

## Mallee Track Health and Community Service

**Title: Transporting Children Safely and Road Safety Education Policy**

**Manual:** Early Years Services

**Scope:** This policy applies to the Approved Provider, Person with Management or Control, Nominated Supervisor, Person in day to day charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the Early Years Services, including during excursions and regular outings.

This policy **must** be read in conjunction with the:

- [Excursions and Service Events Policy](#)
- [Supervision of Children Policy](#)
- [Incident, Injury, Trauma and Illness Policy](#)

**Responsible Position:** Director of Community Services

**1. STATEMENT**

The safety of each child and all educators is paramount at all times. This includes those children and accompanying educators who travel on the bus and authorised vehicles. Proper restraint systems will be used according to current Australian Standards where available. The vehicle itself will be maintained according to Australian Standards.

Road safety education can help to reduce the risk of serious injury and death among young children. Road safety education assists children to develop skills, knowledge, behaviours and attitudes that support them to be safer on our roads as passengers, pedestrians and users of bicycles and wheeled toys.

Working collaboratively with families to help children become safe and responsible road users aligns with the learning outcomes of the Early Years Learning Framework (EYLF).

Road trauma is one of the leading causes of death among young Australians. Young children are at risk as passengers in motor vehicles, as pedestrians and as cyclists. They are particularly vulnerable due to:

- Their small size and changing needs as they grow.
- Their cognitive and perceptual skills still developing.

Under duty of care obligations, services must discuss with families situations where a child is observed to be at risk while being transported to or from the early childhood service. This may include instances where a child is observed to be:

- Travelling unrestrained.
- Travelling in an inappropriate restraint.
- Riding a bicycle or wheeled toy without a helmet.
- Instances where a parent/guardian is in an unfit state to drive due to intoxication or impairment.

**2. OBJECTIVES**

This policy was developed by Early Learning Association Australia in consultation with VicRoads and the early childhood sector as part of the VicRoads Starting Out Safely program.

The guidelines in the Transportation Policy will be used to educate children, families and the community on safely transporting children, road and pedestrian safety. Educators will assist motor vehicle drivers and bus drivers to ensure each child is transported safely at all times. The service understands that the driver maintains ultimate responsibility for road safety and ensuring each child 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. Under no circumstances will any

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child, whilst in the care of the service or using MTHCS vehicles, be transported if all of the following guidelines are not met.

To define the responsibilities of the Early Years Services to ensure that all children are:

- Kept safe while travelling as pedestrians, cyclists or passengers in a vehicle.
- Able to participate in road safety education to assist them in being and becoming safe and responsible road users.

The Early Years Services are committed to:

- The rights of children to be active citizens in the community.
- The rights of children to travel safely as passengers, pedestrians and cyclists.
- An evidence-based approach in the provision of road safety education and practice.
- The role of parents/guardians and families as children's first and most influential teachers.

### 3. RESPONSIBILITIES

#### 3.1 The Approved Provider or Persons with Management and Control is responsible for:

- Ensuring the provision of road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Ensuring that all children attending the service are included in road safety education.
- Ensuring access of educators and staff to regular professional development/training in road safety and ensuring they are kept up to date with current legislation.
- Ensuring the availability (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard AS/NZS: 2063 for bicycles and wheeled toys (refer to *Definitions*).
- Ensuring the provision of location-specific road safety information (e.g. details about where to park safely when delivering and collecting children and local area speed limits etc.) to parents/guardians and visitors.
- Ensuring the provision of general road safety information about transporting children to and from the service (which might include using the 'safety door' (the rear kerbside door), driveway safety, child restraint information and role modelling safe road use) to parents/guardians.
- Ensuring that parents/guardians have access to this policy and its attachments.
- Where possible buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff and volunteers for the entire trip.
- Ensuring that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy).
- Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner (refer to Attachment 2 for a sample procedure).

