



Safe Transportation of Children Policy



Policy Number	QA 2/20	Title	Safe Transportation of Children Policy
Revision	2.2	Written By	Nominated Supervisor and Policy Team
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	2.1	Effective Date	July 2025

The ***Safe Transportation of Children Policy*** and procedures should be read in conjunction with related policies, procedures and plans including:

- Excursions Policy
- Supervision Policy
- Delivery and Collection of Children Policy
- Incident, Injury, Trauma and Illness Policy
- Administration of First Aid Policy
- Behaviour Guidance Policy
- Child Protection Policy
- Child Safe Environment Policy
- Emergency and Evacuation Policy
- Child Safety Policy
- Child Safe Commitment Statement
- Risk Assessment and Management Plans

1. Policy Statement

Eastwood Heights OOSH will only use transport for the purposes of transporting children to and from excursions. We are committed to providing transportation that is well considered and planned to ensure the health, safety and wellbeing of children at all times. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. When transportation forms a part of our service, we remain responsible for the children during that period of transportation. This applies when we are transporting children, or have arranged for the transportation of children, between our service premises and another location. We adopt best practice procedures and ensure compliance with all legal requirements.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children.

3. Procedures

Appropriate safety measures will be implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including on transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time.

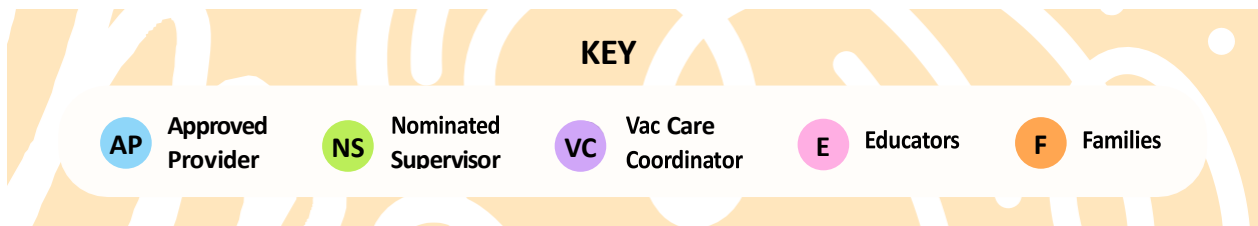
Adequate supervision is not static as it is dependent upon a range of considerations documented in risk assessments.

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 for excursions to and from the service. Children will not be transported in educators' cars. We do not provide regular transport as part of our service provision.

Procedures

Approved providers, nominated supervisors, vacation care coordinators, educators, and other staff have a duty of care to protect children from harm and hazards and to ensure their health, safety and wellbeing while being transported by the service. These procedures will be followed by everyone involved in transporting children.



3.1 Transport Specific Risk Assessments

Procedure	Action By			
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.			VC	
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.			VC	
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.		NS	VC	E
The risk assessment conducted will consider: The proposed route and duration of the transportation, including estimated time of travel between the different locations			VC	

• 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 NSW law • Any water hazards on the proposed route travelled and at each stop • Number of adults and children involved in the transportation • Whether any items should be readily available during transportation e.g., first aid bag/medication • 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 • Procedures for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle • Outline of specific educator responsibilities • Traffic conditions • Extreme weather conditions or natural disasters • Environmental hazards such as temperature extremes, smoke and/or air quality • Communication to/from the vehicle- mobile phone reception • Health needs of all children and adults • First aid provision and management of illness, injuries and emergencies.					
Meeting ratio requirements may not always mean there is adequate supervision. When determining if supervision is adequate the risk assessment will also consider:			VC		

- The number of educators or other responsible adults to provide supervision and whether any adults with specialised skills are required
- The age, ability, needs and skills of children being transported (non-ambulant, neurodiverse, sensory sensitivities)
- The experience of the educators involved in transportation and their capacity for supervising children
- Visibility and accessibility
- Movement of children between the vehicle and venues and risks related to the mode of transportation including travel on foot
- Any previous risk assessment
- Child safe practices

3.2 Chartered Transport Bus Services

Procedure	Action By				
The service has validated the driver's working with children check.			VC		
The number of passengers does not exceed the legal requirement.			VC	E	
The driver of the bus never uses a handheld mobile phone whilst driving.			VC	E	
The driver will follow the route specified in the risk assessment dependant on weather and traffic circumstances.			VC	E	
That under no circumstances will the driver be allowed to continue duties if suspected to be under the influence of alcohol or drugs.			VC	E	
That in the event of any mechanical or other breakdown, the			VC	E	

company will be expected to provide a replacement vehicle as soon as possible.

