

ECEC POLICY



Safe Transportation of Children in ECEC Services	Document No:	4(1),100, 101(2)(d), 102(4)
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Responsible Officer: Early Childhood Coordinator	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

1. PURPOSE

The City of Greater Geelong ECEC Services may need to transport children as an extension to the education and care they provide for children. Children are sometimes transported by, or on transport arranged by, children's education and care services. Service providers need to take specific steps to ensure the health, safety and wellbeing of children.

2. SCOPE

Children may be transported in several ways including by car, by public transport, or by walking to a regular outing (excursion) destination. ECEC Educators must comply with the requirements of the Safe Transportation of Children Policy when transporting children. Transportation may present additional risks to children depending on how it occurs and how the transition between vehicle, the Service premises or other locations is managed.

Transportation forms part of an education and care service if the service remains responsible for the children during that period of transportation. The service has a duty of care to ensure each child's safety and wellbeing, when transporting children, or arranging 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.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

3. REFERENCES

- Education and Care National Regulations 2011
- New provisions 2020 - regulations 4(1), 102B, 102C, 102D, 168(2)(ga)
- Amendments 2020 regulations 4(1),100, 101(2)(d), 102(4)

- Child Safe Standards 2022 2,4,6,8,9,11

4. ECEC POLICY

ALL SERVICES will:

The information in italics is information only & does not apply to any City of Greater Geelong ECEC Services. We do not transport children between home and Service.

- *Where required have in place a risk assessment for **Regular Transportation**.*
- *In the context of an education and care service, 'regular' 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 substantially the same for each occasion on which the child is transported. (An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered, or the provider of the transportation service has changed.)*
- *If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.*
- Where excursions involve transportation of children: The **Excursion Risk Assessment** must consider:
 - * the means of transport
 - * any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - * the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
 - * procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.
- Ensure **written authorisation** given by a parent or other person named in the child's enrolment record must state:
 - * if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings.
 - * if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion.
 - * if the excursion involves transporting children, (i) the means of transport (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - * Up to date risk assessment for children being transported between Centre and outing / excursion detailing all aspects.

5. QUALITY RECORDS

See Guidelines - Supervision for Excursions.

See Guidelines – Road Safety Education.

6. ATTACHMENTS

NIL