

1. Policy Statement

We are committed to ensuring the safe transportation of children by our service, including for excursions, during single trips and for regular transportation. We ensure all educators and staff are trained and regularly re-trained to implement the policies and procedures relating to safe transportation.

2. Background

Children enrolled at SPLASH are under the care of our service at the point that we assume responsibility for their care and wellbeing. As the approved provider, we take responsibility for the safety, health and wellbeing of all children at all times that children are in the care of our service.

This policy applies in scenarios where SPLASH is transporting children, or has arranged for the transportation of children, between our service premises and another location, for example their home, school, or a place of excursion.

Examples of transport **not** forming part of our service include:

- Private transport provided by families and carers (i.e. those not engaged by / registered with our service)
- Transport provided and/or arranged by an entity other than SPLASH
- When a disability service picks up children and transports them to school or to an activity.

3. Legislative Requirements

Education and Care National Law & Regulations

| Section/Regulation | Description |
|-----------------------|---|
| Section 165 | Offence to inadequately supervise children |
| Section 167 | Offence related to protection of children from harm and hazards |
| Regulation 24 | Application for service approval—centre-based service |
| Regulation 89 | First aid kits |
| Regulation 99 | Children leaving the education and care service premises |
| Regulation 100 | Risk assessment must be conducted before excursion |
| Regulation 101 | Conduct of risk assessment for excursion |
| Regulation 102 | Authorisation for excursions |



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| Regulation 102B | Transport risk assessment must be conducted before service transports child |
| Regulation 102C | Conduct of risk assessment for transporting of children by the education and care service |
| Regulation 102D | Authorisation for service to transport children |
| Regulation 102E | Children embarking a means of transport – centre-based services |
| Regulation 102F | Children disembarking a means of transport – centre-based services |
| Regulation 122 | Educators must be working directly with children to be included in ratios |
| Regulation 123 | Educator to child ratios – centre-based services |
| Regulation 136 | First aid qualifications |
| Regulation 158 | Children’s attendance record to be kept by approved provider |
| Regulation 168 | Education and care service must have policies and procedures |
| Regulation 170 | Policies and procedures to be followed |
| Regulation 171 | Policies and procedures to be kept available |
| Regulation 172 | Notification of change to policies or procedures |
| Regulation 175 | Prescribed information to be notified to the Regulatory Authority |
| Regulation 177 | Prescribed enrolment and other documents to be kept by the approved provider |

National Quality Standard

| Standard/Element | Description |
|------------------|---|
| 2.2.1 | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| 6.2.1 | Transitions - Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities |
| 7.1.2 | Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service |
| 7.1.3 | Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service |

4. Aim

To ensure the safety of all children and adults while using public or private transport, including any vehicles owned by SPLASH.



5. Principles informing our Policy

All decision-making is carried out in accordance with the principles of our service's Safe transportation of children policy.

- Children's safety, health, and wellbeing is paramount. We are committed to meeting all the regulatory requirements to ensure the safe transportation of children by our service, including for excursions, single trips and regular transportation.
- Our educators and staff are integral to the education and care of our children. Clear roles and responsibilities and relevant training ensure they are aware of their roles and responsibilities in relation to the safe transportation of children.
- We value and support the families at our service. At all times we seek their authorisation and input regarding our transportation of their children.
- We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the safe transition of children to and from the service to another service (such as a school).

6. Key terms

| Term | Meaning | Source |
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| ACECQA - Australian Children's Education and Care Quality Authority | The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children. | acecqa.gov.au |
| Excursion | An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if: a. the child or children leave the education and care service premises in the company of an educator; and b. the child or children do not leave the school site. | National Regulations (Definitions) |
| Regular outing | In relation to an education and care service, means a walk, drive or trip to and from a destination: a. that the service visits regularly as part of its educational | National Regulations (Definitions) |



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| | program; and b. where the circumstances relevant to the risk assessment are the same on each outing. | |
| Regular transportation | In relation to an education and care service, 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 the same for each occasion on which the child is transported. | Guide to the NQF (Glossary) |
| Risk assessment | Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be. | ACECQA Risk assessment template: Excursions |
| Transportation (that is part of the education and care service) | <p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation.</p> <p>The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> • private transport provided by families and carers (i.e. carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity. | Guide to the NQF (Transportation) |



