

## POLICY

### POLICY 41: ROAD SAFETY AND TRANSPORT

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Service  
**Policy:** Services and Programs

#### POLICY:

To ensure that all children attending Our Village Family Childcare Service are:

- a) Adequately supervised at all times, including excursions and regular outings
- b) Kept safe while travelling as pedestrians, cyclists or passengers in a vehicle
- c) Able to participate in road safety education to assist them in being and becoming safe and responsible road users
- d) Transported in a vehicle that has been nominated on Our Village Family Childcare Service Home and Vehicle Safety Check for this purpose.
- e) Restrained in accordance with State Legislation, Victorian Road Safety Regulations 2009 and the Australian Safety Standards published by VicRoads.

#### SCOPE:

This document applies to all the Educators, Families, Coordination Unit Staff, volunteers and students of Our Village Family Childcare Service.

#### RATIONALE:

To ensure the rights of children who attend Our Village Family Childcare Service to travel safely as passengers, pedestrians and cyclists.

#### PROCESS:

- If a car has two or more rows of seats, then children under four years must not travel in the front seat
- If all seats, other than the front seats, are being used by children under seven years, children aged between four to 7 years (inclusive) may travel in the front seat. In this situation a booster seat that is manufactured without a tether strap must be used.
- If a forward-facing child restraint is used in a seating position where there is an airbag, the seat must be moved back as far as possible.
- Children are not to travel in any vehicle other than that driven by a licensed Educator or driver registered with the service.
- If a fully licensed adult member of the Educator's family is to be the driver of the vehicle nominated in the annual home safety check, the following conditions apply:
  - The driver is approved by the manager of the service.
  - The driver's license details must be documented on a permission form signed by each parent of any child who is to be transported.
  - The permission form must detail the reasons for the driver to be providing the transport and the times when the transport will be provided.
  - The permission form is to be completed on an annual basis.

- The Educator is to be present and supervising all children whilst being transported, unless exceptional circumstance prevent this occurring.
- It is recommended that a safety routine be established and used when children get out of vehicles so they don't wander away: babies come out first, older children should get out next because they can be instructed where to wait; toddlers, the most unpredictable of the age groups should wait until last, until the Educator is ready to take them by the hand. This routine should be reversed when getting into the vehicle. Educators will advise parents to use the same routines when children are in their parents care.

#### **Our Village Family Childcare Service will:**

- Ensure that buses hired for use on excursions have seatbelts fitted, and that these are correctly used by all children, Educators, families, students and volunteers for the entire trip.
- Develop procedures for Educators/staff to follow where a child is observed being transported to or from the premises in an unsafe manner (see Appendices . Procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises).
- Ensure that Educators undertake a written risk assessment prior to conducting excursions, including details of the safest route for travel and type of vehicle to be used etc.
- Ensure Educators adequately supervise children at all times, including while on excursions and regular outings.
- Ensure that the Educational Leader embeds road safety education in the curriculum, based on the National Practices for Early Childhood Road Safety Education (see Appendices . National Practices for Early Childhood Road Safety Education).
- Organise regular professional development/training for Educators and staff on road safety topics, including vehicle and driveway safety, current legislation, regulations, rules, standards and best practice information.
- Provide Educators with access to a broad range of resources to support road safety education.
- Children will be encouraged to use helmets when riding wheeled toys in the playground.

#### **Educators will:**

- Comply with the National Road Safety Standards which came into effect from 9 November 2009 under which all children under seven years of age must wear a child restraint or booster seat when travelling in a car. The type of restraint will depend on the child's size:
  - Under the age of six months: to be restrained in properly fastened and adjusted approved rearward facing child restraint (e.g. infant capsule)
  - From six months to less than the age of four: to be restrained in either a properly fastened and adjusted approved rearward or properly fastened and adjusted approved forward facing child restraint with inbuilt harness (e.g. child safety seat)
  - From four years to less than the age of seven: to be restrained in either a forward facing child restraint with an inbuilt harness or booster seat restrained by a correctly adjusted and fastened seatbelt or child safety harness
- Only allow a child to participate in an excursion with the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102 (4). If the excursion is a regular outing, the authorisation is required to be obtained once every 12 months and kept with the child's enrolment record.

