



Y WA

**SAFE TRANSPORTATION AND ARRIVAL OF
CHILDREN AND YOUNG PEOPLE
POLICY (EYL)**

Policy Number	EYL-002-POLICY		
Policy Hierarchy	Operational Policy		
Business Division Owner	Education Youth and Leisure		
(EYL)Document Owner	Executive Manager Education, Youth and Leisure (EYL)		
(EYL)This Version	Approved By	Date Approved	Date Effective
v4	ELT	27/10/2023	11/11/2023
Document due for review: 30/10/2026			



SAFE TRANSPORTATION AND ARRIVAL OF CHILDREN AND YOUNG PEOPLE6

POLICY (EYL) 6

1.	PURPOSE.....	6
2.	SCOPE.....	6
3.	DEFINITION OF TERMS	6
4.	PRINCIPLES.....	10
5.	GOOD PRACTICE	11
6.	TRANSPORTATION RISK ASSESSMENT	12
	6.1 Risk Assessment Elements.....	12
	6.2 Regular transportation.....	13
	6.3 Excursions.....	13
7.	VEHICLE SAFETY	13
8.	AUTHORISATIONS FOR TRANSPORTATION.....	14
9.	DUTY OF CARE	15
10.	SUPERVISION.....	15
	10.1 Driver and Non - Y WA Staff.....	15
	10.2 Educator to Child ratios	15
11.	DRIVER ONLY APPPROVAL	17
12.	ROLES AND RESPONSIBILITIES.....	17
13.	FAILURE TO COMPLY WITH THIS POLICY.....	20
14.	FEEDBACK.....	20
15.	RELATED Y WA POLICIES AND PROCEDURES	20
16.	RELATED LEGISLATION AND REGULATIONS	21
17.	CONSIDERATIONS.....	21
18.	ATTACHMENT 1: Risk Assessment Elements	23
19.	ATTACHMENT 2: Form for parent/guardian authorisation for transport of Children and young people	24

20. ATTACHMENT 3: Vehicle Safety Checklist 27

21. ATTACHMENT 4: Y WA Transportation Checklist - Regular Journey..... 29

22. ATTACHMENT 5: Embarking and Disembarking Checklist 32

23. ATTACHMENT 6: Transport attendance record - Roll Call and Head Count (Bus Sheet) 34

24. ATTACHMENT 7: Accident Checklist..... 36

Public Transport, private and chartered vehicles 36

Private and Y WA vehicles..... 36

25. Attachment 8 Excursion Transport Checklist..... 37

VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release of organisational wide transportation procedure. Replaces all local level or service specific procedures.	15/06/2018	EM SD
V2.0	Inclusion of Family Day Care		
	Item 9 Authorised vehicles - Family Day Care permitted to use private vehicles. Item 7 - Family Day Care operators may transport Children with a sole operator. Clarification that seat belts/restraints to be worn in accordance with road safety laws. Amendment to remove requirement to escort/collect Year 1 Children to/from classrooms. Item 14.3.3 Replacement of term 'missing Child' to that of 'unaccounted Child' to align to regulatory definitions.	22/06/2018	EM SD

V2.1	Inclusion of Remote School Attendance Strategy (RSAS) program exemption to provide 2 staff members if the video and audio monitoring recording installed in their vehicle is used.	16/04/2019	EM SD
V2.2	Inclusion of reference to YMCAs of Australia Policy – Delivery and Collection of Children.	10/09/2019	EM SD
V3.0	Requirement to have appropriate car restraints/seats in place. Requirement to follow sun smart measures where relevant. Removal of questioning other Children about the whereabouts of an unaccounted Child. Not to transport a young person if there is any safety concern (Youth Services). Refuelling permissible for Youth Services excursions. Inclusion of RSAS specific procedures. Inclusion of transport by train Vehicle Accident/Breakdown – refer to checklist in vehicle. Clarification of behaviour management in YCL Addition of Procedure application table Requirement to follow sun smart measures where relevant.	15/10/2020	EM SD
V3.1	Item 12 and 15.4.6 - Requirement to include embarking and disembarking procedures of vehicle. Requirement to align with updated regulation 1 st March 2023 Item 20 to include definition of Embarking and Disembarking.	07/03/2023	EM SD
V3.2	Reviewed for currency. Updated to include approval from CEO prior to working alone.	Draft	Draft
V3.4	Reviewed. Procedures separated from Policy	Draft	Draft
V4.0	Change of name to Safe Transportation, Arrival and Collection of Children and Young People Includes Check Lists for Services	October 2023	EM EYL
V4.0	Safe Transportation of Children Procedure (ELC OSHC) separated from Safe Transportation and Arrival of Children and Young People Policy Young People Procedure separated from Safe	October 2023	EM EYL



	Transportation and Arrival of Children and Young People Policy FDC Procedure separated from Safe Transportation and Arrival of Children and Young People Policy		
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

SAFE TRANSPORTATION AND ARRIVAL OF CHILDREN AND YOUNG PEOPLE POLICY (EYL)

1. PURPOSE

The purpose of this policy is to inform all staff, families and other stakeholders, of their responsibilities and the Y WA’s duty of care for ensuring the safety, and protection from harm and hazards, of Children and young people during periods of transportation, and arrival and departure from premises and venues.

