



Out of School Hours Care Program  
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# ROAD SAFETY EDUCATION AND SAFE TRANSPORT POLICY

QUALITY AREA 2 & 6 (V1.2)



## PURPOSE

To define the responsibilities of St Francis of Assisi OSHC to ensure that all children are:

- kept safe while travelling as pedestrians, cyclists or passengers in a vehicle
- able to participate in road safety education to assist them in being and becoming safe and responsible road users (EYLF V2.0m 2022).



## POLICY STATEMENT

### VALUES

St Francis of Assisi OSHC is committed to:

- the rights of children to be active citizens in the community
- the rights of children to travel safely as passengers, pedestrians and cyclists
- an evidence-based approach in the provision of road safety education and practice
- the role of parents/guardians and families as children's first and most influential teachers.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of St Francis of Assisi OSHC, including during excursions, regular outings, and transportation.

This policy must be read in conjunction with the:

- Excursions and Service Events Policy
- Supervision of Children Policy
- Incident, Injury, Trauma and Illness Policy

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
<b>Transportation of children for excursion</b>					
Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under <a href="#">Regulation 102 (4)</a>	√	√	√		
Ensuring the risk assessment ( <i>refer to Definitions</i> ) is conducted prior to the service transporting children and identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <a href="#">Regulation 102B, 102C</a>	R	R	√		
Ensuring all supervision requirements are met during transportation, including educator to child ratios <a href="#">Regulation 123</a>	R	√	√		√
Ensuring 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 phone and that educators or staff with first aid qualifications and training are in attendance ( <a href="#">Regulation 136</a> )	R	√			
Ensuring that buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff and volunteers for the entire trip.	R	√	√		
Ensuring that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service ( <i>refer to Incident, Injury, Trauma and Illness Policy</i> ). ( <i>refer to Attachment 2</i> ).	R	√	√		
Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner ( <i>refer to Attachment 1</i> ).	√	√	√		√
Ensuring that each child's enrolment record ( <i>refer to Definitions</i> ) provides details of the name, address and telephone number of any person who is authorised to consent to transport the child or arrange transportation ( <i>refer to Definitions</i> ) of the child <a href="#">Regulation 160 (3) (b)(vi)</a>	R	R			
Ensuring that a child is not transported without prior written authorisation (except in an emergency) by the parent/guardian or person named in the child's enrolment record, and that the	R	R			

authorisation includes all details required under <i>Regulation 102D (4)</i>					
Ensuring the risk assessment ( <i>refer to Definitions</i> ) is conducted prior to transporting children and identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <i>Regulation 102B, 102C</i>	R	R			
Ensuring all supervision requirements are met during transportation, including educator to child ratios <i>Regulation 123</i>	R	√	√		√
Notifying the regulatory authority within seven (7) days that the service starts to provide or arranges regular transportation ( <i>refer to Definitions</i> ). The notification is to be lodged through the NQA IT System ( <i>Regulations (regulation 175(2)(f))</i> )	R	√			
Ensuring each child getting on and off a vehicle at the service is checked against an attendance list, so all children are accounted for ( <i>Regulation 102E (4)(b), Regulation 102F (4)(a)</i> )	R	R	√		√
Ensuring the service immediately records when children get on and off a vehicle: <ul style="list-style-type: none"> <li>• each child was accounted for</li> <li>• how each child was accounted for at the service premises</li> <li>• interior of vehicle was checked after all children have disembarked at the service premises.</li> <li>• date and time the record was made</li> </ul> full name and signature of the staff member making the record ( <i>Regulation 102E (4)(c), Regulation 102F (4)(a)</i> )	R	R	√		√
Ensuring these documentations are kept for a period of 3 years after the last date on which the child was educated and cared for by the service ( <i>Regulations 177 and 183</i> )	R	R			
Ensuring an extensive check of the vehicle after children had got off to confirm no children were left behind on the vehicle ( <i>National Law: Section 16, Regulation 102F</i> )	R	R			



## BACKGROUND AND LEGISLATION

### BACKGROUND

Road safety education can help to reduce the risk of serious injury and death among young children by assisting them to develop skills, knowledge, and behaviour about the safe use of roads.

Working collaboratively with families to help children become safe and responsible road users aligns with the learning outcomes of the Early Years Learning Framework (EYLF).

Road trauma is one of the leading causes of death among young Australians. Young children are at risk as passengers in motor vehicles, as pedestrians and as cyclists. They are particularly vulnerable due to:

- their small size and changing needs as they grow
- their cognitive and perceptual skills still developing.

Under duty of care obligations, services must develop appropriate procedures to guide staff to address situations where a child is observed to be at risk while being transported to or from the early childhood service. This may include instances where a child is observed to be:

- travelling unrestrained

- travelling in an inappropriate restraint
- riding a bicycle or wheeled toy without a helmet
- instances where a parent/guardian is in an unfit state to drive due to intoxication or impairment.