#### 3.2 The Nominated Supervisor or Person in Day to Day Charge is responsible for:

- Ensuring the embedding in the curriculum of Road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Working with teachers and educators to develop appropriate strategies to ensure all children attending the service are included in road safety.
- Organising access of teachers, educators and staff to regular professional development/training in road safety and are kept up to date with current legislation, regulations, rules, standards and best practice information.

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- Providing teachers and educators with access to a broad range of road safety education resources.
- Providing (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard AS/NZS: 2063 for bicycles and wheeled toys (refer to *Definitions*).
- Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.
- Ensuring that teachers and educators provide parents/guardians and visitors with location-specific road safety information.
- Ensuring that location specific road safety information is displayed at the service where relevant.
- Ensuring that teachers and educators provide parents/guardians with information about road safety.
- Ensuring that general road safety information is displayed at the service where relevant.
- Ensuring that parents/guardians have access to this policy and its attachments.
- Ensuring that where possible buses hired for use on excursions have fitted seatbelts for use by all children, staff and volunteers.
- Ensuring that teachers and educators understand and follow appropriate procedures in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy).
- Ensuring that teachers and educators understand and follow the service's procedures where a child is observed being transported to or from the premises in an unsafe manner.
- Implementing the services agreed procedures when notified by a teachers or educator regarding their observation of children being transported in an unsafe manner.

**3.3 Educators and other staff are responsible for:**

- Providing road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 1).
- Including all children attending the service in road safety education.
- Participating in regular professional development/training in road safety to keep up to date with current legislation, regulations, rules, standards and best practice information.
- Using a broad range of resources to support the delivery of road safety education.
- Providing parents/guardians and visitors with location-specific road safety information.
- Providing parents/guardians with information about road safety and actively communicating this information to families.
- Providing parents/ guardians with access to this policy and its attachments and actively communicating this information to families.
- Ensuring the correct use of seatbelts when possible in buses hired for excursions by all children, staff and volunteers for the entire trip.
- Following appropriate procedures in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service (refer to Incident, Injury, Trauma and Illness Policy), including notifying the Nominated Supervisor and Approved Provider as soon as possible after the event.
- Implementing the service's agreed procedures where a child is observed being transported to or from the premises in an unsafe manner.

**4. DEFINITIONS** - The terms defined in this section relate specifically to this policy.

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**Adequate supervision:** 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.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- Number, age and abilities of children.
- Number and positioning of educators.
- Current activity of each child.
- Areas in which the children are engaged in an activity (visibility and accessibility).
- Developmental profile of each child and of the group of children.
- Experience, knowledge and skill of each educator.
- Need for educators to move between areas (effective communication strategies).

**Approved Provider:** An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. The Approved Provider has overall responsibility to ensure that every part of the National Law, Regulations and National Quality Standard are met.

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

**Authorised nominee:** 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 form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service provider will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

**Child restraint:** A device used in conjunction with an adult seatbelt or ISOFIX-compatible lower attachment connectors and a tether strap, to restrain a child passenger of a motor vehicle in the event of a vehicle impact and thus minimise the risk of bodily injury.

**Duty of care:** A common law concept that refers to the responsibilities of organisations and staff to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services and their staff to provide children with an adequate level of care and protection against foreseeable harm and injury.

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure the Nominated Supervisor is a fit and proper person (in accordance with Sections 12, 13 and 14 of the National Law), with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes or is no longer employed at the service.

**Persons in day-to-day charge:**

A person may be placed in day-to-day charge of a service if:

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- the approved provider or nominated supervisor determines they meet the minimum requirements outlined in Regulation 120B of the Education and Care Services National Regulations; and
- The person provides written consent.

**Persons with management or control:**

- (a) if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or
- (b) if the provider of the service is an eligible association, each member of the executive committee of the Part 1—Preliminary Education and Care Services National Law Act 2010 No. 69 of 2010 22 association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
- (c) if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
- (d) In any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service; and care service.

