



Nature Alliance Family Day Care Service

Transportation and Safe Arrival of Children



THE POLICY IN THIS SECTION IS REQUIRED IN

Education and Care Services National Law Section 167

Education and Care Services National Regulations, 100; 101; 102; 102A, B, C, D; 124(3), (4) 136 (3);160(v), (vi),161 1(b), (c),2(b), (c) 168,168 2(g), (ga)

PURPOSE

To ensure that all children being educated and cared for by our Family Day Care Service are adequately supervised at all times. This includes ensuring Educator to child ratios are met whenever and wherever the service is operating, including providing transportation as part of service activity. Every reasonable precaution will be taken to protect children from harm and hazards likely to cause injury.

SCOPE

This policy applies to the Educators, Educator Assistants, volunteers, children, families, individuals involved in the transportation of children and visitors of the Family Day Care Service.

DEFINITIONS

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 substantially the same for each occasion on which the child is transported.

(e.g., Transportation to and from school, kindergarten, home, or other approved regular destinations)

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. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.

POLICY:

Nature Alliance FDC Service endeavours to embed the National Principles for Child Safe Organisations in all practices and promotes a culture of safety and wellbeing to minimise the risk of harm to children while being transported or on excursions.

Nature Alliance will take all reasonable steps to ensure that children are transported safely. This will include a process of risk assessing the possible dangers while transporting children, and ensuring elimination controls are implemented. These may include but not limited to child car restraints are less than 10 years old and each child is fitted in their seat correctly, vehicle is in good working order and the registration is current. Educator driver's licenses are current, and consideration is given to weather conditions and time spent in the vehicle.

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Procedures:

Prior to transportation:

1. The Educator will develop a risk assessment, have this signed by a Nature Alliance Coordinator prior to seeking authorisation from parents for transporting children.
2. A signed parent/guardian authorisation for transportation of their child/ren will be forwarded to Nature Alliance office either with the child's enrolment record or as soon as practicable.
3. Risk assessments for 'regular transportation' are reviewed by the Educator at least annually or if there are any substantial changes.
4. The Transport Risk Assessment is considered to be part of any Excursion Risk Assessment where the transporting of children is undertaken.
5. A clearly recognisable and suitably equipped First Aid Kit is easily accessible during transportation.

At the time of Transportation:

1. The Educator will check Harmony to ensure that all children are signed in before leaving the premises or collection point.
2. The Educator will conduct a head count to ensure that they have the correct number of children in their care prior to departing from the premises or the designated location, on arrival at the destination and on return.
3. On leaving the vehicle the Educator will check to ensure that no children have been left in the vehicle.
4. The order of disembarking the children will be according to age, with babies and non-mobile being taken out first, securely placed in strollers/pram followed by the most responsible children in the group. When returning to the vehicle put the children who are most likely to put themselves at risk into the vehicle first.
5. When children are delivered to or collected from school, the time or delivery of collection is accurately recorded on the Harmony Attendance Record.
6. Except for regular excursions, such as school pick-up and drop-offs, the Educator will notify the service provider of their intended destination and the number of children they are transporting.
7. Educator to child ratio requirements are maintained at all times.
8. Children should exit and enter the vehicle using the safest door possible.
9. The Educator will ensure all children are present and securely seated in age-appropriate car restraints and will remain in the car restraints while the vehicle is in motion.
10. Children should not eat while in transit.
11. No child is to be left in the car at any time without the Educator or Educator Assistant present. If the Educator or Educator Assistant needs to move away from the car, all children are to accompany them.
12. If the Educator needs to exit the car to attend to a child, once the car is safely parked the ignition is to be turned off and the key removed. The key is to accompany the Educator whilst they are out of the car attending to the child.
13. A working mobile phone is carried in case of emergency.
14. Educator will not operate mobile phone while driving.
15. A list of emergency contact numbers for the Educator and children being transported is available at all times.
16. Every effort will be made to notify a Nature Alliance Coordinator and parents/carers of delays returning to the Service if applicable.

Safe Arrival of Children

If the Educator is collecting or delivering children between the education and care service and any other education and care premises, comprehensive details of how the safe arrival of the children will be detailed on the Transport of Children in Own Vehicle Risk Assessment.

The Risk assessment must detail the following:

The Communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the hand over period

Details of additional contacts and the procedures to be followed if a child cannot be left at the alternate venue e.g. school or the child is not present at the agreed/determined collection place.

Linking policy:

5.2 Excursions and Regular Outings

SUPPORTING DOCUMENTS:

To implement this Policy, refer to:

Transport of Children in Own Vehicle – NA-FRM-0018(A)

Excursion Incursion Risk Management Plan – NA-FRM-0018

Parent Authorisation for Excursions / Regular Outings – NA-FRM-0017

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