

2.13V ROAD SAFETY & SAFE TRANSPORTATION OF CHILDREN



QUALITY AREA 2 & 6 | VERSION 1.0

PURPOSE

This policy provides a clear set of guidelines to ensure children attending LEVNT EC Services 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.

POLICY STATEMENT

VALUES

LEVNT EC Services are 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, early childhood teachers, educators, staff, student educators, volunteers, parents/guardians, children, and others attending the programs and activities of LEVNT EC Services, including during excursions, regular outings, and transportation.

This policy must be read in conjunction with the:

- 2.06V Incident, Injury, Trauma and Illness Policy
- 2.14V Supervision of Children Policy
- 2.24V Excursions and Service Events Policy

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.

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms refer to the Definitions file of each LEVNT EC policy folder.

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.

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

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.

Wheeled toy: a child's pedal car, skateboard, scooter (other than a motorised scooter) or tricycle or a similar toy, but only when it is being used by a child who is under 12 years old.

RESPONSIBILITIES

The Approved Provider, persons with management and control, nominated supervisor and/or persons in day-to-day charge are responsible for meeting requirements set out in the table below. Actions which are legislated requirements of the ECEC sector are indicated with **LR**.

	Approved Provider and/or persons with management and	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Ensuring embedding of road safety education in the curriculum, based on the National Practices for Early Childhood Road Safety Education (refer to Attachment 2)	✓	✓	✓		
Working in collaboration to develop appropriate strategies to ensure that all children attending the service are included in road safety education.	✓	✓	✓		✓
Ensuring early childhood teacher, educators and staff to participate in regular professional development.	✓	✓			
Participating in training in road safety and ensuring they are kept up to date with current legislation, regulations, rules, standards and evidence informed practice information.		✓	✓		✓
Providing early childhood teachers and educators with access to a broad range of road safety education resources.	✓	✓			
Working collaboratively with families who wish their child to use a bicycle helmet which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys.	✓	✓	✓	✓	
Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used, as per parent request.		✓	✓		✓

	Approved Provider and/or persons with management and	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Ensuring that location-specific road safety information is displayed at the service where relevant.	✓	✓	✓		
Ensuring that parents/guardians have access to this policy and its attachments.	✓	✓	✓		
Transportation of Children for Excursions					
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 Regulation 102 (4).	LR	LR	✓		
Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101, 102 .	LR	LR	✓		
Ensuring all supervision requirements are met during transportation, including educator to child ratios Regulation 123.	LR	✓	✓		✓
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.	LR	✓	✓		
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 (refer to Incident, Injury, Trauma and Illness Policy).	LR	✓	✓		
Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner (refer to Attachment 3).	✓	✓	✓		✓
Implementing the services-agreed procedures when notified or when there has been observation of child/ren being transported in an unsafe manner.	✓	✓	✓		✓
Transportation of Children to/from the Service					
Ensuring that each child's enrolment record provides details of the name, address and telephone number of any person who is authorised to consent to transport the child or arrange transportation of the child <i>Regulation 160 (3) (b)(vi)</i> .	LR	LR			
Ensuring authorisation is provided on the enrolment record for the regular transportation of the child (<i>Regulation 161 (2) (c)</i>).	LR	LR			
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 authorisation includes all details required under <i>Regulation 102D (4)</i> .	LR	LR			
Ensuring the risk assessment 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> .	LR	LR			
Ensuring that buses/vehicles used for the transportation of children have fitted seatbelts that are correctly used by all children for the entire trip.	✓	✓	✓		
Notifying the regulatory authority within seven (7) days that the service provides or arranges regular transportation. The notification is to be lodged through the NQA IT System.	LR	✓			

	Approved Provider and/or persons with management and	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Notifying the regulatory authority within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if regular transportation is no longer provided. The notification is to be lodged through the NQA IT System.	LR	✓			
Ensuring that if the service owns and operates a bus with 10 or more seating positions and provides regular transport to children of any age must be accredited by Safe Transport Victoria.	LR	✓			
Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle. This person must be an additional person, it cannot be the driver of the vehicle. (Regulation 102E (4)(a), Regulation 102F (4)(a)).	LR	LR	✓		✓
Ensuring each child getting on and off a vehicle at the service is checked against an attendance list, so all children are accounted for (Regulation 102E (4)(b), Regulation 102F (4)(a)).	LR	LR	✓		✓
Ensuring the service immediately records when children get on and off a vehicle: <ul style="list-style-type: none"> each child was accounted for how each child was accounted for at the service premises interior of vehicle was checked after all children have disembarked at the service premises. date and time the record was made full name and signature of the staff member making the record (Regulation 102E (4)(c), Regulation 102F (4)(a)).	LR	LR	✓		✓
Ensuring an extensive check of the vehicle after children had got off to confirm no children were left behind on the vehicle (National Law: Section 16)	LR	LR	✓		✓
Ensuring first aid requirements are met during transportation, including the availability of up-to-date, suitably equipped first aid kits (Regulation 89) and that educators or staff with first aid qualifications and training are in attendance (Regulation 136).	LR	✓			
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 (refer to Incident, Injury, Trauma and Illness Policy).	LR	✓	✓		✓

SPECIFIC PROCEDURES

Individual LEVNT EC Services may have their own procedures (approved by the Approved Provider) which are outlined in [Attachment 1: Related Service Specific Procedures](#)

GSECS - Specific Procedure for School Bus use by GSECS families

EVALUATION

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

- regularly seek feedback from everyone 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 a policy review cycle, or as required
- notify 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)*)

AUTHORISATION & REVIEW

This policy was adopted by Lutheran Education VIC, NSW, TAS and ACT Ltd as Approved Provider for this service on 16 March 2023.

