

# SAFE TRANSPORTATION POLICY

## Policy Statement

Highgate Outside School Hours Care (Highgate OSHC) provides education and care for children before school, after school and during school holidays. The service provides transportation to other locations during Vacation Care whilst participating on excursions.

Highgate OSHC ensures that all children being educated and cared for by the service are adequately supervised at all times. This includes ensuring educator to children ratios are met whenever and wherever the service is operating including providing transportation as part of the Vacation Care program.

## Implementation

The safety of children enrolled at Highgate OSHC is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through the comprehensive risk assessment process to ensure supervision is adequate at all times including transporting children during Vacation Care.

Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision on excursions is not static as it is dependent upon a range of considerations documented in risk assessments. Specific risk assessment procedures for excursions during Vacation Care are included in Highgate OSHC's *Excursion and Incursion Policy*.

## Transport Specific Risk Assessment

Each time Highgate OSHC transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement.

The risk assessment process will:

- identify any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- assess the risk of harm or potential harm using a risk matrix
- specify how the identified risks will be managed by eliminating or minimising the impact using control measures
- evaluate the current risk or potential harm by implementing control measures
- review and monitor the risk or potential harm to ensure it continues to be managed as a low risk

The risk assessment will consider:

- the proposed route and duration of the transportation
- the proposed pick-up location and destination
- the means of transport
- any requirements for seatbelts or safety restraints
- any water hazards
- the number of adults and children involved in the transportation

- given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required
- whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers)
- the process for entering and exiting
  - the education and care service premises
  - 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 on embarking and disembarking.

The Director will ensure:

- the service has appropriate insurance is in place for the transportation prior to it occurring
- risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- adequate supervision is provided
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- parents/guardians complete an authorisation for transportation of their child upon booking for any days that require transportation
- children are instructed on processes for entering and exiting Highgate OSHC premises and drop off sites
- children's attendance is checked against an accurate attendance record showing when children are within the care of Highgate OSHC
- children's attendance is checked by the Director or Responsible Person before departure from the designated pick up location and marked as present as they disembark from the vehicle
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to Road Traffic Act SA (1961)
- children are never left unattended in the vehicle
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- a list of emergency contact numbers for the children being transported is available at all times
- every effort will be made to notify parents/carers of delays returning to Highgate OSHC if applicable

Educators will ensure:

- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- children remain seated and do not behave in a dangerous or inappropriate manner
- once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind

Families will:

- adhere to Highgate OSHC's *Delivery and Collection Policy* and *Safe Transportation Policy*
- notify Highgate OSHC if their child is going to be absent on a particular day and not require transport
- ensure authorisation for transportation of their child by Highgate OHSC is granted by either the parent or authorised nominee named in the child's enrolment record
- update emergency contact numbers regularly

Approved by Highgate School Governing Council 10<sup>th</sup> August 2021

DATE OF EFFECT: 18<sup>th</sup> August 2021

REVIEWED: 3<sup>rd</sup> November 2022

TO BE REVIEWED: 3<sup>rd</sup> November 2023

#### Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 4, 85, 98, 99, 100, 101, 102, 123, 136, 158, 161, 168, 168(2)(ga), 170

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 2.2, 2.2.1, 2.2.2, 6.2.1

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>

National Guidelines for Safe Restraint of Children Travelling in Motor Vehicles – Kidsafe

My Time, Our Place Framework

Road Traffic Act 1961 (SA)