**Risk assessment:** A risk assessment must identify and assess any hazard that poses a risk to a child’s health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

- The proposed route and location of the excursion.
- Any water hazards.
- Any risks associated with water-based activities.
- Transport to and from the proposed location of the excursion.
- The number of adults and children participating in the excursion.
- The number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills).
- The proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- The proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- Any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

ACECQA provides a sample Excursion Risk Management Plan at:  
<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

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

**5. GUIDELINES**

**5.1 Transport Guidelines for excursions in MTHCS vehicles, private vehicles or a registered bus service:**

Legal requirements must be adhered to at all times, these include but are not limited to: (marked with\*)

- \*Smoking of any substance, the intake of alcohol or the use of any illegal substance by any individual while involved with the transportation of children is prohibited. Educators will refer to the service’s Tobacco, Drug and Alcohol Policy and Smoke Free Workplace Policy for further guidelines.



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- \*Children will never be left unattended in any vehicle to promote positive supervision and to prevent heat stress.
- \*Educators will ensure that car seats, booster seats and seat belts are properly secured on each child and themselves where necessary before departing.
- Educators will assist each child to fasten and release the safety restraints on their seats.
- \*Children will only be transported in a vehicle in the manufacturer's stated capacity is adhered to at all times.
- Child safety locks on vehicle doors will be deployed where available.
- Children will be prohibited from standing, and any other dangerous activities whilst in the vehicle.
- Children will be accompanied at all times, including to and from the vehicle.
- If possible, children who have special needs will have their needs accommodated for. An educator who is familiar with these needs will travel with the child.
- Eating and drinking may occur when the children are attending an excursion
- Minimum of two staff are to be on the bus with one staff member in the rear of the bus supervising children at all times.
- Staff are to complete the [Bus Drop off Pick up List](#) for each trip to ensure no child is left on the bus unsupervised.
- Bus Drop off Pick up List is to be handed into Administration at the end of each week to support processing of accounts.

**5.2 GUIDELINES FOR SEATBELTS AND RESTRAINTS**

- Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- Educators will ensure that each child under seven years of age must be secured in a child restraint or booster seat when travelling in a vehicle where available.
- Babies up to six months of age must be restrained in a rearward facing restraint.
- Children from six months to under four years of age must be restrained in a rearward facing or forward facing restraint where possible.
- Children under four years of age must not be in the front row of a vehicle with two or more rows.
- From four years to under seven years of age a forward facing restraint or booster seat must be used where possible.
- Children from four to under seven years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.
- The ages specified above are a guide for the safety of each child. If a child is too small for a restraint specified for their age, they should be kept in their current restraint for as long as necessary.
- If a child is too large for a restraint specified for their age, they may move to the next level of restraint.
- Child restraints purchased overseas do not comply with Australian Standards and they are not compatible with Australian vehicles.

**More information will be accessed as necessary using the following information:**

- [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- VicRoads contact number - 131 171

**5.3 Designated School Buses:**

- A driver of a school bus, that is designed to seat over 12 adults (including the driver), is not required to ensure passengers, including those under 16 years of age are in a restraint.

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- It is recommended that where a restraint is available, it should be worn.

**5.4 Small Buses (9 to 12 seats):**

A driver of a small bus (between 9 to 12 seats including the driver) providing a public passenger service under the Passenger Transport Act 1990 must ensure that:

- All passengers younger than 12 months are secured in a child restraint.
- All passengers aged over 12 months and under 16 years:
  - occupy a seating position that is fitted with a suitable seatbelt, and
  - Not occupy the same seating position as another passenger, and wear the seatbelt properly adjusted and fastened.
- No passenger under 4 years old is in the front seat and a child 4 years or older but under 7 years may only sit in the front row if all of the other seats in the row or rows behind the front row are occupied by passengers who are also under 7 years old.
- A driver of a small bus not providing a public passenger service under the Passenger Transport Act 1990 is required to fully comply with the child restraint laws and must ensure that all passengers under 7 years old are appropriately restrained in an approved child restraint or booster seat.

