



# TRANSPORTATION OF CHILDREN POLICY



## POLICY RATIONALE

Currently, transportation of children, is an element of the TeamKids service, during excursions. Transportation usually refers to bus transportation between the service and an excursion venue, with or without stopovers on the way. On occasion, it may also include walking excursions, train, or tram transport.

Transportation of children may present additional risks to children depending on how it occurs, and consideration of how transitions occur between the service and the methods of transport should also be considered.

At all times, the safety of children is of utmost importance, and procedures are in place to reduce the risk of an incident during these procedures, whilst ensuring that this allows children to engage in community events, leisure facilities and educational/learning opportunities outside of the service.

## POLICY STATEMENT

This policy is intended to be implemented in partnership with the [TeamKids Excursion and Regular Outings Policy](#), as well as the [TeamKids – Supervision Policy](#), to ensure children's health and safety requirements are always met.

## TRANSPORTATION OF CHILDREN PROCEDURES

TeamKids may provide regular transportation to children, that meets the requirements of Regulation 102(e) and 102(f), as well as regulations in relation to the notification of the regulatory authority 175(2)(f) & 175(2)(g) as follows:

**Approved providers and nominated supervisors** ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.

**Approved providers and nominated supervisors** ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.

**Approved providers and nominated supervisors** ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.

**Approved providers** will notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This will be completed through the [NQA ITS](#).

The TeamKids Excursions and Regular Outings Policy contains further information in relation to specific procedures for boarding and exiting means of transport, such as a bus, detailing educator roles, positions, identification of children whilst on an excursion/being transported and regular supervisory practices.

Regulatory Requirements include a risk assessment to be completed before any transportation of children occurs, and this risk assessment is to be made available to educators before the commencement of the excursion/transport to read. The risk assessment is to also be made available to families/guardians to sight before the consent/authorise the transport of their child/ren. Written authorisation must be obtained from the child's family/guardian before any child is able to be removed from the Service (other than in an emergency, as consent in the children enrolment record).

By Law, the risk assessment must contain (but not limited to) the following:

- 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 a law of each jurisdiction in which the children are being transported
- 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 that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, 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 (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

By Law, the authorisation to be transported/attend an excursion or regular outing must contain (but not limited to) the following:

- The child's name
- The reason the child is to be transported If the authorisation is for regular transportation, a description of when the child is to be transported
- If the authorisation is not for regular transportation, the date the child is to 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 during the transportation

- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.

If the transportation is 'regular transportation,' the authorisation is only required to be obtained once in a 12-month period. 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 substantially the same for each occasion on which the child is transported.

The meaning of 'regular outing' previous noted within regulatory requirements has been amended slightly to align with the definition of 'regular transportation.' A regular outing now means a walk, drive or trip to and from a destination–

- a. that the service visits regularly as part of its educational program; and
- b. where the circumstances relevant to the risk assessment are substantially the same on each outing.

## REFERENCES:

- Quality Area 2 – Children's Health & Safety
- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Regulations (2011)
- Education and Care Services National Law Act (2010)

**Version control Date: 28 September 2020**

**Reviewed: ~~April 2024~~ December 2025**

**To be reviewed: ~~April 2025~~ December 2026**

**Policy No. PO-0031**