

# D-6 Transportation

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Epping Heights OSHC.

## . NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1.1	Organisation of educators.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.

## National Law & Regulations

Reg. 13	Meaning of working directly with children
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 89	First aid kits
Reg. 98	Telephone or other communication equipment
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	Authorisation for excursions
Reg. 102AAB	Safe arrival of children policies and procedures
Reg. 102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
Reg. 102C	Conduct of risk assessment for transporting children by the education and care service
Reg. 102D	Authorisations for service to transport children
Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios—centre-based services
Reg. 136	First aid qualifications
Reg. 158	Children’s attendance record to be kept by approved provider
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
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
s165	Offence to inadequately supervise children
s167	Offence relating to protection of children from harm and hazards
S175	Offence relating to requirement to keep enrolment and other documents

## My Time, Our Place

LO. 1	Children and young people feel safe, secure and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety

### **POLICY STATEMENT**

We believe that children travelling to and from school and excursions have the right to be safe whilst doing so. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations. Management, educators and staff are aware of their roles and responsibilities in relation to the travel of children to and from the Centre.

### **RELATED POLICIES**

- Epping Heights OSHC Policy A-4: Enrolment
- Epping Heights OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Epping Heights OSHC Policy A-19: Nominated Supervisor
- Epping Heights OSHC Policy D-8: Sun Protection
- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-11: Management of Incident, Injury and Trauma
- Epping Heights OSHC Policy D-30: Supervision
- Epping Heights OSHC Policy E-5: Excursions

### **PROCEDURE**

During induction, educators will be trained in the safe transportation of children. Ongoing training will be discussed at staff meetings.

Epping Heights OSHC does not provide or arrange transport for children, apart from in the case of an excursion.

All children travelling from one place to another whilst in the care of the centre must have written consent from their parents or authorised nominee. (See A-4 enrolment policy and A-10 Acceptance and Refusal of Authorisations).

Information that must be included in the authorisation are as follows:

- 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 of time during which the child is to be transported
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.

A risk assessment (re. 102B) must be conducted prior to any activities which require the use of transportation. The risk assessment must consider:

- Means of transport
- Any requirements for seatbelts or safety restraints under NSW Law
- Processes for entering and exiting the education and care service premises and the pickup location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.

All vehicles used by the Centre will comply with the appropriate road and transport authority regulations, will be mechanically sound, have regular maintenance and have compulsory third party and comprehensive insurance.

Car seats, restraints, and booster seats, where applicable, will be approved and fitted in accordance with the Roads and Traffic Authority NSW.

The driver will ensure that the fuel level is sufficient to undertake the journey.

All legislative supervision levels and qualification requirements will be maintained whilst transporting children. Where the vehicle is being driven by a member of the Truscott St OOSH team, this person will not be counted as part of child: Educator ratios.

A portable First Aid Kit will be carried on the vehicle.

Private vehicles can only be used if:

- All staff or volunteer drivers hold the appropriate drivers licence for the vehicle they are driving.
- The vehicle is registered and in a safe mechanical condition.
- The vehicle is equipped with seat belts
- The vehicle has minimum third-party property damage insurance

Although it is a rare occurrence for educators to transport children in their private vehicle, in such an event the Director or Responsible Person will ensure there is a form for the driver to complete to declare all of the above requirements are in place and show their licence.

Before travelling in the vehicle, educators will ensure all children wear their seatbelts in the correct way. This applies also in buses where seatbelts have been fitted.

Children will be expected to remain seated and not behave in a dangerous or distracting manner. The driver will stop the vehicle, if necessary, in a safe place until the children comply with instructions.

When picking up children, the vehicle should be parked in a location that does not require children to cross roads. If the children are required to cross the road, staff must comply with excursion ratios and ensure children are taken across lights or a crossing if at all possible.

The driver will ensure that the vehicle has the appropriate number of passengers for the vehicle and that it is not overloaded.

All drivers will carry the Centre's name, address and contact number at all times, as well as alternative contact number in the case of emergency.

In the case of a vehicle breakdown the responsible person on duty or the driver will:

- Phone the Centre to inform the Centre Coordinator/Nominated Supervisor.
- Discuss with the centre coordinator/Nominated Supervisor a suitable alternative transport and organise this to be undertaken.
- Ensure that the children are kept safe at all times

The Centre Coordinator/Nominated Supervisor or Responsible Person on Duty will inform the parents of the vehicle breakdown if necessary.

In the case of a vehicle accident / fire the Responsible person on duty or the driver will:

- Check to see if any children or educators are hurt, apply first aid and phone for an ambulance if necessary.
- Comfort and calm the children
- Ensure that the children are safe at all times
- Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle.
- Phone the Centre to inform the Centre Coordinator/Nominated Supervisor and organise alternative transport
- Phone the police if necessary
- Complete an incident, injury, trauma and illness report upon return to the Centre

Educators in charge of transporting children will carry a mobile phone in case of accident or emergency and children will be required to stay with the vehicle until assistance arrives.

The Centre Coordinator/Nominated Supervisor will inform the parents of the incident and ensure that all the appropriate procedures are undertaken (see D-11: Management of Incident, Injury and Trauma).

When transporting children by public transport / chartered vehicles educators will:

- Ensure that a list of names and phone contacts of the children attending is taken
- Take a list of Emergency contact numbers with them
- Keep a fully stocked portable first aid kit and any relevant medications
- Conduct a dual head count on a regular basis
- Ensure all children wear seat belts as required, and that these are fitted properly to avoid injury
- Assist children in getting on and off the mode of transport
- Ensure that all children are accounted for before allowing the vehicle to leave. This will involve the use of dual headcounts, as well as a physical check in, under and around the seats.
- Be aware of adverse weather, including extreme heat, and ensure it is safe for children to be in the vehicle based on the temperature. Where needed, allow any heat to escape the transport, before boarding.

When transporting children by foot, educators will:

- Discuss road and pedestrian safety with the children prior to commencing the journey
- Ensure the safest route is taken - ensure children cross the road at the crossing or lights where available, and obey the road rules
- Keep children together as a group and walk in line on pavements. Staff members are to remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.
- Take appropriate wet weather gear, jackets or sun hats to use as required.
- Keep a fully stocked portable First Aid Kit and any relevant medications
- Be aware of adverse weather, including extreme heat, and make adjustments to plans where necessary

Children should be made aware of all road rules associated with the various modes of transport immediately prior to the transportation. Expectations will be outlined clearly by the staff member in charge and children will be asked questions to clarify that they understand the instructions.

## **SOURCES**

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for school Age Care in Australia – V2.0

- Road and Maritime Service NSW
- NSW Road Rules 2014

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