**5.5 Medical Exemptions:**

- Children are exempt from wearing a child restraint if they hold a medical certificate signed by a medical practitioner which certifies that the child should not, for medical reasons, be restrained while travelling in a motor vehicle.
- Generally, if a child is unrestrained within a vehicle on medical grounds, they must travel in a rear seat. However, if the medical certificate signed by a medical practitioner certifies that the child should not, or cannot, for medical reasons, travel in a rear seat, then the child may sit in the front row.

**5.6 Vehicles including private vehicles:**

- Only insured, licensed and vehicles with a high level of maintenance will be used.
- The vehicle will have a First Aid Kit inside it and emergency contact details for all children and educators in the vehicle.
- A mobile phone will be available in case of emergencies.

**5.7 Drivers:**

- Drivers must be legally licensed.
- Learner drivers will not be allowed to drive any vehicle whilst children are in them.
- Drivers must be able to pass a criminal history check.
- Drivers will hold first aid certificates.
- Drivers will drive legally and follow road rules at all times.
- Drivers will not be talking on a mobile phone at any time, including hands free systems, and loud music will not be played to prevent distractions.
- The approved provider (licensee) is responsible for collecting background check and driving histories of the bus drivers and updating this information annually.
- The approved provider (licensee) is responsible for ensuring the safety of the vehicle, insuring the vehicle and keeping it at a safe standard.

**5.8 Mallee Minors drop off collection of children to and from Ouyen Preschool, Ouyen P-12 College, Private residence:**

To support service access for vulnerable families, staff from the Mallee Minors service in Ouyen may provide a drop off and collection service for children attending the Ouyen

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Preschool, Ouyen P-12 College and Private residence to and from the Mallee Minors Long Day care service.

To enable this, the following actions are undertaken:

- The child must be booked in to Mallee Minors for the particular session.
- Parents complete a [Permission to Deliver Collect Children from Preschool/P-12 College/Primary School/Private Residence](#) form detailing the days and times for collection and/ or drop off - this can be completed for the year unless times for collection or drop off changes
- Parents are to add 'Mallee Minors staff names' to the authorised collection list. This can be done on the [Change of Details Form](#).
- Parents are to add 'Mallee Minors staff names' to the authorised collection list at the Ouyen Preschool. This can be done on the Change of Details form.
- A MTHCS vehicle is to be used for the collection of children and appropriate child restraints are to be used with children appropriately seated in the vehicle.
- Child safety locks must be activated on doors.
- The bus drop off and pick up form must be completed on each occasion and adequate supervision of children at all times.
- Upon arrival at Mallee Minors, children should be signed in on the attendance register and food and drink placed in the refrigerator.

**6. EXCURSIONS**

The service will follow the [Excursions and Service Events Policy](#) at all times.

**7. ROAD SAFETY**

**7.1 Pedestrian Safety:**

Based on KidSafe Australia's guidelines, our service recognises and will follow the following information:

- Children are vulnerable road users. Although children may think they can handle crossing a road by themselves, remember that children:
  - 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 - such as road safety.
  - Are unable to identify safe places to cross the road.
  - Tend to act inconsistently in and around traffic.
- Children need to be accompanied and closely supervised by a parent or adult carer to keep them safer. A simple way of doing this is to hold hands.

**7.2 Educators will use the following to guide education with families and the community:**

- Parents and caregivers have a key role in educating their children about road safety. Children learn about road safety largely by experience.
- Parents and adult carers have opportunities in day-to-day routines to discuss road safety with children on the way to the newsagent, local shop or going to school.
- Whenever crossing roads, it is an idea to talk about when and why it is safe to cross the road with your children so they can gain understanding about the broad range of factors involved.



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- Anywhere where there is a potential for moving vehicles is a potentially dangerous traffic situation for children. This includes residential areas, car-parks, at traffic lights, along footpaths, zebra and other crossings, driveways, quiet streets, and busy streets.
- Children need parental/adult carer close supervision in and around traffic to make them safer.