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Bus Safety Act
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 102B, 102C, 102D, 158, 159, 160, 161
- National Quality Standard
  - Quality Area 2: Children’s Health and Safety
  - Quality Area 6: Collaborative Partnerships with Families and Communities
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Child restraint:** A device used in conjunction with an adult seatbelt or ISOFIX-compatible lower attachment connectors and a tether strap, to restrain a child passenger of a motor vehicle in the event of a vehicle impact and thus minimise the risk of bodily injury.

**Excursion:** An outing organised by an education and care service, 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 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 the same for each occasion on which the child is transported

**Regular outing:** means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing. (ACECQA 2022)

**Risk assessment:** A risk assessment must identify and assess any hazard that poses a risk to a child’s health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised ([Regulation 101, 102B, 102C](#)). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards
- any risks associated with water-based activities
- transport to and from the proposed location of the excursion
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions

- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

ACECQA provides a sample Excursion Risk Management Plan at:

[www.acecqa.gov.au/resources/applications/sample-forms-and-templates](http://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)

**Transportation:** Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to children applies in scenarios where services are transporting children or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.

## SOURCES AND RELATED POLICIES



### SOURCES

- Early Learning Association Australia: [www.elaa.org.au](http://www.elaa.org.au)
- Starting Out Safely: [www.childroadsafety.org.au](http://www.childroadsafety.org.au)
- Department of Transport: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- Car Seats Save Lives: [www.carseatssavelives.com.au](http://www.carseatssavelives.com.au)
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. [www.neura.edu.au/crs-guidelines](http://www.neura.edu.au/crs-guidelines)
- ACECQA Safe Transportation of Children: <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>
- ACECQA, Changes to regular transportation of children commencing 1 March 2023 [https://www.acecqa.gov.au/sites/default/files/2023-01/Info\\_Fact\\_Sheet\\_ChangesToRegularTransportationOfChildren\\_March2023\\_0.pdf](https://www.acecqa.gov.au/sites/default/files/2023-01/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023_0.pdf)
- Safe Transport Victoria's: <https://transportsafety.vic.gov.au/>
- ACECQA, Risk Assessment and Management Tool: <https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-2-childrens-health-and-safety>

### RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Curriculum Development
- Delivery and Collection of Children
- Excursions and Service Events
- Inclusion and Equity
- Occupational Health and Safety
- Supervision of Children



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from parents/guardians, children, educators, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice

- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



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## ATTACHMENTS

- Attachment 1: Sample procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises
  - Attachment 2: Procedures to be followed in the event of vehicle crash or transport-related injury
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## **ATTACHMENT 1. SAMPLE PROCEDURE WHEN A CHILD IS OBSERVED TO BE AT RISK OF HARM WHILE BEING TRANSPORTED TO OR FROM AN EARLY CHILDHOOD PREMISES**

Educators have a duty of care to ensure the safety of children is paramount. Where a parent/guardian or authorised person is observed not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviours when transporting children to and from the service, such as not using a bicycle helmet, an educator should:

- talk with the parent/guardian/authorised nominee about the importance of safe transport procedures
- provide/refer the parent/guardian/authorised nominee to relevant information regarding safe transport
- inform the Co-ordinator and/or Assistant Co-ordinator

If the parent/guardian or authorised nominee persists with unsafe road use behaviours, the educator must notify the Co-ordinator and/or Assistant Co-ordinator, who should:

- contact the parent/guardian/authorised nominee directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications
- provide the parent/guardian/authorised nominee with a copy of the Road Safety and Safe Transport Policy
- advise the parent/guardian or authorised nominee that your duty of care compels you to report these practices to Victoria Police and/or Child Protection

If you believe the parent/guardian or authorised nominee may be repeating the unsafe practices due to financial limitations, report this belief to the Co-ordinator and/or Assistant Co-ordinator who will source financial assistance from Child Protection/Orange Door) for the parent/guardian or authorised nominee.

If a parent/guardian or authorised nominee appears to be impaired or intoxicated when arriving to collect their child, the educator should:

- encourage the parent/guardian or authorised nominee to use an alternative form of transport or contact another authorised person to collect the child.
- Report the incident to the Co-ordinator and/or Assistant Co-ordinator.

If the parent/guardian or authorised nominee is not willing to use an alternative form of transport, the educator cannot prevent the parent/guardian or authorised nominee from taking the child

- notify the police and/or child protection authorities immediately if the educator is of the opinion that the child may not be safe in the care of the parent/guardian or authorised nominee.