In line with our National Safeguarding Policy, this includes taking all action necessary to ensure Children and Young People can feel safe and be safe and when they do feel unsafe, taking measures to restore their safety.

2. SCOPE

This policy, and the accompanying procedures, apply to all Y WA staff involved in the transportation of Children and young people.

This policy does not apply to Family Day Care services.

3. DEFINITION OF TERMS

Term	Definition
Transport Attendance List (Bus Sheet)	Roll Call/Head Count list/sheet (Bus sheet) Provided by Nominated Supervisor (See attachment
Child/ren	Child over preschool age means a Child who — <ul style="list-style-type: none"> • is enrolled or registered at a school; and • attends, or in the current calendar year will attend, school in the year before grade 1 or in grade 1 or a higher grade; Child preschool age or under means a Child

	<ul style="list-style-type: none"> under the age of 7 years who is not a Child over preschool age;
Collection point	An agreed meeting point where Children/young people gather.
Disembarking	To remove Children on arrival at service
Duty of care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. Duty of care cannot be delegated to a volunteer.
ECRU Education and Care Regulatory Unit	The Department of Communities approves and monitors education and care services through the Education and Care Regulatory Unit (ECRU).
Education and care service	any service providing or intended to provide education and care on a regular basis to Children under 13 years of age. e.g. long day care; OSHC
Embarking	To onboard Children prior to leaving service
Excursion	When the Children are taken outside the premises on outings that occur from time to time
First qualified Educator	<p>The Educator holds an approved qualification;</p> <p>or the Educator</p> <ul style="list-style-type: none"> is enrolled in a course that is an approved first Educator qualification; and has completed at least 50% of the course; and is making satisfactory progress towards completion of the course; and is meeting the requirements for maintaining the enrolment in the course
Executive Senior Leader	<p>Executive Manager Education, Youth and Leisure</p> <p>General Manager - Children's Services</p> <p>General Manager - Youth, Community and Leisure.</p> <p>Executive Principal</p>
Head count	A count of the numbers of Children or young people ensuring the

	count total matches the number of Children on the roll call.
Involved staff member	A staff member that has any role in the activity – whether direct or indirect.
OSHC	Out of School Hours Care
Nominated Supervisor	<p>The Nominated Supervisor is appointed at each service (Director) responsible for the day-to-day management as required under Part 6 s161 of the Law. The individual</p> <p>(a) is nominated by the Y WA to be a nominated supervisor of that service; and</p> <p>(b) has provided written consent to that nomination.</p> <p>Has compliance obligations under the Law Part 6 s165 - 170</p> <p>Provides Headcount and Roll Call Sheet (Bus Sheet)</p>
Nominated Person	Staff member acting as Nominated Supervisor
Parent	Parent or Guardian or Authorised Person - The people listed on the child's enrolment form as having approval to make decisions for the child about health, emergencies, transport or other day-to-day decisions. Includes a person named in the child's enrolment record as a person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted.
Qualified Educator	<p>An Educator who meets the following qualification requirements</p> <p>(a) holds an approved qualification or an approved Educator qualification; or</p> <p>(b) is actively working towards an approved qualification or an approved Educator; or</p> <p>(c) is a first qualified Educator.</p>
Recurring/regular transportations	Regular transportations that do not change such as the collection and delivery of Children to and from school.
Regulations	<p>Education and Care Services National Law (Western Australia)</p> <p>Education and Care Services National Regulations 2012 Official</p>

	Version as at 01 Jul 2023
Responsible Person in Charge	The person with delegated responsibility for the task or decision. (See item 10) A person referred to in section 162(1)(a) to (c) of the Law: (a) a person with management or control of a service, or (b) a nominated supervisor of the service, or (c) a person in day-to-day charge of the service.
Roll call	Calling out each Child's or young person's name and gaining a response from each Child/young person to establish that they are present.
RSAS	Remote School Attendance Strategy
Safety checklist	Available in the accompanying procedures and Your Y SharePoint Page forms and policies.
Transport risk assessment	Identifies and assesses risks that the transportation of a Child may pose to the health, safety and wellbeing of a Child or young person, and outline steps to manage and minimise them. (See attachment 1)
Vehicle safety checklist	Available in the accompanying procedures and Your Y Page forms and policies. (See attachment 2)
Y WA vehicle	A vehicle owned by or leased to Y WA.
Young Person	A person over the age for provision of care by an Education and Care Service. (Usually over 13 years of age) for the purposes of this policy and procedures under 18 years of age. (Child Care Services Act WA 2007)
Safeguarding	Taking all action necessary to ensure Children and Young People can feel safe and be safe. This includes in their homes, their communities and when in organisations, regardless of their age, sexuality, gender, ability, religion, political beliefs or socio-economic background. Safeguarding also means that when they do feel unsafe, measures are taken to restore their safety.

