

Waterfall Gully Pre School – Road Safety Education and Safe Transportation Policy

This policy was developed by Early Learning Association Australia in consultation with the Department of Transport and the early childhood sector as part of the Department of Transport Starting Out Safely program.



Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program



PURPOSE

To define the responsibilities of Waterfall Gully Pre School Inc 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.



POLICY STATEMENT

VALUES

Waterfall Gully Pre School Inc is committed to:

- the rights of children to be active citizens and to contribute to 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 families who are children's first and most influential educators (EYLF V2.0, 2022)

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, students, volunteers, parents/guardians, children, and others attending the programs and activities of Waterfall Gully Pre School Inc, 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	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the embedding in the curriculum of road safety education, based on the <i>National Practices for Early Childhood Road Safety Education</i>	√	√	√		
Working in collaboration to develop appropriate strategies to ensure that all children attending the service are included in road safety education.	√	√	√		√
Providing early childhood teachers and educators with access to a broad range of road safety education resources	√	√			
Ensuring that parents/guardians have access to this policy and its attachments (<i>Regulation 168</i>)	R	√	√		
Transportation of children for excursion					
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 <i>Regulation 102 (4)</i>	R	R	√		
Ensuring the risk assessment 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 <i>Regulation 101, 102</i>	R	R	√		
Ensuring all supervision requirements are met during transportation, including educator to child ratios <i>Regulation 123</i>	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 (<i>Regulation 136</i>)	R	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>).	R	√	√		
Regular 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>	R	R			
Ensuring authorisation is provided on the enrolment record for the regular transportation of the child <i>(Regulation 161 (2) (c))</i>	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 authorisation includes all details required under <i>Regulation 102D (4)</i>	R	R			
Ensuring the risk assessment 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 that buses/vehicles used or 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 starts to provide or arranges regular transportation. The notification is to be lodged through the NQA IT System <i>(Regulations (regulation 175(2)(f))</i>	R	√			
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 <i>(Regulation 175(2)(g))</i>	R	√			
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	R	√			
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. <i>(Regulation 102E (4)(a), Regulation 102F (4)(a))</i>	R	R	√		√
Note: Services must ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.					
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"> • 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. 	R	R	√		√

<ul style="list-style-type: none"> • date and time the record was made • full name and signature of the staff member making the record (<i>Regulation 102E (4)(c), Regulation 102F (4)(a)</i>) 					
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	√		√
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 (<i>Regulation 136</i>)	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>)	R	√	√		√

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)

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 AND RELATED POLICIES

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>
- 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
- 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)*).

AUTHORISATION

This policy was adopted by the approved provider of Waterfall Gully Pre School Inc on 30th August 2023

