



# Nature Alliance Family Day Care Service

Transportation of Children



## THE POLICY IN THIS SECTION IS REQUIRED IN

Education and Care Services National Law Section 167

Education and Care Services National Regulations, 4(1); 85; 99; 100, 101; 102(A),(B),(C), (D); 123; 136; 158; 168,168(2)(ga);170

## 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 our 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, 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. (Transportation to and from school or home)

**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 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 that child car restraints are safe, vehicle registrations and Educator driver's licenses are current.

## Procedures:

### Prior to transportation:

- The Educator will develop a risk assessment, have this approved by a Nature Alliance Coordinator prior to seeking authorisation from parents for transporting children.
- 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.

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- Risk assessments for 'regular transportation' are reviewed by the Educator at least annually or if there are any substantial changes.

At the time of Transportation:

- The Educator will check that they have the correct number of children in their care prior to departing from the premises or the designated location and on return.
- When children are delivered to or collected from school, the time or delivery of collection is accurately recorded on the Harmony Attendance Record.
- Educator to child ratio requirements are maintained at all times.
- Children should exit and enter the vehicle using the safest door possible.
- Educator to ensure all children are present and securely seated in age appropriate car seats.
- Children wear approved seatbelts/restraints whilst the vehicle is in motion.
- Children should not eat while in transit.
- Children are never left unattended in the vehicle.
- A working mobile phone is carried in case of emergency.
- Educator will not operate mobile phone while driving.
- A list of emergency contact numbers for the children being transported is available at all times.
- Every effort will be made to notify a Nature Alliance Coordinator and parents/carers of delays returning to the Service if applicable.

**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

Playgroup Incursion Risk Management Plan – NA- FRM-0037