)

[2015](https://www.acecqa.gov.au/media/29421) Risk assessment and management - <https://www.acecqa.gov.au/media/29421>

Template excursion risk assessment (Queensland) -

<https://earlychildhood.qld.gov.au/legislationAndGuidelines/ECSactresources/Templates/ecs-excursion.doc>

Template excursion risk management plan – <https://www.acecqa.gov.au/sites/default/files/2018-12/Excursionriskmanagementplan.docx>