



Y WA

**TRANSPORTATION AND SAFE ARRIVAL OF
CHILDREN AND YOUNG PEOPLE
PROCEDURE
FDC**

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VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	1/11/2012	EM SD
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v3.0	Reviewed reformatted	Draft Only: Not published	EM EYL
v4	Updated to reflect Y WA Safe Transportation and Collection and Arrival of Children and Young People Policy		EM EYL

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1 PURPOSE

This procedure should be read in conjunction with the *Y WA Transportation and Safe Arrival of Children and Young People Policy*. Family Day Care Educators are required to implement and follow the policy and these procedures when transporting children enrolled at Family Day Care in public or private vehicles.

To meet the requirements of regulations dealing with the transport of children on excursions or regular journeys by any bus car or train, and/or on foot (walking).

2 SCOPE

This procedure applies to all Family Day Care Educators and family day care service staff.

3 DEFINITION OF TERMS

Term	Definition
FDC	Family Day Care
Regulations	Education and Care Services National Regulations 2012
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.

4 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
FDC Educator	<p>Educators will</p> <ul style="list-style-type: none"> not transport children without successful completion of the re-approval procedure. provide a copy of their current driver's license to the Y

	<p>WA.</p> <ul style="list-style-type: none"> ensure that procedures for following and utilising the services of transport providers are followed. (Traffic Code 2000 WA will apply in all public and private transporting scenarios). carry out a risk assessment (regulation 102C) before asking a parent for authorisation to transport a child (regulation 102D(4)). not transport children without completing the Child Car Restraint training module.
Staff	Staff will provide a copy of their current driver’s license to the Y WA.

5 Principles

- The Y WA Family Day Care Service and the FDC Educator will ensure that every reasonable precaution is taken to protect children from harm and any hazard likely to cause harm or injury while transporting children in a vehicle.

6 Authorisation

Written permission must be obtained from the Parent before children can be taken anywhere by private vehicle or public transport (sub regulation (4)).

Permission for regular journeys will be obtained when the enrolling parent signs the *Authority to transport children (Authorisations for Transportation)* form accompanying the enrolment form, and which complies with Regulation 102.

Details of the vehicle to be used to transport their child will be provided to the parent.

Additional authorisation from the Parent is required for excursions.

7 Risk Assessment

Educators will complete the *Y WA Excursion Risk Management Plan* or *Special Excursion Risk Management* plan prior to excursions in accordance with regulation 102C (4) Risk Management t

Under the regulations, a risk assessment is not required for transporting a child if —

- (a) the transportation is regular transportation; and
- (b) a risk assessment has been conducted for the regular transportation of the child within the previous 12 months.

1. Any vehicle used to transport children enrolled at the service must be licensed, and in a road-worthy condition.
2. When transporting children anywhere, the Educator must take with them, medication and medical plans, including asthma and anaphylaxis medications and plans, of the children and young people being transported.
3. All children and young people being transported in private vehicles will be restrained according to legislative requirements.
4. Child car restraints must meet Australian Safety Standards and meet the child's current height and weight requirements.
5. Children must never be left unsupervised in vehicles.
6. The front passenger seat can only be used when the manufacturers' instructions state the airbags are appropriate for a child's age and size.
7. All rear seats should be used before the front passenger seat is occupied by a child or Young Person.
8. Educators will drive appropriately in accordance with road regulations.
9. All children and young people will be aware of behaviour limits (boundaries) while travelling in a private or public vehicle.
10. In the case of a child taking their seatbelt off or becoming unwell whilst the vehicle is in motion the FDC Educator will remain calm and find the next available safe place to pull the vehicle over.

8 Accidents

In the event of a traffic accident whilst transporting children:

- Educators will ensure there is a procedure in place in case of a breakdown of the vehicle, an accident or other emergency.
- In the event of a traffic accident, the FDC Educators is to ensure all participants are safe and unharmed.

- If harmed, the FDC Educator is to contact emergency services and apply first aid and care for participants if required.
- FDC Educator to contact YMCA as soon as viable and complete an incident form and follow the Incident Injury Trauma and Illness policy.

9 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
Roadwise - Traffic Code 2000 WA
National Quality Standards

10 SUPPORTING PROCEDURES, POLICIES, OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SD-FDC-04-07-PROD	Delivery and Collection of Children Procedure
SD-FDC-04-02-PROD	Supervision Procedure
SD-FDC-04-14-PROD	Administration of First Aid Procedure
EYL-ELCOSHCFDC-04-18-pol	Incident Injury Trauma and Illness Policy ELCOSHC FDC
SD-FDC-04-15-PROD	Serious incidents, Emergency & Evacuation

11 BREACH OF PROCEDURE

12 FEEDBACK

Feedback on this procedure must be directed to the EM Education Youth and Leisure.

The Document Owner is responsible for maintaining the currency of this document.