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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes	Effective Date April 2021

Eastwood Heights OOSH

Transportation Policy



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1.1		Endorsed by OOSH executive committee
1.2		Review and evaluation
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1. POLICY STATEMENT

Eastwood Heights OOSH (the Service) will only use transport for the purposes of transporting children to and from excursions. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children.

Our service will adhere to relevant legislation to provide adequate supervision of children at all times including maintaining correct educator to child ratios, completing risk assessments prior to using transport, maintaining accurate attendance records and authorisation records, and using appropriate child restraints (where required) for children under our care.

2. PROCEDURES

Appropriate safety measures are implemented through a comprehensive risk assessment process to ensure supervision is adequate at all times including on transportation.

The service will ensure that any child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided by the parent or authorised person.

Where transportation of children is required, the service will only utilise chartered transport services. Children will not be transported in educators' cars. We do not provide regular transport as part of our service provision. The service only utilises transport for excursions.


2.1 Risk Assessments

The service will conduct comprehensive transport specific risk assessments to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child.

The service will ensure that the risk assessment identifies and assesses the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport, and will specify how the service will manage any risks identified.

Educators and any responsible adults using the transport are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the transport.

Before using the transport, risks are checked including the weather to assess any increases to the level of risk and whether the transport can proceed.


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The risk assessment conducted will consider:

- the proposed route and duration of the transportation, including estimated time of travel between the different locations
- each of the proposed pick-up locations and destination
- the means of transport
- the purpose of the transport
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- any water hazards on the proposed route travelled and at each stop
- number of adults and children involved in the transportation
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- whether any items should be readily available during transportation
- the process for entering and exiting the education and care service premises and the pickup location or destination
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle.

2.2 Conducting the Transportation

- compliance with first aid requirements of Regulation 136 are met at all times
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- parents/guardians complete a written authorisation for transportation of their child
- children are instructed on processes for entering and exiting the service premises
- children are never left unattended in the vehicle
- a working mobile phone or other similar means of communication to communicate with the service, families is provided in case of emergency
- a list of emergency contact numbers for the children being transported is available
- every effort will be made to notify families of delays returning to the Service if applicable
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities and every effort will be made to notify parents/carers of delays returning to the Service if applicable
- adequate supervision is provided when children are being transported. Consideration must include:
 - the number, age and ability of children
 - visibility and accessibility
 - physical positioning of educators
 - risks related to the mode of transportation
 - risks in the environment, location and while travelling
 - the experience, knowledge and skill of each educator.
 - an easily recognised and suitably equipped first aid kit is easily accessible during transportation

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- educators carry medication, health plans and risk assessments for individual children
- educators are aware of emergency procedures in case of an incident, injury or illness of a child
- once all children have exited the bus, a final sweep of the bus will be made checking that there are no children or belongings left behind

2.3 Chartered Transport Bus Services

The service will verify that


- the driver's license is current, and they are licensed to carry the required number of passengers for the purpose
- the driver has a Working with Children Check
- the number of passengers does not exceed the legal requirement
- the driver of the bus never uses a handheld mobile phone whilst driving

2.4 Procedure for embarking transport

- the bus will park in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- children's attendance record is checked by an educator as children board the bus before they leave the service and again before they leave the excursion location
- children are continuously supervised during transportation by educators sitting in a location that provides clear vision of all children
- children are to seat themselves immediately and remain seated for the duration of the trip
- the designated driver of the bus complies with all appropriate road, safety and transport regulations


2.5 Procedure for disembarking transport

- Children are to remain seated until the bus has completely stopped
- Designated educators will disembark the bus before the children and then assist children to safely disembark
- Children will exit the bus using the 'safety door' or door located near the kerb
- When arriving at the excursion location children disembark in predetermined groups with a dedicated educator who checks the attendance record
- A designated educator will conduct a final sweep of the bus, checking on and under seats to ensure there are no children or belongings left behind
- On return to the service the children are again checked against the attendance roll which will provide an additional attendance check to confirm all are present

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3. ROLES & RESPONSIBILITIES

Approved Provider	<ul style="list-style-type: none"> Assume responsibility under the National Law for the safety, health and wellbeing of all children at all times that children are in the care of the service
Vacation Care Coordinator /Nominated Supervisor	<ul style="list-style-type: none"> Ensuring that any child being educated and cared for by the service is not transported by the service in transportation arranged by the service unless written authorisation has been given Only allocating educators to attend transportation of children who understand and are confident with, the transport risk assessment and any associated policies and procedures Ensuring items to be taken on transportation are well stocked and easily accessible Ensuring first aid items taken on transportation are fully stocked and in date, including emergency medication Ensuring that the transportation means meets all safety requirements for the transport of children, insurances, including approved child restraints, fire extinguishers and emergency exits Ensuring that sufficient educators are in attendance on the transportation to meet the Education and Care Services National Laws, Regulations and supervision requirements across the service. The transport operator/ driver will not be included in this ratio Ensuring that any chartered transport companies provide evidence of the operators WWCC and that this is verified before the use of the transportation Lead regular discussions to reflect on the risk assessments associated with transport to address and refine any management and control measures
Educators	<ul style="list-style-type: none"> Taking steps to ensure the health, safety and wellbeing of children when being transported by or on transport arranged by, the service Following all service policies, procedures and risks assessments in relation to transportation and child protection Conduct and document regular head counts as detailed in the transport risk assessment Remaining responsible for all children being transported and provide particularly close attention to any children in their assigned group Promoting a safe and secure transportation journey for children, engaging in meaningful interactions throughout Communicating with other staff before and during the transportation to keep children safe and implement any risk minimisation strategies Ensuring relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available Ensuring that no child is ever left unsupervised on any transportation Not using their mobile phones while directly responsible for children, other than for the purposes of the transportation Role modelling road safety practices at all times
Families	<ul style="list-style-type: none"> Adhere to the Service's Arrival and Departure Policy and Transportation Policy

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	<ul style="list-style-type: none"> • Ensure written permission for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child's enrolment record • Update emergency contact numbers regularly
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4. REFERENCES

4.1 Statutory Authority

- Education and Care Services National Law Act 2010 (Regulation 85, 99, 100-102, 123, 161, 165, 167, 168)
- Children's Services Act, 29A
- Children's Services Regulations 2009, Part 5, 53-56
- National Quality Standard Areas 2.2, 4.1, 4.2

4.2 Service Policies

- Excursion Policy
- Child Protection Policy
- Providing a child Safe Environment
- Supervision Policy
- Acceptance and Refusal of Authorisations Policy

4.3 National Frameworks

- Framework for School Age Care in Australia, "My Time, Our Place", (http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf)

4.4 Further References

- Safe Transportation of Children https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf?mc_cid=d1adb6f3ce&mc_eid=%5bUNIQID%5d