

YMCA Geelong- Transport of Children in Children's Services Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 160-O	13/01/2023	13/01/2023	APPROVED

1. TRANSPORT OF CHILDREN IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

The YMCA Geelong Transport of Children Policy ensures all children are safely transported from one location to another as part of an Education and Care program, in accordance with the Education and Care Services National Act and Regulations 2011 and relevant State or Territory road safety legislation. This includes the effective use of age appropriate child restraints when travelling by public or private bus or other vehicle, in accordance with nationally agreed amendments to State legislation for children under the age of seven.

All decision-making should be carried out in accordance with the principles of your service's transportation of children policy. The key principles of our policy are:

- Children's health, safety, and wellbeing is our priority.
- The Y are committed to meeting all the regulatory requirements to ensure the safe transportation of children by our service, including for excursions.
- Our educators and staff are pivotal to the education and care of our children.
- Y people have clear roles and responsibilities and relevant training ensure they are aware of their roles and responsibilities in relation to the transportation of children.
- We value and support the families at our service. At all times we seek their authorisation and input with regard to our transportation of their children.

3. POLICY

All YMCA Children's Services will travel in a motor vehicle or bus adopting and abiding by the relevant State authority's Act and/or Regulations in regards to road safety.

3.1 Child Restraints

This includes the safe and effective use in particular regards to;

If the vehicle has 12 or fewer seats, including the driver, then any children under the age of 7 years must use an appropriate child restraint or booster seat.

- If the bus has more than 12 seating positions, including the driver, the children are not required to use child restraints or booster seats. (Vic Roads, 2022)
- Children under seven years of age can use a child restraint or booster seat when travelling in a vehicle with more than 12 seats, taking into account the type of restraint required dependent on the age of the child, reflecting legislated standards for the following age groups;

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- o Under 6 months
- o Between six months and under four years
- o Between four years and under seven years
- Only approved child restraints, booster seats or child safety harnesses that comply with the Australian Standard AS/NZS 1754 *Child Restraint Systems for Use in Motor Vehicles*.
- All car seats, restraints and booster seats are approved and fitted in accordance with Australian Standards and all parts, including the instruction booklet, are available
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3.2 Transportation

- o -Taxi's are exempt from the child restraint laws that apply to the carriage of children under seven years in motor vehicles, and as such, are excluded from the above listed requirements. In case of an emergency and where necessary, children under the age of seven years will be transported by a taxi and not a private vehicle
- o The Y will undertake and or request safety compliance registration from the Registered Bus Services to ensure they met Transport Safety Victoria guidelines.
- YMCA services comply with the number of licensed places per vehicle at all times, including passengers who are standing, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by private bus, children are permitted to sit more than one passenger per seat in the case of children aged 5 – 12 years, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by a vehicle that has two or more rows of seats, children aged between 5 years and under 7 years must not travel in the front seat unless all other seats are being used by children under 7 years. In this situation, a child may travel in the front seat using an approved booster seat and a properly fastened and adjusted seatbelt.
- YMCA will avoid staff travelling in private/personal vehicles with child, however if this is require safety system must be in place:
 - Staff must be approved by CEO
 - Staff must not travel with a child by them self
 - Parents must be notified prior and authorisation provided in writing (email, sms, forms)

FROM MARCH 1st 2023 the following regulatory requirement in place

- Approved providers and nominated supervisors must ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.
- Approved providers and nominated supervisors must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service. – This to be recorded on PlayGround App or hard copy of the Excursion Roll
- Approved providers and nominated supervisors must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain. – This to be recorded on PlayGround App or hard copy of the Excursion Roll
- Approved providers must notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.

3.3 Risk Assessments and Authorisations

When planning to transport children by any method, including walking and public transport, the mode of transport is determined by a risk assessment to ensure transport is suitable and safe for all children and Educators

- risk assessments for excursions must include specific considerations related to the transportation and be completed prior to the excursion (regulation 101)
- risk assessments must be conducted before a service transports children and must include specific considerations related to the transportation include type of the transportation: walking, riding, bus etc (regulations 102B and 102C)
- a parent or person authorised by a parent must provide an authorisation for the service to transport their child and it must include specific details about the transportation. This is required in writing and required to be stored and recorded for each excursion (regulation 102D). Specific details about the transportation including; departure and arrival times, dates, travel route, responsible person name and contact details will be provided on the authorisation form (regulation 102)
- Based on the risk assessment staffing ratio required on the transportation must be considered and ensure that compliance at all time to the staffing requirements to ensure appropriate Supervision and Care of the children is maintained at all times.
- First Aids are to be transported with the Educators on excursions