- 7.3 Driveway Safety:**
- ALWAYS SUPERVISE your children whenever a vehicle is to be moved - hold their hands or hold them close to keep them safe.
  - If you're the only adult around and need to move a vehicle, even just a small distance, PUT CHILDREN SECURELY IN THE VEHICLE WITH YOU while you move it.
  - ENCOURAGE CHILDREN TO PLAY IN SAFER AREAS AWAY FROM THE DRIVEWAY AND CARS - the driveway is like a small road and should not be used as a play area.
  - MAKE CHILD ACCESS TO THE DRIVEWAY DIFFICULT – for example use security doors, fencing or gates.

**8. NATIONAL PRACTICES FOR EARLY CHILDHOOD ROAD SAFETY EDUCATION**

The National Practices for Early Childhood Road Safety Education have been developed by early childhood education and road safety experts across Australia and New Zealand. The eight national practices are based on research and are aligned with the Early Years Learning Framework.

The national practices guide early childhood educators and policy makers to develop, implement and evaluate evidence-based road safety programs that support children's and families learning about road safety, refer to:

<http://roadsafetymeducation.vic.gov.au/resources/early-childhood.html>

**Holistic approaches**

- Recognise that children's learning is integrated and interconnected when making curriculum decisions about road safety education.

**Responsiveness to children**

- Deliver road safety education which is responsive to individual children and extends children's strengths, knowledge and interests.

**Learning through play**

- Through play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.

**Intentional teaching**

- Engage in intentional teaching which extends and expands children's learning about road safety.

**Learning environments**

- Provide opportunities in the learning environment, including the local community, for safe and meaningful interaction with children, parents and carers about road safety.

**Cultural competence**

- Implement road safety education that is culturally relevant for the diversity of children, their families and the community.

**Continuity of learning and transitions**

- Use the opportunity of transitions, in active partnership with children, families and the local community, for road safety education.

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**Assessment for learning**

- Together with children and families, reflect on each child’s learning and application of road safety to plan for future learning.

**9. WHEN A CHILD IS OBSERVED TO BE AT RISK OF HARM WHILE BEING TRANSPORTED TO OR FROM AN EARLY CHILDHOOD PREMISES**

**9.1** Service providers have a duty of care to ensure the safety of children is paramount. Service providers must also comply with their obligations under state or territory child protection laws.

Where a parent/guardian or authorised nominee (refer to *Definitions*) is observed not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviours such as parking illegally or not using a bicycle helmet, the **Early Childhood Educator should:**

- Talk with the parent/guardian/authorised nominee about the importance of safe transport procedures, including the correct use of child restraints and/or relevant road safety behaviours.
- Provide/refer the parent/guardian/authorised nominee to relevant information regarding safe transport.
- Inform the Nominated Supervisor or Approved Provider (where relevant).

**9.2** If the parent/guardian or authorised nominee persists with unsafe road use behaviours, the early childhood educator must notify the **Nominated Supervisor or Approved Provider, who should:**

- Contact the parent/guardian/authorised nominee directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications.
- Provide the parent/guardian/authorised nominee with a copy of this policy.
- Offer/provide assistance to the parent/guardian/authorised nominee with the choice/purchase/installation/fitment of the correct restraint or bicycle helmet for their child.
- Follow up with the parent/guardian/authorised nominee, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

**9.3** If a parent/guardian or authorised nominee appears to be impaired or intoxicated when arriving to collect their child, the **Early Childhood Educator should:**

- Encourage the parent/guardian or authorised nominee to use an alternative form of transport or contact another authorised person to collect the child. If the parent/guardian or authorised nominee is not willing to use an alternative form of transport, the educator cannot prevent the parent/guardian or authorised nominee from taking the child
- Notify the police and/or child protection authorities immediately if the educator is of the opinion that the child may not be safe in the care of the parent/guardian or authorised nominee.

