

Safe transportation of children procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This procedure outlines the Department for Education (Department) obligations under the [Education and Care Services National Law \(South Australia\) \(National Law\)](#) and [Education and Care Services National Regulations 2011 \(National Regulations\)](#) to ensure the safety, health and wellbeing of children when a service is transporting children.

Children are considered to be under the care of the education and care service at the point the service is taken to assume responsibility for their care and wellbeing, which means the point at which the child commences the journey on the transportation provided by or arranged by the education care service in accordance with the requirements of the legislation. The department's education care services, other than as part of an excursion, will need the authorisation for transportation is obtained (using the t

Scope

This procedure applies to education and care services that provide, or arrange, transportation of children between an education and care service premises and an alternate location. Transportation forms part of the education and care service if the service remains responsible for children during the period of transportation.

This procedure does not include requirements relating to excursions or regular outings. Excursions and regular outings are mandated by the [camps and excursions policy](#). Family day care excursions, refer to the [children's health and safety in family day care standard](#)

The responsibility for, and duty of care owed to, children applies in scenarios where education and care service is transporting children, or has arranged for the transportation of children, between the education and care service premises and another location, for example their home, school.

principals are required to ensure authorisation for transportation in early childhood services (DOCX 56KB) and the risk assessment template transporting children (DOCX 13B) are completed. Principals managing the relevant school bus service should discuss the request for a preschool child to travel on a school bus with the director of the early childhood service prior to approving, to ensure the safety and wellbeing of the child. Refer to the school transport policy

This policy does not apply where children may be walking with educators outside of an education and care service premises. Other obligations that apply under the National Regulations when walking children are outlined in the camp and excursions policy and procedure (including for regular outings), such as the requirements to conduct risk assessments and obtain written authorisations.

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authorised person to transport the child to an address other than the address on the written authorisation, a new authorisation and risk assessment must be completed.

This procedure does not include requirements relating to excursions or regular outings. Excursions and regular outings are mandated by the [camps and excursions policy](#) for family day care, refer to the [children's health and safety in family day care standard](#) for excursion authorisation the [parental consent for camp, excursion, sporting or adventure activity \(ED170\) \(DOC 146 KB\)](#) should be used. For family day care refer to the routine and non-routine excursion permission forms in the [educator portal](#)

The [authorisation for transportation of children in education and care services \(DOCX 56 KB\)](#) should be used when acquiring authorisation to ensure the following requirements under the National Regulations are met:

- x the child's name
- x the reason the child is to be transported
- x if the authorisation is for regular transportation, a description of when the child is to be transported eg Monday to Friday, or every Tuesday
- x if the authorisation is not for regular transportation, the date the child is to be transported
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- x a description of the proposed pickup location and destination
- x the means of transport to be used
- x any requirement for seatbelts or safety restraints
- x the period of time during which the child is to be transported
- x the anticipated number of children likely to be transported
- x the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- x that a risk assessment has been prepared

- x each child was accounted for at the service premises
- x a visually inspection of the interior of the vehicle was completed to ensure that no children remain inside the vehicle.

Records must be kept in accordance with the department's records management policy and procedure and can only be destroyed in accordance with current approved records disposal schedules issued by the State Records of South Australia

Local procedure

Education and care services providing or arranging for the transportation of children must ensure that a local (site) specific safe transportation procedure is developed that takes into account their specific context, and to ensure relevant departmental policies and procedures are implemented. This does not apply to family day care services.

The local procedure must consider

- x ensuring active and adequate supervision of children is maintained at all times during transportation, based on the risk assessment.

Factors to be considered include the requirements of individual children and how educators will support children requiring additional support (including medication, health plans and risk assessments for individual children), educator to child ratios, noting that the bus driver must not be

aid in schools and preschools to be in attendance, noting that the number of designated first aiders required must be based on the risk assessment.

- x ensuring educators and children follow the service's behaviour guidance procedure during transportation
- x ensuring the bus/vehicle's inspections and maintenance procedures are followed. Refer to the school transport policy and the Code of Practice for Buses (PDF 1,533KB). Contact the Transport Services Unit at education.transportservices@sa.gov.au 8226 3872.
- x ensuring the selection criteria for bus drivers in accordance with the school transport policy is met.
- x address 7.1 () Tj ET EMC BTthrdhlorintsSer-3ncloo8.197 0 Td () Tj -0.001 Tc 0 001 Tw 1.9 (c)-4.2 (c)n[

Version: 1.2

Approved by: Director, Early Childhood Services and Strategy

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Amendment(s): minor edit to incorporate changes to the Education and Care Services National Regulations, provide clarity to support services developing a local procedure, and update definitions and supporting information.

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Amendment(s): updated existing policy and procedure to include spec 3 Tw 1.20 Tw s1(N .5 (1(N .5 ao):1k(n)-0.6