4. PRINCIPLES

1. Y WA is committed to ensuring the health, safety and wellbeing of Children and young people while transporting them by any means.
2. Y WA recognises that transporting Children and young people provides opportunities for strengthening educational experiences and connections between Children and young people and the community, families, and staff. Transportation may also present additional risks to Children and young people depending on how it occurs, and, how transport or movement between a vehicle and education and care service premises, or other locations, is managed. These risks apply equally to single journeys or regular transportation.
3. To ensure Children and young people are adequately and actively supervised, and to meet both the Y WA Code of Conduct, and Safe Behaviours expectations, and expectations of supervision, the YWA prefers two staff (including the Driver) accompany Children and young people during transportation.
4. Only the Y WA CEO can approve *driver only* transportation of Children and young people. This responsibility is delegated to the appropriate Senior Leader.
5. The nominated supervisor will ensure the number of Children and young people being educated and cared for by the Y WA service does not exceed the maximum number of Children and young people specified in Regulations 4.3A (and item 10 herein) no matter where the Children and young people are located; including while they are being transported by the Y WA.
6. Except in the most extreme circumstance, private vehicles should never be used to transport Children or young people, and only with the approval of the Nominated Supervisor.
7. The *Safe Transportation of Children and Young People Policy*, *Safe Transportation of Children Procedures*, *Safe Transportation of Young People Procedures* and the *Y WA Transport Risk Assessment* are available at each service, and on Y WA website and internal SharePoint.
8. In accordance with Regulation 175 (f)(g) the GM Children Services will notify the Departments of Communities (ECRU) when regular transportation starts being provide or arranged by the services, and if/when it stops.

5. GOOD PRACTICE

The Y WA achieves good practice by

1. Embedding procedures for daily risk identification, vehicle safety, and management of information and transportation records of Children and young people in day-to-day activities.
2. Training all Educators responsible for transporting Children in their responsibilities to implement the Safe Transportation of Children and Young People Policy, Safe Transportation of Children Procedures, Safe Transportation of Young People Procedures and the Y WA Transport Risk Assessment.
3. Applying the requirements for regular transportation to ALL periods of transportation including regular journeys, excursions and single trips.
4. Ensuring one staff member with current First Aid qualifications and training is in attendance on the journey.
5. Having a staff member, other than the driver, accounting for Children and young people as they get in or out of a vehicle at the service.
6. Keeping records of how each Child was accounted for.
7. Checking that no Children are left unsupervised, behind, or inside vehicles.
8. The appropriate Responsible Person completing and safely maintaining the following information/documents:
 - Transport Risk Assessment
 - Vehicle Safety Checklist
 - Safety Checklists
 - Record of accounting for embarking and disembarking
 - Children and Young Person Transport Attendance List (Bus Sheet) and up-to-date personal information of Children and young people e.g.
 - Emergency contacts
 - Drop off and pick-up locations
 - Allergies, or medical conditions.

6. TRANSPORTATION RISK ASSESSMENT

A *Transport Risk Assessment* must be completed before making any request for transportation to be authorised by Executive Managers or Senior Leaders.

Families must be informed of all travel arrangements, prior to Children travelling on any journey.

6.1 Risk Assessment Elements

The Risk Assessment must address the YMCA WA Risk Management Policy and identify and assess risks that the transportation of a Child may pose to the health, safety and wellbeing of a Child and outline steps to manage and minimise risks.

See attachment 1. Consideration will be given to elements such as:

- pre-start vehicle/equipment checks to ensure that the vehicle and equipment (e.g. safety restraints) are in good repair prior to each use;
- number of Children involved in the transportation;
- number of Educators appropriate to provide supervision;
- assessment of Driver only risk;
- means of transport;
- the route and duration of transportation;
- collection and delivery locations;
- requirements for seatbelts and safety restraints;
- items required to be available while transporting e.g. mobile phone, emergency contact list, first aid kit;
- procedures for accounting for Children when embarking and disembarking the vehicle;
- process for entering and exiting the Service, excursion venue or other location.

Following a risk assessment, appropriate risk management and minimisation strategies will be implemented by appropriate service delivery staff.

An activity may not be run if the risk is High.

6.2 Regular transportation

For regular transportation of Children and young people a specific *Transport Risk Assessment* will be conducted once in every 12-month period, or when circumstances relating to transportation change significantly.

