

SAFE TRANSPORTATION OF

CHILDREN



This policy aims to:

Ensure that all parties are aware of the safety needs of participants when travelling outside of the service. This includes collecting participants from other services including schools. This policy aligns with excursions and regular outings – an ongoing excursion form must be completed before a participant is transported by OSHC@IOE.

Definitions:

Risk Assessment: Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.

Excursion: An outing organised by an education and care service or family day care (FDC) educator, but does not include an outing organised by an education and care service provided on a school site if: (a) the child or children leave the education and care service premises in the company of an educator; and (b) the child or children do not leave the school site.

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 the same one each outing.

OSHC@IOE will ensure that:

- A risk assessment is conducted before transportation occurs. This can be an ongoing assessment that must be reviewed every 12 months. The assessment must include:
 - The proposed route, pick up location and destination
 - A map of the route
 - Means of transport – bus or car
 - Safety requirements – seatbelts, car seats
 - The number of adults and children involved in the transportation
 - The process the group will follow to exit the service – signing children in/out of the transport, head counts
 - Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
 - A person/Nominated Supervisor/PIDTDC check the bus after students have disembarked and sign the register
- The risk assessment is readily available to families;
- All drivers have a valid license, and a copy of this license is kept on premises and in their staff file;
- Permission from families has been granted in writing to access the transport. This can be an ongoing permission form updated every 12 months; and

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- If using private vehicles owned by OSHC@IOE, they must ensure they are filled with fuel before the commencement of the excursion and have up to date servicing on a regular basis.

In the unlikely event of a breakdown or accident, IOE main office will be contacted and request to speak to Sean Dobrigh (Fleet and Maintenance Officer – 0419 426 503), and an alternative vehicle will be sent immediately to transport all participants safely. Within 24 hours, the incident will be reported to the Department of Education. **Procedure to follow when students are in the car. Keep doors locked and remain seated?**

Families will ensure:

They inform OSHC@IOE of any changes that may affect the transportation of a participant. Example – are being transported from one school to another but are not in attendance that day.

References:

Education and Care Services National Regulations 2011: 102, 102B, 102C, 102D

National Quality Standards: 2.2