3.3 Educator, Staff Training and Communication

Procedure	Action By			
All educators, staff and volunteers on the excursion are made aware of the Transportation Policy and procedures for supervising and assisting children while travelling on transport or travelling by foot.		NS	VC	E
Procedures of what to do in case of an unaccounted-for child, are clearly communicated with all educators regularly, including implementation of the steps detailed in the transport and excursions policy and risk assessments.		NS	VC	E
Roles and responsibilities are clearly communicated with educators.		NS	VC	E

3.4 First Aid

Procedure	Action By			
Compliance with first aid requirements of Regulation 136 are met at all times.			VC	E
The Administration of First Aid Policy is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying families as required.			VC	E
An easily recognised and suitably equipped first aid kit is easily accessible during transportation.			VC	E

Educators carry medication, health plans and risk assessments for individual children.			VC	E	
Educators are aware of emergency procedures in case of an incident, injury or illness of a child.		NS	VC	E	
A report will be completed on return to the service and the regulatory authority notified.	AP	NS	VC		

3.5 In the Event of a Missing or Unaccounted Child

Procedure	Action By				
In the event that a child is lost during an excursion, the well-being and safety of the other children in the group will be maintained.			VC	E	
The RPIC will designate a space for all children to remain in while the unaccounted child is found and reassure any child who appears upset.			VC	E	
Asking the children if they have seen the missing child, searching the premises and checking the meeting points.			VC	E	
Ask the venue staff to begin a search and make an announcement over a loudspeaker.			VC	E	
Once initial checks have been undertaken, and if the child has not been accounted for in 10 minutes the Police will be called and the child's family will be notified.	AP	NS	VC	E	
Every effort will be made to notify parents/carers of delays returning to the Service if applicable.	AP	NS	VC	E	
A report will be completed on return to the service and the regulatory authority notified.	AP	NS	VC		

3.6 In the Event of a Vehicle Breakdown

Procedure	Action By				
In the event of any mechanical or other breakdown, Children will be reassured. They will be kept safe, comfortable, and occupied with suitable activities.			VC	E	
Children will be kept on vehicle if safe to do so. Children and educators are to remain with the vehicle until assistance arrives unless it is deemed unsafe. An appropriate location will be determined, and staff will direct all children's movement to that area safely until alternate transport has arrived.			VC	E	
The Nominated Supervisor, Approved Provider or suitable person will be contacted to discuss suitable transport alternatives with the bus company.	AP	NS	VC		
Every effort will be made to notify families of delays returning to the Service if applicable. Ensure families do not attend the breakdown unless it is an emergency.	AP	NS	VC		
A report will be completed on return to the service and the regulatory authority notified.	AP	NS	VC		

3.7 In the Event of a Vehicle Accident

Procedure	Action By				
Call for emergency services, as necessary.			VC	E	
Check to see if any children or educators are hurt and conduct first aid, where possible.			VC	E	
Comfort and calm the children.					
Children will be kept on the vehicle if safe to do so. Children and educators are to remain with the vehicle until assistance arrives unless it is deemed unsafe. An appropriate location will be determined, and staff will direct all children's movement to that area safely until alternate transport has arrived.			VC	E	
The Nominated Supervisor, Approved Provider or suitable person will be contacted to discuss suitable transport alternatives with the bus company.	AP	NS	VC		
Every effort will be made to notify families. Ensure families do not attend the vehicle accident unless it is an emergency.	AP	NS	VC		
A report will be completed on return to the service and the regulatory authority notified.	AP	NS	VC		

3.8 When Providing Transportation

Procedure	Action By				
The Safe Transportation of Children Checklist is completed each time transportation is provided to children. (See Appendix)			VC		
Educators will use travel time to engage in conversations to enhance relationships, extend children's learning and strengthen connections between children, educators, families, and the community.			VC	E	