The *Transport Risk Assessment* for regular transportation of Children must be included in the site's *Operational Risk Register* in keeping with Y WA Risk Management Policy

6.3 Excursions

A separate risk assessment will be conducted for every excursion/outing/non-regular transportation.

The risk assessment for the transportation component of an excursion may be incorporated into the overall risk assessment for that activity.

The excursion's risk assessment must include details of

- the safest route for travel,
- method of travel,
- type of vehicle (if required)
- adequate supervision, and
- required restraints.

7. VEHICLE SAFETY

Y WA vehicles used to transport Children will be checked quarterly by the appropriate responsible person (usually Service Co-ordinator), to ensure vehicles are:

- registered,
- comprehensively insured,
- regularly maintained.

Y WA vehicles used to transport Children will also be checked weekly and before each journey by the appropriate responsible person, usually the Driver according to the *Vehicle Safety Checklist*. (See attachment 2)

8. AUTHORISATIONS FOR TRANSPORTATION

No Child will be transported without written authorisation from a parent or an authorised nominee on the Child's enrolment record.

Young people aged 16 and above may self-authorise transportation. Emergency contact details are required to be recorded and taken on the journey during transportation.

Approval must be obtained from the Nominated Supervisor if it is necessary to transport young people aged 12 to 16 without parent/guardian consent in emergency circumstances.

For regular transportation, authorisation from a parent or authorised nominee or young person over 16 will be obtained annually or when the Risk Assessment is amended.

A separate authorisation is required for every child for every excursion.

The authorisation must state the information listed below: (See Attachment 3)

- Child/young person's name.
- Reason for transportation.
- A description of when the Child/young person is to be transported if the authorisation is for regular transportation.
- The date the Child/young person is to be transported if the authorisation is not for regular transportation.
- A description of the proposed pick-up location and destination.
- Means of transport.
- Period of time during which the Child is to be transported.
- Anticipated number of Children or young people likely to be transported.
- Anticipated number of staff who will accompany/supervise the Children during transportation.
- Any requirements for seat belts or safety restraints.
- That a risk assessment has been prepared and is available at the Y WA service.

- That written policies and procedures for transporting Children and young people are available at the Y WA Service.

9. DUTY OF CARE

Y WA assumes duty of care as soon as the Child or young person's name is signed into Y WA's care.

Y WA's duty of care cannot be delegated to volunteers or non-Y WA staff.

10. SUPERVISION

10.1 Driver and Non - Y WA Staff

While transporting Children and young people, normal staffing ratios apply at all times (see item [11.1](#)).

- A staff member who is driving is counted as one of the paid staff members.
- At least one staff member must be First Aid qualified.
- At least one staff member must be qualified.

Non Y WA staff, such as teachers and staff from support agencies, may also be counted as a paid staff member for supervision purposes. However, Y WA's duty of care cannot be delegated to volunteers, or non-Y WA staff.

It is recognised that increasing the adult to Child ratio improves supervision, minimises risk and allows for better quality interactions between adults and Children during transportation. Where required additional responsible adults, such as parent/carer volunteers, can accompany Children to provide extra supervision.

10.2 Educator to Child ratios

Educator-to-child ratios apply at all times, and across all locations, that an education and care service is operating (Regulation 123). In addition to ensuring ratios are maintained across the service premises, consideration needs to be given to any other relevant locations where education and care is taking place. This includes excursions and any transport provided or arranged by the service. To be included in the ratio, educators must:

- be working directly with children (Regulation 122)
- meet the qualification requirements for educators at centre-based services (Regulation 126)
- hold a valid working with children or vulnerable person check (jurisdiction specific requirements apply).

If the driver of a vehicle is an educator and meets the above requirements, the driver may be included in ratio calculations for the purpose of educator-to-child ratio requirements across the service during the period of transport.

Centre-based services. Reg 369	Number of Children	Number of Educators	Number of qualified Educators
<u>Over preschool age (i.e. Pre-Primary and above)</u> <u>(no Kindy/preschool Child attending session)</u>	1-10 Children	1	1
	11-26 Children	2	1
	27-39 Children	3	1
	40-52 Children	4	2
	53-65 Children	5	2
	66-78 Children	6	2
	79-91 Children	7	3
	92-104 Children	8	3
	105-117 Children	9	3
	118-130 Children	10	4
	131-143 Children	11	4
<u>At least one preschool Child attending session</u>	1-10 Children	1	1
	11-20 Children	2	1
	21-30 Children	3	1
	31-40 Children	4	2
	41-50 Children	5	2
	51-60 Children	6	2
	61-70 Children	7	3
	71-80 Children	8	3
	81-90 Children	9	3
	91-100 Children	10	4
	101-110 Children	11	4

11. DRIVER ONLY APPROVAL

The CEO has sole responsibility for authorising *Driver Only* journeys and only in otherwise unresolvable circumstances and after consideration of the risk assessment. The CEO can delegate to the appropriate Senior Leader who must also notify the General Manager Human Resources if there is a breach of the Y WA Code of Conduct.

12. ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
CEO	Provides documented approval for single staffing transportation in exceptional circumstances only. [Delegated to appropriate GM or Executive Principal].
General Manager / Executive Principal	Ensure risks are managed and captured according to the Risk Management Procedure. Approval of the use of a hired vehicle or public transport vehicle. Ensure Y WA vehicles are maintained in accordance to the Vehicle Maintenance Procedure.
EM EYL, GM CS, GM YCL, Executive Principal	Ensure suitable resources and support systems to enable compliance with this Procedure. Ensure staff are trained in this procedure. Ensure compliance to this procedure.
Nominated Supervisor	Ensure / communication of suitable resources and support systems to enable compliance with this policy and procedure. Ensure staff are trained in this policy and procedure. Ensure the implementation and compliance with this Policy and

	<p>Procedures.</p> <p>Address any instance of non-compliance with the Transportation and Safe Arrival of Children and Young People Policy and Procedures and implement strategies to help prevent non-compliance.</p> <p>Ensure risks are managed and captured according to the Risk Management Procedure.</p> <p>Ensure written parental/guardian authorisations are in place prior to the transportation of any Child or young person.</p> <p>Consult with the individual school to designate a safe collection point.</p> <p>Respond to or follow up any issues such as:</p> <ul style="list-style-type: none"> • an unwell Child, or • an unaccounted-for Child, or • challenging behaviour, or • any deviations to the activity or any event that results in increasing risk. <p>Request permission for Driver only journey from the CEO.</p> <p>Under law (penalties apply) ensure:</p> <ul style="list-style-type: none"> • Children are adequately supervised at all times; • Children do not leave the centre without authorisation; • Children are not subjected to discipline that is unreasonable; • Children are protected from harm and hazard likely to cause injury; • The number of educators is no less than the number prescribed for this purpose; • That Educators caring for Children meet the qualification requirements relevant to the educator's role prescribed by the regulations.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Driver</p>	<p>Current appropriate WA driver's license and fit to drive vehicle.</p> <p>Pre-start vehicle and equipment checks.</p> <p>Ensure vehicle is equipped with first aid kit, charged phone and drinking water.</p> <p>Review and reassess risk assessments prior to transportation.</p> <p>Ensure all requirements are met prior to departure and during transportation as defined in Roll Call Head Count/Bus sheet.</p> <p>Enforce behaviour management.</p> <p>Ensure all roll calls/head counts are conducted and recorded.</p> <p>Check no-one is left on bus.</p> <p>Inform Responsible Person/Manager of any issues such as</p> <ul style="list-style-type: none"> • an unwell Child, or • an unaccounted for Child, or • challenging behaviour, or • any deviations to the activity or any event that results in increased risk. <p>If <i>Driver Only</i> journey, ensure permission has been obtained from appropriate Senior Leader.</p>
<p>All staff</p>	<p>Ensure a staff member, who is not the driver of the vehicle, is present when Children embark and disembark a vehicle at the service.</p> <p>Check no Child is left on vehicle.</p> <p>Inform Responsible Person/Manager of any issues such as</p> <ul style="list-style-type: none"> • an unwell Child, or • an unaccounted for Child, or • challenging behaviour, or • any deviations to the activity or any event that results in increased risk.

13. FAILURE TO COMPLY WITH THIS POLICY

Breaches of this policy will be treated seriously and may result in disciplinary action including termination.

14. FEEDBACK

Feedback on this procedure must be directed to the document owner, EM EYL.

The document owner is responsible for maintaining the currency of this document.

15. RELATED Y WA POLICIES AND PROCEDURES

Document ID	Document Title
	Refer to the YConnect page for the current link to related documents listed below.
YMCA Australia	Safeguarding Children and Young People Policy
ELC and OSHC Forms	Head Count, Roll Call and Ratio checklist
HSS-005-PROD	Risk Management Procedure
PC-002-POL	YMCA WA Code of Conduct
PC-003-GL	YMCA WA SCYP Practice Behaviour Guidelines
PC-HSS-005-PROD	Health & Safety Risk Management Procedure
SD-ELCOSHHC-01-POL	YMCA Australia Delivery and Collection Policy
SD-ELCOSHHC-04-04-PROD	Excursion Procedure – Early Education
SD-ELCOSHHC-04-16-PROD	Supervision of Children Procedure
SD-ELCOSHHC-04-23-PROD	First Aid Procedure
SD-ELCOSHHC-05-12-PROD	Interactions with Children (including Guiding Children’s Behaviour) Procedure
SD-VS-009-POL	Behaviour Support Policy (Vocational School)
SD-YS-001-PROD	Activities Away From Normal Place of Operation Procedure v1.0.pdf
SD-YS-003-PROD	Challenging Behaviour Procedure (Youth Services)

SGA-001-POL	Risk Management Policy
SGA-011-PROD	Fleet Driver Procedure
SGA-012-POL	Fleet Management Policy
SGA-016-PROD	Fleet Management Procedure
.	Safeguarding Children and Young People Practice and Behaviour Guidelines.