REVIEW DATE July 2024 or earlier as required.

ATTACHMENTS

ATTACHMENT 1: Related Service Specific Procedures

GSECS - Specific Procedure for School Bus use by GSECS families

Prior to bus travel:

- A parent/guardian will liaise with the state bus co-ordinator to seek permission for the child to travel via the bus if required.
- GSECS reserves the right to deny a child access to this program if the risks of the proposed travel arrangements outweigh the benefit to the child/family. GSECS will consider each application for this opportunity on a case-by-case basis. The Service Leader (in conjunction with the Early Childhood Manager) will consider factors such as the proposed route the child will travel, the number of bus changes required for the child to successfully travel to/from the service, the perceived capabilities of the child, whether the family has alternative options available to them for transporting their child to/from the service
- A parent/guardian will liaise with Good Shepherd College to arrange permission for bus travel and the school to walk the child over to Good Shepherd Early Childhood Services (GSECS).
- The parent will complete a Notification of Travel by Bus form for GSECS giving permission for the service to sign the child over to the care of the bus driver at the end of the day.
- If the child is not to return home via the bus on any particular day, a parent/guardian must contact GSECS no less than 30 minutes prior to bus departure time.

Arrival by bus:

- A parent/guardian will place the child on the bus at the collection point in the morning.
- If the child is not attending kindergarten on a day that they would usually be expected to arrive by bus, a parent/guardian must notify GSECS and the school.
- If a child is expected to arrive via bus and does not by 9am, the EC Teacher is required to contact the family to ensure the child was not on the bus.
- On arrival at Good Shepherd College (GSC) Junior campus, the child is to be walked to reception by an older sibling.
- GSC staff will then walk the child over to GSECS and sign them into the kindergartens care via the sign in sheet.
- Kindergarten staff will accept the child into kindergarten and sign them in via Xplor.

Departure by bus:

- If the child is not to return home via the bus on any particular day, a parent/guardian must contact GSECS no less than 30 minutes prior to bus time.
- A GSECS educator will collect the child from kindergarten and sign them out via Xplor.
- The educator will walk the child to the bus collection point at the front of GSC primary campus.
- The educator will remain with the child until the bus arrives.
- The bus driver will sign receipt of the child onto the bus.
- The parent will collect the child from the bus drop off point.

ATTACHMENT 2: National Practices for Early Childhood Road Safety Education

The National Practices for Early Childhood Road Safety Education have been developed by early childhood education and road safety experts across Australia and New Zealand. The eight national practices are based on research and are aligned with the Early Years Learning Framework.

The national practices guide early childhood educators and policy makers to develop, implement and evaluate evidence-based road safety programs that support children's and families learning about road safety. Refer to: www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood

The eight national practices are as follows:

Holistic approaches: Recognise that children's learning is integrated and interconnected when making curriculum decisions about road safety education.

Responsiveness to children: Deliver road safety education which is responsive to individual children and extends children's strengths, knowledge and interests.

Learning through play: Through play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.

Intentional teaching: Engage in intentional teaching which extends and expands children's learning about road safety.

Learning environments: Provide opportunities in the learning environment, including the local community, for safe and meaningful interaction with children, parents and carers about road safety.

Cultural competence: Implement road safety education that is culturally relevant for the diversity of children, their families and the community.

Continuity of learning and transitions: Use the opportunity of transitions, in active partnership with children, families and the local community, for road safety education.

Assessment for learning: Together with children and families, reflect on each child's learning and application of road safety to plan for future learning.

ATTACHMENT 3: Procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises by a parent/guardian or authorised nominee

Service providers have a duty of care to ensure the safety of children is paramount. Service providers must also comply with their obligations under state or territory child protection laws.

Where a parent/guardian or authorised nominee is observed not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviours such as parking illegally or not using a bicycle helmet, the **early childhood educator should:**

- talk with the parent/guardian/authorised nominee about the importance of safe transport procedures, including the correct use of child restraints and/or relevant road safety behaviours
- provide/refer the parent/guardian/authorised nominee to relevant information regarding safe transport
- inform the Nominated Supervisor or Approved Provider (where relevant).

If the parent/guardian or authorised nominee persists with unsafe road use behaviours, the early childhood educator must notify the **Nominated Supervisor or Approved Provider, 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 Transportation of Children Policy*
- offer/provide assistance to the parent/guardian/authorised nominee with the choice/purchase/installation/fitment of the correct restraint or bicycle helmet for their child
- follow up with the parent/guardian/authorised nominee, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

If a parent/guardian or authorised nominee appears to be impaired or intoxicated when arriving to collect their child, the **early childhood 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. 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.

REFERENCES

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- 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)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

SOURCES

- Early Learning Association Australia: www.elaa.org.au
- Starting Out Safely: www.childroadsafety.org.au
- Department of Transport: www.vicroads.vic.gov.au
- Car Seats Save Lives: www.carseatssavelives.com.au
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. www.neura.edu.au/crs-guidelines
- ACECQA Safe Transportation of Children: <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>

RELATED POLICIES

- 1.02V Curriculum Development
- 1.03V Inclusion and Equity
- 2.10V Delivery and Collection of Children
- 2.11V Child Safe Environment
- 2.14V Supervision of Children
- 2.24V Excursions and Service Events
- 3.02V Occupational Health and Safety
- 6.02V Acceptance and Refusal of Authorisations