4. DEFINITIONS

Term	Definition	Link
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
Excursion	An outing organised by an education and care service educators, 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 the child or children do not leave the school site.	National Regulations (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 the same on each outing.	National Regulations (Definitions)
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	Guide to the NQF (Glossary)

	for each occasion on which the child is transported.	
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.	ACECQA – Risk assessment template: Excursions acecqa.gov.au/media/22736
Transportation (that is part of the education and care service)	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. Examples of transport <u>not</u> forming part of a service include: private transport provided by families and carers (i.e. carers not engaged by/registered with a service) transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) when a disability service picks up children and transports them to school or an activity.	Guide to the NQF (Transportation)

5. SCOPE

The scope of this policy applies to all approved YMCA Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
YMCA Nominated Supervisor / Responsible Persons/ Educators	YMCA Nominated Supervisor / Responsible Persons will oversee the implementation and service adherence to this policy (ie policy compliance). Nominated Supervisor and/or Responsible Persons will seek individual community feedback and facilitate an active consultation process with service users as appropriate. All Educators are responsible for the daily implementation of the policy when directly supervising children and participating in Training and Education on this policy.
School Holiday Program /OSHC Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy and provide training to educators in the service.
	Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

7. MONITORING, EVALUATION AND REVIEW

The Transport of Children Policy in Children's Services Policy will be reviewed three years from the date of initial approval.

The ongoing monitoring and compliance to this policy will be overseen by School Holiday Program Co-ordinator in accordance with the requirements of the audit and compliance framework, including external and internal audit, peer review and self-assessment.

The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [My Time, Our Place: Framework for School Age Care in Australia](#)
2. [Education and Care Services National Law Act](#)
3. [Education and Care Services National Regulations 2011](#)

Section 165	Offence to inadequately supervise children
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Section 167	Offence related to protection of children from harm and hazards
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 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 169	Additional policies and procedures – family day care service
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

4. [Australian Competition and Consumer Commission: Product Safety Australia, Child Restraints](#)
5. [YMCA Risk Assessment Template](#)
6. [YMCA Hazard Identification Report Form](#)

Victorian Legislation and Resources

7. [Bus Safety Act \(2009\)](#)
8. [Bus Safety Regulations \(2010\)](#)
9. [Transport Integration Act 2011](#)
10. [VicRoads Website](#)
11. [Vicroads child restraint and booster seat product tables](#)

Y Policies

YG 160-O Permission to Transport a Student or Participant Form
 YG 157-O Arrival and Departure in Children's Services Policy
 YG 146-O Excursions and Routine Outings Policy
 YG 145-O Accident, Illness, Injury Immunisations and Infectious Diseases Policy with Attachments
 YG 144-O Child Safe Environment Policy
 YG 114-O Medications and Medical Conditions in Children's Service Policy

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9. Induction and ongoing training

The Y will conduct induction training with Educators on the Transportation requirements and ensure that Risk Assessments are developed in consultation with Educators and trained in the controls for transportation and frequency of ongoing training and information sharing to assist managers, coordinators, educators and other staff to fulfil their roles effectively.

Approved by: Chief Executive Officer

Effective date: 1st March 2023

Review date: November 2025

Policy Owner: Katelyn Hancock, School Holiday Program Co-ordinator

Contact Details policy owner: Ph: 5221 8344 E:shp.geelong@ymca.org.au

Amendment history:

V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	31/07/2017	Shona Eland	Reviewed against Y Policy Requirements
V5	16/11/2022	Katelyn Hancock	Reformatted policy included Clause 3.1 Child restraint Clause 3.2 Updated formatting Clause 3.3 Added mapping to regulations Clause 4- added additional definitions Clause 6- deleted Community programs co-coordinator and replaced with SHP /OSHC Co-ordinator Clause 8 – added Education and Care Services National Regulations 2011 specific regulations mapped
V6	13/01/2023	Shona Eland	Inserted New regulatory requirements for the recording transportation and roll calls as of 1 st March 2023

As adopted and reviewed by the YMCA of Geelong Inc on 13.01.2023



Chief Executive Officer YMCA Geelong Inc.