Educators will role model safe practices at all times.			VC	E	
Educators will not use their mobile phones while directly responsible for children, other than for the purposes of the transportation.			VC	E	
The service will engage children in establishing and implementing travel behaviour rules at a developmentally appropriate level. Rules will be focused on safety and respectful, courteous behaviour to others and will reflect the Behaviour Guidance policy. Educators will role model safe practices at all times.			VC	E	
Children are to seat themselves immediately. Educators and staff are to sit on the middle isle of the rows and ensure children are safely seated. Children are continuously supervised during transportation by educators sitting in a location that provides as much clear vision of children as possible.			VC	E	
Children are required to remain seated when travelling in vehicles and not behave in a dangerous or distracting manner. If a child is behaving dangerously in a vehicle, the driver of the vehicle has the right to stop in a safe place until the child/children comply with instructions. Families will be notified if their child continues to be challenging or behaving in a dangerous manner and may not be allowed to attend future excursions, should this behaviour be deemed a safety risk.			VC	E	F
Educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity.			VC	E	
Children are never left unattended in the vehicle.			VC	E	
The number of passengers booked on the bus does not exceed the legal requirement.			VC	E	
In the case of an emergency such as vehicle breakdown, crash or other traffic incident, or illness, injury or trauma on board, educators transporting children will follow the service's policies and procedures and refer to the emergency response information in the vehicle.			VC	E	

A working mobile phone to communicate with the service, families is provided in case of emergency. A list of emergency contact numbers for the children and staff being transported is provided.			VC	E	
Every effort will be made to notify families of delays returning to the service if applicable.			VC	E	

3.9 The Designated Educator (Educator in Charge)

Requirements	Action By			
They adhere to the Safe Transportation Policy and participate in practical training relating to the safe transportation of children.		NS	VC	E
They are aware of their roles and responsibilities while providing transportation for children.		NS	VC	E
They have read the Risk Assessment prior to running the excursion and are aware of the risks and risk minimisation strategies in place.		NS	VC	E
They complete the Safe Transportation of Children Checklist each time transport is provided to children.		NS	VC	E
They ensure that the Transportation Attendance Record is completed each time transportation is provided to children.		NS	VC	E
The Transportation Attendance Record is completed to record: - Accounting for each child as they embark and disembark from the vehicle during transportation, and how each child was accounted for. - The process for entering and exiting the education and care service premises and the pickup location or destination. - That once all children have exited the vehicle, a final sweep of the vehicle is conducted by a secondary educator including the interior of the vehicle, to ensure there are no children or belongings left behind.		NS	VC	E

They ensure that children are organised into pre-determined groups (Excursion Groups) for each educator, and a list of the grouped children (Group Lists) will be made available to each educator prior to the excursion.		NS	VC	E	
Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.		NS	VC	E	
Ensure effective and adequate supervision is provided when transporting children.		NS	VC	E	
Where provided, children wear approved seatbelts/restraints where provided whilst the vehicle is in motion.		NS	VC	E	
Liaise with the bus driver to ensure the vehicle is parked in a secure and safe location for children to access.		NS	VC	E	
All emergency contacts are made available to the Designated Officer.		NS	VC	E	
The Administration of First Aid Policy is implemented in the event of a serious incident, injury, trauma, or medical emergency, including contacting emergency services, and notifying parents/guardians as required.		NS	VC	E	
An easily recognised and suitably equipped first aid kit is easily accessible during transportation.		NS	VC	E	
Educators carry medication, health plans and risk assessments for individual children.		NS	VC	E	
Educators are aware of all emergency procedures in case of any emergency.		NS	VC	E	

3.10 When Moving Children to and From the Vehicle

Procedure	Action By				
The vehicle will be parked in a safe location where children are not required to cross any roads. If this is unavoidable, educators			VC	E	

will follow a dedicated procedure for crossing the road and the safest route available to the vehicle will be taken.					
Educators will choose the safest route possible for walking children to and from the vehicle as determined by the risk assessment.			VC	E	
Educators will talk with children about safe practices and actively supervise them when moving to and from the vehicle. Children will be instructed on processes for entering and exiting the transportation vehicle, as well as safety rules to ensure a clear understanding of appropriate behaviour on transport and roads.			VC	E	
Supervision will take into account children's age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe as pedestrians, educators will hold their hands.			VC	E	

3.11 When Embarking Transport

Procedure	Action By				
The vehicle will be parked in a safe location where children are not required to cross any roads. If this is unavoidable, educators will follow a dedicated procedure for crossing the road and the safest route available to the vehicle will be taken.			VC	E	
Children will be assembled in groups at a predetermined location prior to boarding.			VC	E	
An RPIC will stand at the door of the bus and complete the attendance record as children are embarking on the vehicle from the service.			VC	E	
A Transportation Attendance Record is provided to the RPIC prior to leaving the service to record: • Children's attendance on the vehicle • How children are accounted for as they embark			VC	E	

Once the attendance record has been completed, an educator will stand at the entry of the bus to ensure no unaccounted child embarks/disembarks the vehicle after the attendance record has been completed.

VC

E

3.12 When Disembarking Transport

Procedure

Action By

The vehicle will park in a safe location where children are not required to cross any roads. If this is unavoidable, educators will follow a dedicated procedure for crossing the road and the safest route available from the vehicle will be taken.