16. RELATED LEGISLATION AND REGULATIONS

Legislation/Standard
Road Traffic Act 1974
Road Traffic Code 2000
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations
Education and Care Services National Quality Standard

17. CONSIDERATIONS

Transportation of Children and Young People Policy and accompanying procedures need to comply with the following:

Education and Care Services National Law	
165	Offence to inadequately supervise Children
167	Offence relating to protection of Children from harm and hazards
169	Offence relating to staffing arrangements
174	Offence to fail to notify certain information to Regulatory Authority
301	National regulations
Education and Care Services National Regulations	
Reg 86	Notification to parents of incident, injury, trauma and illness
Reg 99	Children leaving the education and care service premises

Reg 100	Risk assessment must be conducted before excursion
Reg 101	Conduct of risk assessment for excursion
Reg 102	Authorisation for excursions
Reg 102A	Application of division
Reg 171(2)	Policies and procedures to be kept available at premises
Education and Care Services National Quality Standards Quality Area	
QA 2	Children's health and safety
2.2	Safety
2.2.1	Supervision
2.2.2	Incident and emergency management
2.2.3	Child Protection QA 4 Staffing Arrangements
4.1	Staffing
4.1.1	Organisation of educators
QA 7	Governance and management
7.1	Governance
7.1.2	Management systems
7.1.3	Roles and Responsibilities

ATTACHMENTS: SAMPLE FORMS AND CHECKLISTS

18. ATTACHMENT 1: Risk Assessment Elements

The Risk Assessment must identify and assess risks that the transportation of a Child may pose to the health, safety and wellbeing of a Child and outline steps to manage and minimise risks. Consult the Y WA Risk Management Policy.

Consideration will be given to elements such as:	Answer	Assessment
condition of vehicle/means of transport		
number of Children involved in the transportation		
behaviour management		
number of Educators appropriate/required to provide supervision (including qualifications and First Aid)		
assessment of Driver only risk		
the route and duration of transportation		
collection and delivery locations		
requirements for seatbelts and safety restraints;		
items required to be available while transporting e.g. mobile phone, emergency contact list, first aid kit;		
procedures for accounting for Children when embarking and disembarking the vehicle		
process for exiting the Service		
process for entering the Service, excursion venue or other location		
process for exiting the Service, excursion venue or other location		
process for entering the Service, or other location		

Following a risk assessment, appropriate risk management and minimisation strategies will be implemented **by appropriate service delivery staff**. An activity may not be run if the risk is High.

Attachment: Example Authorisation for transportation of children and young people

19. ATTACHMENT 2: Form for parent/guardian authorisation for transport of Children and young people

YOUR CHILD'S DETAILS			
Child's Name		Date of Birth	
Reasons why the Child is leaving the service?			
TRANSPORT ARRANGEMENTS			
Name		Contact Number	-----
Proposed pick up location - insert address and description:	Centre Name: Centre Address: Pick Up Location: Description: Location of Service		
Requirements for seatbelts or safety restraints under law		Seatbelts	
ADDITIONAL INFORMATION			
Any specific Medical needs?		Any specific Behaviour needs?	
Date	Activity	Proposed No. of Children/ Adults	Signed & Date
WEEK 1			
<input type="checkbox"/> 26/9/2023 Tue	Excursion:		Signature: Date:
<input type="checkbox"/> 27/9/2023 Wed	Destination:		
<input type="checkbox"/> 28/9/2023 Thu	Proposed Activity:		
<input type="checkbox"/> 29/9/2023 Fri	Excursion Times:		
<input type="checkbox"/> (Whole Week) Please tick days			
<input type="checkbox"/> 28/9/2023Thu	Excursion:		Signature:

Attachment: Example Authorisation for transportation of children and young people

	Destination: Proposed Activity: Excursion Times:		Date:
WEEK 2			
<input type="checkbox"/> 5/10/2023 Thu	Excursion: Destination: Proposed Activity: Excursion Times:		Signature: Date:
Acknowledgment			
1. I acknowledge that I am aware a risk assessment for transporting Children has been completed and is available on request and available at the education and care service.		Yes	No
2. I acknowledge that I am aware that YMCA WA has written policy and procedure for transportation of Children available on request and at the education and care service.		Yes	No
3. I acknowledge by signing this I give authorisation to transport my Child and I am authorised to do so on the enrolment form		Yes	No
4. I give permission for photos of my Child to be taken for centre displays, print and web marketing.		Yes	No
5. I give permission for staff to apply sunscreen to my Child as per YMCAWA's Sun Protection Procedure.		Yes	No
Parent/Guardian Signature			
Name: _____		Signature: _____	
Date: _____			
Nominated Supervisor Signature			
Name: _____		Signature: _____	
Date: _____			