**ATTACHMENT 2. PROCEDURES TO BE FOLLOWED IN THE EVENT OF VEHICLE CRASH OR  
TRANSPORT-RELATED INJURY**

**TRANSPORTATION TO/FROM AN EXCURSION  
(INCIDENT/ACCIDENT REPORT)**

<b>Travel to</b> .....	<b>Travel from</b> .....
<b>Venue</b> .....	<b>Venue</b> .....
<b>and Address</b> .....	<b>and Address</b> .....
.....	.....

**Date of Incident/Accident:** ...../...../..... **Time:** ..... am/pm

**Report prepared by:** ..... **Signature** .....

**Checklist**

please place  or **X** in each box

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid kit available                    | <input type="checkbox"/> Mobile Phone access                                      |
| <input type="checkbox"/> Children’s Emergency Details available     | <input type="checkbox"/> Staff/Educators Emergency Details available              |
| <input type="checkbox"/> All passengers wearing suitable restraints | <input type="checkbox"/> Minimum 1 educator with current first-aid qualifications |

**INCIDENT – (near miss, unsafe travel conditions, minor injury).**

Does this incident include the impact of/with another vehicle or object, medical emergency.

If yes, please refer to the procedures herein detailed for an ACCIDENT

**In the unfortunate event of an incident occurring whilst transporting children to/from an excursion, educators must adhere to the directions herein:**

**Near Miss –**

- Comfort and reassure children
- Children and educators to remain seated and restrained in seatbelts (if applicable)

**Conditions are deemed unsafe to continue travel –**

- Educator will request the driver to stop/park the vehicle in a safe area until which time it is considered safe to continue travel



- Comfort and reassure children
- Maintain effective supervision
- Maintain regular headcounts
- Children and educators to remain seated and restrained in seatbelts (if applicable)
- Contact Co-ordinator/Asst Co-ordinator and/or School Principal to report situation and seek further instruction
- Refer to Emergency Contact Lists
- Contact parents/guardians to advise anticipated late arrival/return to venue
- Consider the emotional wellbeing of all children and educators during and following the incident

### **Minor Injury**

- Apply First Aid
- Complete Incident/Injury/Trauma/Illness form as soon as practicable, but not later than 24 hours after the incident/injury

## **ACCIDENT – (impact with vehicle/object or a medical emergency)**

### **Impact with Vehicle/object**

- Comfort and reassure children
- Children to remain seated and restrained in seatbelts (if applicable)
- Maintain effective supervision
- Maintain regular headcounts
- Educators to assess first aid requirements
- Educators to apply First Aid (if necessary)
- If deemed necessary, call emergency services
- If necessary, appoint educator to maintain communication with emergency services
- If evacuation of vehicle is required, follow directions of transport driver
- Contact Co-ordinator/Asst Co-ordinator and/or School Principal to report situation and seek further instruction
- Refer to Emergency Contact Lists
- If deemed necessary, contact parents/guardians to advise of situation
- If a child is transported to a hospital or to seek medical assistance, an educator must accompany the child (despite child/educator ratio breach)
- In the event the vehicle is damaged/unsafe and cannot continue journey, contact the Co-ordinator/Asst Co-ordinator and/or School Principal to report situation and seek further instruction
- Transport driver may contact their office to request alternative transport
- Complete Incident/Injury/Trauma/Illness form as soon as practicable, but not later than 24 hours after the incident/injury
- Report vehicle crash or transport-related injury involving any children and/or educators to the regulatory authority (DET) through the NQA IT system as soon as practicable but not later than 24 hours after the occurrence.
- Consider the emotional wellbeing of all children and educators during and following the accident

### **Medical Emergency**

- Comfort and reassure children
- Children to remain seated and restrained in seatbelts (if applicable)
- If deemed necessary, educator to advise transport driver to stop/park the vehicle in a safe place
- Educators to assess first aid requirements
- Educators to commence First Aid
- Maintain effective supervision
- Maintain regular headcounts
- If deemed necessary, call emergency services
- If necessary, appoint educator to maintain communication with emergency services
- Continue first aid until advised otherwise by emergency services

- If necessary and/or practicable, evacuate children/educators from transport
- If a child is transported to a hospital or to seek medical assistance, an educator must accompany the child (despite child/educator ratio breach)
- Contact the Co-ordinator/Asst Co-ordinator and/or School Principal to report situation and seek further instruction
- If deemed necessary/appropriate, contact parents/guardians to advise of situation I
- Complete Incident/Injury/Trauma/Illness form as soon as practicable, but not later than 24 hours after the incident/injury/emergency
- Report medical emergency/injury involving any children and/or educators to the regulatory authority (DET) through the NQA IT system as soon as practicable but not later than 24 hours after the occurrence
- Consider the emotional wellbeing of all children and educators during and following the medical emergency