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| Transition | <p>In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.</p> <p>These policies and procedures are not required to address children’s developmental progression from one setting to another such as advancing from one room to another in the service, or permanently leaving the service to commence full-time school.</p> | <p>Guide to the NQF (Transitions)</p> |
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7. Related Policies

- Administration of Authorised Medication Policy
- Delivery and Collection of Children Policy
- Excursion Policy
- Incident Injury Trauma and Illness Policy
- Staffing Policy
- Providing a child safe environment Policy
- The administration of first aid Policy
- Dealing with medical conditions in children Policy

8. Induction and ongoing training

- All leaders, educators and staff will be informed of the Safe Transportation of Children Policy during induction.
- All families will be informed of the Safe Transportation of Children Policy during the enrolment process.
- The provider and all staff involved in management of the service will be provided with training around the safe transportation of children which takes account of the Education & Care Law, National Regulations and the National Quality Standards.
- Training and information sharing to assist managers, co-ordinators, educators and other staff to fulfil their roles effectively, will include reference to the Governance & Management policy.



**St Paul
Lutheran School**

St Paul Lutheran School- SPLASH

Safe Transportation of Children Policy and Procedures

March 2026

9. Policy Review

Last reviewed: March 2026

Date for next review: March 2027

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Procedural Guidelines

1. Reference to Policy and Philosophy

The safety of each child and all our employees is paramount. Transportation can pose additional risks for children depending on the mode of transport involved, how it's used, and the way children move between the transport and service or other environment. The service we provide includes times when we transport children, or arrange transportation, between the service and another location, including their home, school, or excursion destination. The Nominated Supervisor and educators will always follow SPLASH's procedures to minimise this risk including those which follow.

The Nominated Supervisor will include the Transport Policy and Procedures in staff inductions and ensure all relevant staff receive practical training in relation to the requirements. Where children are regularly transported they will also diarise to rehearse the procedures at least once every 3 months, and maintain written records of the rehearsals and staff training.

2. Mandatory Notification to the Regulatory Authority

It is mandatory to notify the regulatory authority that our service provides or arranges regular transportation. The notification is to be lodged through the NQAIT System.

- As the approved provider we notify the regulatory authority in a service approval application within seven (7) days of regular transportation being provided or arranged by the service.
- The approved provider will notify the regulatory authority within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if regular transportation is no longer provided.

3. Risk Assessments

This section of the Policy does not include transport of children on excursions as risk assessment requirements for excursions are covered in the Excursion Policy.



The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the transport may pose to the safety, health and wellbeing of and each child before children are transported unless the arrangement is 'regular transportation' (ie transportation where the circumstances are substantially the same on each occasion) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:

- 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 under the relevant state/territory law (for regular transportation consider whether this needs to be assessed more often than every 12 months if child grows etc)
- any water hazards
- the number of adults and children involved in the transportation
- the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required, given the risks involved
 - consider children's ages, whether or not they are mobile, and whether any have additional needs or medical conditions
- whether any items should be readily available during transportation (eg a mobile phone and list of emergency contact numbers for the children being transported)
- the process for entering and exiting the education and care service premises and the pick-up location or destination
- procedures for embarking and disembarking the transport, including how each child will be accounted for
- a check system of the interior of the vehicle to ensure there are no children left behind.

The Nominated Supervisor will nominate, as part of the risk assessment control measures:

- the driver (if using vehicle owned or operated by SPLASH)
- the lead educator/supervisor responsible for ensuring an excursion runs smoothly and children are adequately supervised, or for supervising children during trips that are not excursions
- the checker responsible for checking vehicle at end of trip (may be same as lead educator/supervisor)



- a staff member or nominated supervisor (other than the driver) being present at the service to account for all children as they embark and disembark at the service premises and keep a record of how each child was accounted for .

The Nominated Supervisor will update risk assessments for regular transportation and obtain new authorisations from parents/guardians when circumstances that may affect transport arrangements change, including for example:

- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes for example because of road works
- the numbers and vulnerabilities of children.

4. Authorisations for Transportation

This section of the Policy does not include transport of children on excursions as authorisation requirements for excursions are covered in the Excursion Policy.

Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child unless the arrangement is 'regular transportation' and there's an authorisation which is less than 12 months old. The authorisation will include:

- the child's name
- the reason the child is to be transported
- if it's regular transportation, a description of when the child is to be transported
- if it's not regular transportation, the date the child will be transported
- a description of the proposed pick-up location and destination
- the means of transport
- the period of time during which the child is to be transported
- the anticipated number of children likely to be transported
- the anticipated number of staff members and any other adults who will accompany and supervise the children
- any requirements for seatbelts or safety restraints under the relevant state/territory law
- advice a risk assessment has been prepared and is available at the service



- advice written policies and procedures for transporting children are available at the service.

5. Transport Guidelines

This section and the rest of the Policy covers all situations where we transport or arrange transportation of children, including excursions.

Where relevant, the guidelines and procedures in this Policy will also be used to educate children, families and the community about safely transporting children and related issues like road and pedestrian safety.

5.1 Drivers

The Nominated Supervisor will ensure persons are safe, responsible drivers before allowing them to transport children. The Nominated Supervisor will nominate the driver (if not using a commercial transport company) and ensure they are not included in ratios or responsible for supervising children as they cannot provide adequate supervision while operating the vehicle.

The driver will not conduct any checks or record keeping that involve accounting for children as they embark and disembark at the service premises. In addition (if not using a commercial transport company) they will:

- make sure there are relief drivers available to fill in for any regular drivers
- keep copies of licenses and driving records which are less than 12 months old for drivers they approve to transport children and make sure drivers:
 - are at least 18 years old and fully licensed (no L or P plate drivers)
 - have a suitable driving history eg statement of demerit points
 - have proof of valid insurance and registration
 - are familiar with the first aid kit contents
 - can operate the fire extinguisher if required
 - have a clear working with children check if required
 - understand they must always comply with the road rules (eg no speeding or touching mobile phones)
 - understand they are responsible for paying any fines they incur
 - understand they must have a zero blood alcohol level when driving children



- understand they must report any driving convictions incurred since the Nominated Supervisor reviewed their driving record
- understand in relation to a vehicle operated by SPLASH they must:
 - report any damage or maintenance needs to the Nominated Supervisor
 - ensure there's enough fuel to complete the trip (eg refuel when the tank moves below half full) and never refuel when children are in the vehicle.

Where bus companies are hired to transport children the Nominated Supervisor will discuss the company's policy on driver qualifications, driving history and maintenance procedures etc. to make sure they have reliable and consistent safety processes in place.

5.2 Safety Restraints

Seatbelts and restraints systems will be used as outlined in this policy which is based on the National Road Rules. We note the Australian Design Rules set out vehicle safety requirements including requirements for seatbelts and child restraint anchorage points.

Educators will assist motor vehicle drivers and bus drivers to ensure each child is transported safely at all times. The Provider and SPLASH staff understand that drivers of small vehicles carrying up to 12 people are responsible for road safety and ensuring each child under 16 is properly seated and restrained. All educators, however, have an equal responsibility to assist the driver and check that each child is seated and restrained appropriately using the following guidelines.

5.3 Vehicles built to carry up to 12 people including the driver

Generally, educators and volunteers will follow the restraint arrangements which follow to ensure the safety of children. However, if a child is too small for a restraint specified for their age, they will be kept in their current restraint for as long as necessary. Likewise, if a child is too large for a restraint specified for their age, they may move to the next level of restraint.

Educators and volunteers will also comply with any current medical plans or certificates signed by a registered medical practitioner that states the child should not be restrained as outlined below while travelling in a vehicle (or bus) for medical reasons. Educators and volunteers will



comply with the conditions in the medical certificate, and where possible, ensure the child travels in a rear seat. Medical certificates must have an expiry date.

The Approved Provider or Nominated Supervisor will ensure all safety restraints are safe, labelled with Australian Standard (AS/NZS1754) (restraints purchased overseas do not comply with Australian Standards and are not compatible with Australian vehicles), and have been professionally installed or checked by authorised fitter. They will also ensure there are sufficient restraints to meet the safety restraints requirements under the national Road Rules as detailed below.

Educators and volunteers will ensure:

- Children from four to under seven years only sit in the front row of a vehicle with two or more rows if all other seats are occupied by children the same age or younger in an approved restraint
- The number of children transported does not exceed vehicle rated seating capacities
- Children do not share a seat belt or child restraint
- All adults use available safety belts.