Attachment: Example Authorisation for transportation of children and young people

Emergency Contact Details

Parent Full Name	1			Workplace	
Mobile Phone		Home Phone		Work Phone	
Email Address					
Parent Full Name	2			Workplace	
Mobile Phone		Home Phone		Work Phone	
Email Address					

Further persons to be contacted in case of emergency & authorised to collect Child

Any person who is unknown to staff is required to produce photo ID. These are people other than the Child’s parents already listed. These people must be able to collect your Child in the event of an emergency if you are unable. Please see Parent Handbook for further details.

Please ensure these emergency contacts are willing and able to collect your Child within 30 minutes, in the event of an emergency. At least 2 contact names must be completed before enrolment commences.

Additional Contact 1				Workplace	
Mobile Phone		Home Phone		Work Phone	
Email Address					
Additional Contact 2				Workplace	
Mobile Phone		Home Phone		Work Phone	
Email Address					

Attachment: Vehicle Safety Checklist

20. ATTACHMENT 3: Vehicle Safety Checklist

YMCA WA is committed to ensuring that employees are safe from foreseeable risk whilst at work, and that Children and young people are safe during transportation. This includes when employees may be required to drive, Children and Young People, to school, services, and excursions.

Journeys should be less than 45 minutes.

Weekly Vehicle checks		
Vehicle maintenance checks	Responsible Person	Date
• brakes,		
• indicators,		
• lights,		
• windscreen wipers,		
• air conditioning		
• tyres,		
• doors and windows (including Childproof door and window locks where fitted).		
Before each run		
Fuel levels are enough for journey		
Adequate vehicle restraints for each passenger Child car seats, booster seats		
All Children under the age of seven years are restrained correctly in Australian Standards (AS/NZS 1754) approved Child car-seats or booster-seats suitable for each Child's age and size.		
Children seven years and older are restrained safely for their size either in a booster seat with a lap sash seatbelt or with a lap sash seatbelt only		

Attachment: Vehicle Safety Checklist

Seat belts work		
Transportation checklist Vehicles used to transport Children will contain		
Fully stocked first aid kit including emergency asthma and anaphylaxis medications;		
Charged mobile phone		
Walkie Talkies (if used)		
High visibility vest		
Torch		
Supply of drinking water		
Records: accurate, current records for each transport run		
Attendance/Bus Sheet/Roll Call/Head Count		
Medication, health plans and risk assessments for individual Children		
Emergency contact details for Children		
Contact details of the service emergency contact number		
Emergency response information including Emergency and Incident		
Documents		
Injury, Trauma and Illness policies and procedures		
Safe Transportation of Children Policy and Procedures		
Accident Checklist		

The [Five Step Test](#) (see [Five Step Test - Starting Out Safely \(Childroadsafety.org.au\)](#)) will be used to determine appropriate restraint type.

Any maintenance issues will be documented and provided to the Nominated Supervisor for action as soon as possible.

21. ATTACHMENT 4: Y WA Transportation Checklist - Regular Journey

Transportation Checklist Regular Journey Week beginning: _____	MON	TUE	WED	THU	FRI
	Staff name and signature	Staff name and signature	Staff name and signature	Staff name and signature	Staff name and signature
Vehicle safety check list completed					
Transport risk assessment (including route to be taken) reviewed and packed.					
Any changes to the route to be taken are notified to the nominated supervisor or responsible person present at the service.					
Up-to-date Child Transport Attendance List (Bus Sheet) (master attendance list) packed. AM/PM Bus Run Roll Call and Head Count					
Up-to-date information about each Child's pick up and drop off location packed. *Any known issues with the planned route (as outlined in the risk assessment) have been considered and changes made as needed.					
Up-to-date emergency contact lists for Children packed.					
Up-to-date list of Children with allergies and illnesses packed.					

Attachment: Transportation Checklist Regular Journey

Any required health and risk management plans and medication required packed.					
Up-to-date first aid kits packed.					
Mobile/portable phone packed.					
At least one Educator or staff with first aid qualifications and training is in attendance.					
Educator(s) and responsible adult(s) have a valid state-specific working with Children or vulnerable person check.					
Correct number of adults (Educators and/or staff) required for supervision are present (as per risk assessment).					
Each Child is signed in on AM/PM Transport Attendance List (Bus Sheet) upon embarking.					
Regular Transportation Record/ AM/PM Transport Attendance List (Bus Sheet) completed immediately after all the Children have embarked.					
Roll call of all Children completed once Children are secured in their seats.					
Head count and roll call of Children completed and documented at each pickup and drop off location (if more than one destination per trip).					
Head count and roll call of Children completed and documented at destination.					