VC

E

Children are to remain seated until the bus has completely stopped.

VC

E

Once the bus has stopped, the designated educator will give instructions to the children on how to safely disembark the bus and where to assemble once off the bus.

VC

E

An RPIC will stand at the door of the bus and complete the attendance record as children disembark from the vehicle.

VC

E

Once everyone has disembarked the vehicle, the group will assemble in the pre-determined location, in their excursions Groups with their educators.

VC

E

An educator will do a final sweep of the vehicle, including the interior, to ensure there are no children or belongings have been left behind.

VC

E

3.13 When Disembarking Transport at the Service

Procedure

Action By

On return to the service an attendance record will be completed

VC

E

when children are disembarking from the vehicle to return to the service. This will provide an additional attendance check to confirm all are present.					
An educator will do a final sweep of the vehicle, including the interior, to ensure there are no children or belongings have been left behind.			VC	E	

3.14 When Travelling by Foot

Procedure	Action By				
All adults who are travelling by foot have read the Risk Assessment prior to running the excursion and are aware of the risks and risk minimisation strategies in place.			VC	E	
Educators will ensure that the safest route is taken. Children should be made aware of all safety rules before travelling by foot.			VC	E	
On departure the designated educator will stand at the gate and complete the attendance record as children are leaving the service.			VC	E	
Educators and children will undertake extreme care crossing all roads. Educators will ensure children cross the road at the crossing or lights where available and obey the road rules. When waiting to cross the road at a zebra crossing or at the lights, children will be kept at a safe distance from the curb. When crossing roads, an educator will remain at the end of the line to ensure all children have crossed over safely.			VC	E	
Where possible, one educator will remain at the front of the line and one educator at the back of the line. Educators are to remain vigilant to ensure that no child runs ahead or lags behind or acts in an unsafe manner. Where possible, children will walk on pavements.			VC	E	
Any child behaving in an unsafe manner will be given a warning and their parents will be informed of the incident. Repeated			VC	E	

unsafe behaviour may result in the child being excluded from excursions.					
On arrival at the location educators will do a general sweep of the location to ensure there are no hazards. A designated educator will stand at the entrance and complete the attendance record as children are arriving at the location.			VC	E	
On departure of the location a designated educator will complete the attendance record as children are leaving the venue.			VC	E	
An educator will do a final sweep of the location, including the toilets, to ensure there are no children or belongings have been left behind.			VC	E	
On return a designated educator will stand at the gate and complete the attendance record as children are returning to the service.			VC	E	

4. Roles & Responsibilities

Approved Provider AP	• 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 • Ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met • Ensure copies of policies and procedures are readily accessible to Nominated Supervisor, VC coordinator, educators, staff and families and available for inspection
Vacation Care Coordinator VC Nominated Supervisor NS	• Implement the Transportation of Children Policy & Procedure • Ensuring that any chartered transport companies provide evidence of the operator's WWCC and that this is verified before the use of the transportation • Ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority • Conduct a risk assessment for an excursion, including the specific considerations related to transportation listed in regulation 101 • Conduct risk assessments prior to the service transporting children • Ensure the risk assessments for transportation: ○ Identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child ○ Specify how the identified risks will be managed and minimised ○ Include the specific considerations listed in regulation 102C • Ensure all educators and staff understand their supervision responsibilities and expectations relating to transportation of children • Verify that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phones • 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 • Verify that educators or staff with current first aid qualifications and

	training are in attendance during transportation • Ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met • Ensure a designated educator (other than the driver): ○ Is present to account for children as they embark and disembark the vehicle at the service premises ○ Ensure required records are made immediately and kept • Ensure at least one designated educator (other than the driver): ○ Conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle ○ Ensure required records are made immediately and kept • Contact emergency services in the first instance then notify families immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable Lead regular discussions to reflect on the risk assessments associated with transport to address and refine any management and control measures
Educators E	• Ensure transportation is carried out in line with the <i>Safe Transportation of Children Policy and Procedures</i> • Following all service policies, procedures and risks assessments in relation to transportation, child protection and the child safe standards • Ensure that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phones • Ensuring relevant medical plans, risk assessments, medication and contact details for each child attending the transportation are readily available • Taking steps to ensure the health, safety and wellbeing of children when being transported • Remaining responsible for all children being transported and provide particularly close attention to any children in their assigned group • Undertake regular attendance checks to account for all children • 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 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 • Contact emergency services in the first instance then notify families immediately after a serious incident, injury, trauma or medical emergency, or as soon as practicable
Families F	• Be aware of the service's <i>Safe Transportation of Children Policy and Procedures</i> • Notify the service if their child is going to be absent on a particular day and not require transport so that the <i>Transportation Attendance Record</i> can be accurately updated • Provide the service with up to date contact details and emergency contact details and phone numbers at all times • Sign the authorisation for their child to attend an excursion and/or for their child to be transported by the service • Adhere to the service's Arrival and Departure Policy and Transportation Policy • Reinforce the safe transportation practices with their child, e.g., sitting down when on the bus • Ensure they complete the attendance record upon delivery and collection of their child