YMCA Geelong- Transport of Children in Children's Services Procedure

Roles and responsibilities:

Roles	Responsibilities
Approved provider	• ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met • ensure no child is transported by the service without an authorisation from their family • ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to an excursion • ensure the risks assessments for excursions include the specific considerations related to transportation listed in regulation 101 • ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to transporting children • ensure the risk assessments for transportation: • identify and assess risks that transporting the child may pose to the health, safety 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 supervision requirements are met during transportation, including educator to child ratios • ensure first aid requirements are met during transportation, including the availability of up-to-date, suitably equipped first aid kits and that educators or staff with first aid qualifications and training are in attendance • ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: • affect the fees charged or the way they are collected or • significantly impact the service's education and care of children or • significantly impact the family's ability to utilise the service.
Nominated supervisor	• implement the <i>transportation of children policy and procedures</i> • ensure no child is transported by the service without an authorisation from their parent • 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, and mobile phone • 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 • contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable • where children leave the premises or FDC residence using transport that is not part of the service, ensure they leave in accordance with regulation 99 and the service's <i>Delivery of children to, and collection from, education and care service premises policy and procedures</i>.

Roles	Responsibilities
Educators	• ensure transportation is carried out in line with the <i>transportation of children policy</i> and <i>procedures</i> • check all children transported by the service have an authorisation from their parent • check that a risk assessment for an excursion has been conducted, including the specific considerations related to transportation listed in regulation 101 • check that risk assessments have been conducted prior to the service transporting children, and ensuring the risk management/minimisation strategies they contain are implemented. Check 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 the required educator to child ratios are in place and children are supervised at all times • undertake regular attendance checks to account for all children • 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, and mobile phone • ensure jurisdictional requirements relating to seatbelts and safety restraints are met • complete any relevant documentation of children's attendance and movement to and from the transportation • communicate with families regarding safe transportation, including for excursions, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation • contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable • where children leave the premises or FDC residence using transport that is not part of the service, ensure they leave in accordance with regulation 99 and the service's <i>Delivery of children to, and collection from, education and care service premises policy and procedures</i>.

Roles	Responsibilities
Families	• sign the authorisation for their child to attend an excursion and/or for their child to be transported by the service • ensure they complete the attendance record upon delivery and collection of their child • provide emergency contact details on the child's enrolment form and ensure that they are kept up-to-date • keep informed about the service's safe transportation processes, including for excursions, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation • reinforce the safe transportation practices with their child, e.g. seatbelts.

COMPLIANCE	PROCEDURES	MONITORING	RELATED POLICY AND PROCEDURE
Transportation during excursions Act: 165, 167 Regs: 99, 100, 101, 102, 168–172 QA2 QA3: 3.2.1 QA4: 4.1 QA5 QA6 QA7: 7.1.2, 7.1.3	• Ensure those aspects of the <i>Excursions policy</i> and <i>procedures</i> relating to the transportation of children are met. • Ensuring that risks assessments for excursions consider the following transport-related aspects: • the means of transport • any jurisdictional requirements for seatbelts or children’s safety restraints • the process for entering and exiting the service premises or FDC residence • the process for entering and exiting the pick-up location or destination • any potential water hazards • procedures for embarking and disembarking the means of transport, including how each child is to be accounted for. • How risk assessments will be carried out, implemented, monitored, and assessed.	• Policy and procedures are available for all to access. • Use a risk assessment template, e.g. ACECQA’s Template – providing transport for excursions. • Develop a schedule to ensure risk assessments are carried out and reviewed regularly. • Ensure all educators, staff and volunteers understand each step of the procedures. • Undertake an excursion induction for volunteers. • Ensure the policy and procedures are part of induction training, and regularly reviewed at team meetings.	Excursions Providing a child safe environment Incident, injury, trauma and illness Dealing with medical conditions in children
	• inform all educators, staff and volunteers of any risks relating to the transportation, and their responsibilities to mitigate those risks. • risk assessment to outline the controls in place and the actions that the educators are to follow. • Ensure that children have a written authorisation from a parent or person authorised by a parent in order to participate in the excursion. • Ensuring that authorisations for excursions include: • for a regular outing: a description of when the child is to be taken on the regular outings • for an excursion that is not a regular outing: the date the child is to be taken on the excursion • the means of transport • jurisdictional requirements for seatbelts or safety restraints.		

	- Ensuring that all the required equipment and/or items are taken on the excursion, including, but not limited to, a first aid kit, emergency contact lists, and mobile phone. - Regular attendance checks to occur to account for all children. I.e: on boarding the transport, On the Bus and getting off the bus.		
	Documentation to be recorded of children's attendance and movement to and from the vehicle.		