Attachment: Transportation Checklist Regular Journey

Each Child is signed out of the transport vehicle/education and care.					
Check of the interior of the vehicle to confirm no Children remain on the vehicle.					
Regular Transportation Record AM/PM Transport Attendance List (Bus Sheet) form completed immediately after all the Children have disembarked.					

Additional notes:

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
---------	----------	------------	-----------	---------



the
22.

ATTACHMENT 5: Embarking and Disembarking Checklist

Children embarking the vehicle for regular transportation	
A staff member, who is not the driver of the vehicle, must be present to check roll call and headcount when Children embark the vehicle at the service premises.	
Name of the staff member (other than the driver) responsible counting/checking Children embarking vehicle	
Position/Role	
Service name	
Signature	
Date record was made	
Time record was made	
Each Child is accounted for	Please tick yes to confirm <input type="checkbox"/> YES
Details of how each Child is accounted for (i.e. roll call and/or head count, absence note)	
Additional notes	
Children disembarking the vehicle - regular transportation	



A staff member of the service, who is not the driver of the vehicle, must be present when the Children disembark the vehicle at the education and care premises. This person checks headcount and the interior of the vehicle to confirm no Children remain in the vehicle.

Name of the staff member (other than the driver) responsible for accounting for Children and checking the interior of the vehicle	
Signature	
Position/Role	
Service name	
Date record was made	
Time record was made	
Each Child is accounted for	Please tick yes to confirm <input type="checkbox"/> YES
Details of how each Child is accounted for	
The interior of the vehicle is checked	Please tick yes to confirm <input type="checkbox"/> YES
No Children are left in the vehicle	Please tick yes to confirm <input type="checkbox"/> YES
Additional notes	



23. ATTACHMENT 6: Transport attendance record - Roll Call and Head Count (Bus Sheet)

Educator Driving: Bus:			Schools:			Date:
Educator (other than driver) checking Embarking/Disembarking:			Name & Sign:			Time:
2nd Educator on the bus:						
Child's details Circle restraint required List medications and allergies	Classroom Number/	Prior to leaving Service/School Roll Call/ Head count Time:	Embarking Head count Children getting on the bus Roll call On the bus Time:	Disembarking Roll Call Children getting off the bus Time:	Arrival Roll Call Children arrive at School/ YMCA Time:	Notes Document any information relevant to the bus run on this day e.g.: unaccounted for Child Times staff contacted parent/emergency services
Child's Name: Rear Front Seat Boosters Medication						
Child's Name: Rear Front Seat Boosters Medication						



Childs Name: Rear Front Seat Boosters Medication						
Childs Name: Rear Front Seat Boosters Medication						

1:10 ratio

AM – Children are accounted for: () Yes

Interior of the vehicle is checked: () Yes

PM – Children are accounted for: () Yes

No children are left on the vehicle: () Yes

Name of OSHC		
Nominated Supervisor/Responsible Person	Qualified Educator	Educator
Responsible Supervisor/ Nominated Person	Qualified Educator	Educator

24. ATTACHMENT 7: Accident Checklist

Public Transport, private and chartered vehicles

The Educator in charge will:

- Call emergency services, if required.
- Check on the welfare of Children, Young People and Educators and provide first aid, comfort and support if not injured themselves.
- Implement actions in accordance with First Aid procedures.

Private and Y WA vehicles

The Educator in charge will:

1. Check passengers are safe.
2. Call emergency services, if required.
3. Check on the welfare of Children and Educators and provide first aid, comfort and support.
4. Make sure passengers stay in sight of the Educator.
5. Take the required details of the other driver involved:
 - name
 - contact phone numbers
 - registration number
 - driver's licence
 - Insurance
6. If safe to do so, take photos of any damage made to either vehicle.
7. Phone the Service to inform the Nominated Person and organise alternative transport.
8. Complete an accident report on return to the Service.
9. The Nominated Supervisor will inform parents/ guardians of the incident as soon as possible and inform the Regulatory Authority within 24 hours of the incident taking place.



the

25. Attachment 8 Excursion Transport Checklist

Educator to child ratio, including whether this excursion warrants a higher ratio.	
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):	
Excursion checklist – items to be readily available during the excursion Please tick	
o Walkie talkies if required	
o First aid kit	
o List of adults involved in the excursion	
o List of children involved in the excursion	
o Contact information for each adult	
o Contact information for each young person	
o Mobile phone / other means of communicating with the service & emergency services	
o Medication, health plans and risk assessments for individual children	
Other items, please list	