**10. EVALUATION AND MONITORING**

In order to assess whether the values and purposes of the policy have been achieved, the **Approved Provider will:**

- Ensure staff through team meetings are aware of this procedure and understand their obligations.

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Completed drop off and pick up form is handed/scanned to [earlyyears@nthcs.vic.gov.au](mailto:earlyyears@nthcs.vic.gov.au) at the completion of the trip. Staff receiving the form are to notify the Early Years Programs Leader if the form is not completed in its entirety as soon as practicable.

- Regularly seek feedback from parents/guardians, children, educators, management and all affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered best practice for all policies and procedures).

**Forms & Records:**

[Bus Drop Off Pick Up List](#)  
[Excursion Authorisation Form](#)  
[Excursion Risk Assessment and Management Plan](#)  
[Excursion Risk Assessment Checklist](#)  
[Bus Travel Agreement with Preschool](#)  
[Bus Travel Parent Form 6 DET – Written undertakings for pre-school passengers](#)  
[Permission To Collect/Place Children Off/On Bus To Arrive/Depart From Service](#)  
[Permission to Deliver Collect Children from Preschool/P-12 College/Primary School/Private Residence](#)  
[Parent Authorisation for Regular Transportation between Ouyen Preschool and Mallee Minors Child Care](#)  
[Transporting Children Risk Assessment and Management Plan](#)

**Related MTHCS Policy / Procedure:**

[Acceptance and Refusal of Authorisations Policy](#)  
[Child Safe Environment Policy](#)  
[Curriculum Development Policy](#)  
[Delivery and Collection of Children Policy](#)  
[Excursions and Service Events Policy](#)  
[Inclusion and Equity Policy](#)  
[Occupational Health and Safety Policy – Early Years](#)  
[Supervision of Children Policy](#)

**References:**

Early Learning Association Australia: [www.elaa.org.au](http://www.elaa.org.au)  
 Road Safety Education Victoria: [www.roadsafetyeducation.vic.gov.au](http://www.roadsafetyeducation.vic.gov.au)  
 VicRoads: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)  
 Child Road Safety: [www.childroadsafety.org.au](http://www.childroadsafety.org.au)  
 Transportation of Children with Additional Needs: [www.rch.org.au/tocan](http://www.rch.org.au/tocan)  
 Car Seats Save Lives: [www.carseatssavelives.com.au](http://www.carseatssavelives.com.au)

**Legislation:**

Relevant legislation and standards include but are not limited to:  
 Road Safety Act 1986

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Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 159, 160, 161  
 Road Safety Road Rules 2009 (Vic)  
 Education and Care Services National Law Act 2010 (Vic)  
 Education and Care Services National Regulations 2011 (Vic):  
 Working with Children Act 2005 (Vic)  
 Working with Children Regulations 2006 (Vic)  
 Children's Services Regulations 2009  
 Children's Services Law 1996

**Standards:** National Quality Standard (refer to Attachment 2 for road safety links to the NQS)  
 Quality Area 2: Children's Health and Safety  
 Quality Area 6: Collaborative Partnerships with Families and Communities  
 ISO 9001:2015 – 8.5, 7.5.3

MTHCS Early Years Services operate over two different regulatory requirements, Education and Care National Regulations 2011 and Children's Services Regulations 2009, differentiating Kindergarten services from Child Care Subsidy services. To reduce the list of Policies and Procedures produced, MTHCS Early Years Services have combined these documents. Designations will only be referenced under the Education and Care National Regulations 2011, however this would be equivalent to the same delegation as the Children's Services Regulations 2009 as needed but not stated.

<b>Education and Care National Regulations 2011</b>	<b>Children's Services Regulations 2009</b>
Responsible Person The Approved Provider Persons with Management and Control	The Licensee
The Nominated Supervisor or Persons in Day to Day Charge	Primary Nominee
Certified Supervisors	Approved Nominee or Accepted Nominee