5. Safety Checklist

Week Beginning:					
	MON Staff name & signature	TUES Staff name & signature	WED Staff name & signature	THURS Staff name & signature	FRI Staff name & signature
Vehicle safety check list completed (including but not limited to ensuring jurisdictional and service requirements relating to seatbelts and safety restraints are met).					
Transportation risk assessment (including route to be taken) is reviewed and packed.					
Any changes to the route to be taken are notified to the nominated supervisor or responsible person present.					

Up-to-date child attendance list (<i>master attendance list</i>) packed.					
Current authorisations allowing the child to be transported, signed by parents/carers.					
Up-to-date information about each child's pick up and drop off location packed. *Any known issues with the planned route (as outlined in the risk assessment) have been considered and changes made as needed. (This could be included in the <i>master attendance list</i> .)					
Up-to-date emergency contact lists for children packed.					

Up-to-date list of children with allergies or medical conditions packed. (This information could be included in the master attendance list.)					
Any required health and risk management plans and medication required packed.					
Up to-date first aid kits packed.					
Mobile/portable phone packed.					
At least one educator or staff with current first aid, emergency asthma management and anaphylaxis management training is in attendance.					
Educator(s) and responsible adult(s) have a valid state-specific working with children or vulnerable person check.					

Correct number of adults (educators and/or staff) required for supervision are present (as per risk assessment).					
Each child is signed in to the transport upon embarking.					
Regular Transportation Record form completed immediately after all the children have embarked.					
Roll call of all children completed once children are secured in their seats.					
Head count and roll call of children completed and documented at each pickup and drop off location (if more than one destination per					

trip). (Services may establish the timing and location of head counts and roll calls as part of their transport risk assessment).					
Head count and roll call of children completed and documented at destination.					
Each child is signed out of the transport vehicle/education and care.					
Check of the interior of the vehicle to confirm no children remain on the vehicle.					
Regular Transportation Record form completed immediately after all the children have disembarked.					

Regular Transportation Record Form

Children Embarking the Vehicle for Regular Transportation

A staff member or nominated supervisor of the service, who is not the driver of the vehicle, is present when the children embark the vehicle at the education and care premises.

Name of the staff member or nominated supervisor responsible for accounting for children (other than the driver)	
Position/Role	
Service name	
Date record was made	
Time record was made	
Signature	
Each child is accounted for	Please tick yes to confirm [] YES
Details of how each child is accounted for	
Additional notes	

Children Disembarking the Vehicle for Regular Transportation

A staff member or nominated supervisor of the service, who is not the driver of the vehicle, is present when the children disembark the vehicle at the education and care premises AND checks the interior of the vehicle to confirm no children remain on the vehicle.

Name of the staff member or nominated supervisor responsible for accounting for children (other than the driver)	
Position/Role	
Service name	
Date record was made	
Time record was made	
Signature	
Each child is accounted for	Please tick yes to confirm [] YES
Details of how each child is accounted for	
The interior of the vehicle is checked	Please tick yes to confirm [] YES
No children are left on the vehicle	Please tick yes to confirm [] YES
Additional notes	

6. Legislative Requirements Education and Care Services National Regulations and Law

Section 165	Offence to inadequately supervise children
Section 167	Offence related to protection of children from harm and hazards
Regulation 24	Application for service approval—centre-based service
Regulation 89	First aid kits
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursions
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 102E	Children embarking a means of transport – centre-based services
Regulation 102F	Children disembarking a means of transport – centre-based service
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 136	First aid qualifications
Regulation 158	Children’s attendance record to be kept by approved provider
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

Revision Chronology

Version Number	Date	Reason for Change
1.0	October 2020	Creation
1.1	April 2021	Endorsed by OOSH executive committee
1.2	January 2023	Updated to include changes to Regulations
2.0	March 2023	Endorsed by OOSH executive committee
2.1	September 2023	Updated format
2.2	July 2025	Reviewed and Updated