5.4 Buses

- Buses are defined as vehicles built to carry over 12 people including the driver. The Nominated Supervisor, educators and volunteers will:
 - ensure seatbelts/restraints are used if they're required to be fitted
 - ensure seating capacity displayed on the compliance plate is not exceeded
 - consider whether an alternative mode of transport should be used to ensure children's safety where restraints are not available.

5.5 Transport Procedures

To ensure children's safety all employees and volunteers will implement the Transport Procedure or Transport Procedure Excursions when transporting children to and from destinations. Under no circumstances will any child be transported if all of the guidelines and procedures in this Policy are not met.

6. Maintenance

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To ensure vehicles owned or operated by SPLASH are safe and hygienic, where relevant the Nominated Supervisor will:

- follow the recognised service schedule and organise an annual mechanical inspection, or sight evidence vehicle has had mechanical inspection within the last 12 months
- look for obvious maintenance issues e.g. bald tyres
- pay insurance, registration etc. or sight evidence vehicle is registered and insured
- ensure check oil, water and tyres every month
- ensure vehicle is regularly cleaned
- ensure children can't access vehicles when they're not being used.

7. Children embarking and disembarking a vehicle

A nominated supervisor or a staff member (other than the driver) must:

- be present when children embark and disembark a vehicle at the service premises
- account for each child when they embark and disembark a vehicle at the service premises
- complete a check of the interior of the vehicle after all children have disembarked at the service premises to ensure there are no children left on the vehicle.

8. Record Keeping and Accounting

The approved provider and nominated supervisor must ensure that records are kept for regular transportation that:

- confirm each child was accounted for when embarking and disembarking the vehicle at SPLASH premises
- state how each child was accounted for at the service premises
- state that the interior of vehicle was checked after all children have disembarked at the service premises.

The records must be made immediately and include the time, date, full name and signature of the person/s responsible for:

- accounting for the children during embarking and disembarking of the vehicle
- conducting the vehicle check after children have disembarked.



9. Carpark and Driveway Safety

Young children are at risk from moving vehicles in low speed 'off road' locations such as driveways and car parks. Studies have shown for example, there are large 'blind zones' behind many vehicles where drivers cannot see what's happening. The Approved Provider, Nominated Supervisor and staff will implement measures to remove or control the risks posed by any car park on the premises. They will complete a risk assessment to identify and control risks and may implement measures such as:

- speed signs with maximum car park speed limits
- parking signs advising parking limited to eg 5 minutes or reverse parking required
- one way signs so all vehicles drive through car park in the same direction
- witches hats to control/block access in particular areas
- supervising area during drop offs and pick ups
- encouraging people collecting children to walk around vehicle before they leave.

10. Road Safety

Educators understand that children are vulnerable road users. They may think they can handle crossing a road by themselves but:

- are easily distracted and focus on only one aspect of what is happening
- are smaller and harder for drivers to see
- are less predictable than other pedestrians
- cannot accurately judge the speed and distance of moving vehicles
- cannot accurately predict the direction sounds are coming from
- are unable to cope with sudden changes in traffic conditions
- do not understand abstract ideas like road safety
- are unable to identify safe places to cross the road
- tend to act inconsistently in and around traffic.

Educators will closely supervise all children when outside SPLASH and near roads. They will hold children's hands, or if not practical to do this for all children, implement measures which keep children safe eg ensure children hold on to a rope at all times and wear high visibility vests.

Educators will regularly integrate learning about road safety into the curriculum. They will also provide information to families about children and road safety including:



- the key role families have in educating their children about road safety and the close supervision children require in and around traffic to keep them safe
- opportunities in day-to-day routines to discuss road safety with children eg on the way to the shops, service or school, while crossing roads (when and why it is safe to cross)
- the dangers involved in leaving children unattended in cars
- danger areas like car-parks, traffic lights, pedestrian crossings and driveways. In relation to driveways, it's vital to:
 - *always supervise children* whenever moving a vehicle ie hold their hands. *Put children securely in the vehicle with you* if you're the only adult around, even if moving just a small distance
 - *Encourage children to play in safer areas away from the driveway & cars.* The driveway is like a small road and should not be used as a play area
 - *Make child access to the driveway difficult* eg use security doors, fencing or gates.

11. Procedural Review

Last reviewed: March 2026

Date for late review: March 2027