Transportation during excursions (cont.)	How the service will assess the children's abilities to walk confidently to and from vehicles and any staffing implications.		
	Effective ways to communicate with families regarding safe transportation during excursions, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.		
General transportation (not excursions) Act: 165, 167 Regs: 99, 102B, 102C, 102D, 168, 170, 171, 172 QA2 QA3: 3.2.1 QA4: 4.1 QA5 QA6 QA7: 7.1.2, 7.1.3	- If you are a new service: including a reference (such as a risk assessment) to any proposed transport as part of your application for service approval to your regulatory authority. - Ensuring that risk assessments to transport children identify and assess risks that transporting the child may pose to the health, safety and/or wellbeing of the child; and specify how the identified risks will be managed and minimised. - Ensuring that the risk assessments consider: - the proposed route and duration of the transportation - the proposed pick-up location and destination - the means of transport - any jurisdictional requirements for seatbelts or children's safety restraints - any water hazards - the 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 (e.g. a mobile phone and a list of emergency	- Use a risk assessment template, e.g. ACECQA's Template – providing transport as part of a service approval. - Develop a schedule to ensure risk assessments are carried out and reviewed regularly. - Create checklists with clear expectations around implementing procedures. - Ensure the policy and procedures are part of induction training, and regularly reviewed at team meetings. - Schedule child restraint safety checks by authorised fitters.	Providing a child safe environment Incident, injury, trauma and illness Enrolment and orientation Dealing with medical conditions in children

	contact numbers for the children being transported) - the process for entering and exiting the service premises or FDC residence - the pick-up location or destination - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for. - How risk assessments will be carried out, implemented, monitored, and assessed. - How you will inform all educators, staff and volunteers of any risks relating to the transport and their responsibilities to mitigate those risks. - The step-by-step actions and items that need to happen resulting from the risk assessments.		
General transportation (not excursions) (cont.)	- How you will ensure that no child is transported by the service without an authorisation from their parent. - Ensuring that authorisations for transportation include: - the child's name - the reason the child is to be transported - for regular transportation: a description of when the child is to be transported - not for regular transportation: the date the child is to be transported - description of the proposed pick-up location and destination - the means of transport - the period of time during which the child is to be transported - the anticipated number of children likely to be transported - the anticipated number of educators and staff and any other adults who will accompany and supervise the children during the transportation - any jurisdictional requirements for seatbelts or child safety restraints - that a risk assessment has been prepared and is available at the service - that written policies and procedures for transporting children are available at the service. - How you will monitor the safety of seatbelts or child restraints in line with jurisdictional requirements. - Ensuring that all the required equipment and/or items are taken on the transportation, including, but not limited to, a suitably equipped first aid kit, emergency contact lists, and mobile phone.		

	• What form regular attendance checks to account for all children may take, e.g. prior to, during and after the transportation. • What documentation may be needed relating to children's attendance and movement to and from the vehicle. • What jurisdictional requirements there may be for the safe transportation of any non-ambulant children and any staffing implications. • Assess the children's abilities to walk confidently to and from vehicles. • Communicate with families regarding safe transportation, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.		
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Staffing and first aid Act: 165 Regs: 89, 99, 122, 123, 136, 168, 170, 171, 172 QA2 QA4: 4.1 QA5 QA6 QA7: 7.1.2, 7.1.3	• To determine if supervision of children during transportation is adequate, consider areas such as: • educator to child ratios • the number, age and level of development of children • visibility and accessibility of children (including when transitioning to/from the vehicle) • risks inherent in the mode of transport • risks inherent in the environment, location or route • the experience, knowledge and skill of each educator • the requirements of the individual children • the capacity of an educator to immediately respond to a situation requiring urgent intervention. • How you will ensure the service has at least one educator or staff member with the appropriate first aid qualifications and anaphylaxis and asthma management training in attendance during transportation and is immediately available in an emergency (if some children remain on the service premises – e.g. during an excursion – a person(s) with first aid qualifications and training must also remain on the premises). • Ensuring up-to-date suitably equipped first aid kits are readily available wherever children are, including during transportation. • How educators and staff can implement and monitor jurisdictional requirements relating to seatbelts and child restraints. • Ensuring the nominated supervisor and educators or staff have ready access to a mobile phone (or similar communications device) during transportation to enable immediate communication to and from families and emergency services.	• Create checklists with clear expectations around implementing procedures. • Design team rosters to support adequate supervision during transport. • Role play scenarios with educators and staff to encourage and develop knowledge around correct procedures. • Placement of educators within the vehicle and outside when children enter and exit. • Ensure responsibility is allocated to someone directly working with children if or when an educator needs to leave the vehicle or is otherwise unavailable (such as if they are carrying out first aid).	The administration of first aid Incident, injury, trauma and illness Providing a child safe environment
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