- Ensure that a written risk assessment is undertaken prior to conducting excursions, including details of the safest route for travel and safety aspects for the chosen mode of transport e.g. motor vehicle, bus, train and tram.
- Ensure that all children are adequately supervised at all times, including while on excursions and regular outings.
- Ensure that road safety education, based on the National Practices for Early Childhood Road Safety Education (see Appendices . National Practices for Early Childhood Road Safety Education)..
- Children will be encouraged to use helmets when riding wheeled toys in the playground.
- Ensure the vehicle is registered and in a roadworthy condition at all times.
- Ensure that all children in care will be transported in restraints appropriate to their weight and according to current VicRoads regulations. These must be fitted according to the manufacturer's instructions.
- Ensure that only one child will occupy any child safety restraint/seat belt at any one time and that children occupy a child safety restraint/seat belt according to age and development (as per manufacturer's instructions)
- Ensure that each child's seat belt is securely buckled at all times.
- Ensure their vehicle is kept locked and inaccessible to children when not in use.
- Ensure that any goods carried in a vehicle, especially a hatch back or station wagon, are stored safely below the level of the rear seat. Ensure no articles are placed on the rear parcel shelf or front dashboard.
- Never leave a child unattended in a vehicle.
- Provide evidence that vehicle restraints have been checked for correct fitting at registration and subsequently in the event of a change of vehicle by the Educator.
- Ensure that all vehicles used for transportation of children in care must be maintained in a roadworthy condition and registered.
- Ensure that they hold either full or probationary drivers licenses when transporting children. Learner drivers and unlicensed drivers are excluded from transporting children.
- Ensure that they supervise children at all times while travelling in a vehicle.
- Ensure that emergency procedures are followed in the event of a vehicle crash or transport-related injury involving any children from the service.

#### **Families will:**

- Sign and date permission forms prior to excursions and regular outings
- Ensure that their child travels in a restraint suitable for the age/size when arriving at or departing from the service
- Be aware of all location-specific and general road safety requirements including details about where to park to deliver and collect children, observing speed limits in the vicinity of the service, using the safety door+(the rear kerbside door), driveway safety and role modeling safe road use
- Communicate any issues or concerns relating to their child's safety or wellbeing to the early childhood service
- Be aware of this policy and the Services procedures relating to the safe transportation of children to and from the Service.

#### **APPENDICES:**

- National Practices for Early Childhood Road Safety Education
- National Quality Standard linkages to road safety
- Our Village Family Childcare Service - Alternate Driver Permission Form
- Sample procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises

## DEFINITIONS:

**Adequate Supervision:** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an Educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for Educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

**Registered Driver:** An Educator registered with the service in an assistant Educator capacity or another fully licensed adult member of the Educator's family who has been approved by the manager to only transport children with permission from each child's parents and accompanied by the Educator for full supervision.

**Attendance Record:** is kept by the service to record details of each child attending the service including name, date and time of arrival and departure, signature or person delivering and collecting the child or of the Nominated Supervisor or Educator (Regulation 158 (1)).

**Authorised Nominee:** is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment record.

**Nominated Supervisor:** is a person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All service must have a Nominated Supervisor.

**Risk Assessment:** must be carried out in accordance with Regulation 101. Details of the safest route for travel, type of vehicle and required restraints are to be included in the assessment along with the identification of any hazards that may be present and how the Educator/staff will minimize/remove the hazard/s. *Our Village Family Childcare Service has a specific Excursion Permission Form and Risk Assessment Form which is to be used for all excursions.*

**Duty of Care:** is a common law concept that refers to the responsibilities of organizations to provide people with an adequate level of protection against hard and all reasonable foreseeable risk of injury.

**Wheeled toy:** is a child's pedal car, skateboard, scooter (other than a motorized scooter) or a tricycle or a similar toy, but only when it is being used by a child who is under 12 years old.

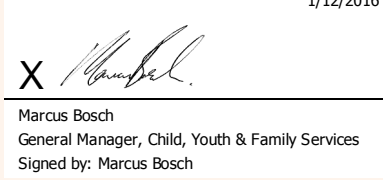
**REFERENCES:**

- Education and Care Services National Regulations, 2011 . Regulation 168
- VicRoads, (January 2012) Child restraints, booster seats and adult seatbelts: Choosing and using the safest restraint for your child.
- New Road Safety Rules: Using Child Restraints and Booster Seats, VicRoads Publication No. VRPIN02128/05.09, Victoria
- Early Learning Association Australia (Starting Out Safely Program) Road Safety and Safe Transport Policy (Early Childhood Services), September 2014

**RELATED DOCUMENTS:**

Excursions Policy - 6  
 Enrolment and Orientation - 31  
 Equipment and Resources - 15  
 Tobacco Smoke Free Environment - 27

*This box to be completed after final draft has been approved.*

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<b>Owner:</b>	Manager, Family Day Care	<b>Signed in accordance with Deed of Delegation:</b> <div style="text-align: right;">1/12/2016</div>  <p>X _____          Marcus Bosch          General Manager, Child, Youth &amp; Family Services          Signed by: Marcus Bosch</p>	