

1. Policy Statement

PCYC OOSH is committed to the safe arrival of children during travel between the school setting and outside school hours care. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the safe arrival of children who travel between an education and service and any other education or early childhood service.

Children’s safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service. The travel of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going.

Safeguarding children during travel between the service premises and other educational settings can be enabled by the creation of policies and procedures and an effective process for their implementation.

In conjunction with 102AAB, we will continue to engage in consultations with our staff, children and their families regarding any development to our safe arrival of children policy and procedure.

3. References

- *Road Transport Act 2013*
- Education and Care Services National Regulations 99, 100, 101, 102 102AAB 102AAC, 102C, 102D
- National Quality Standards, Elements 2 2.2.1, QA2 2.2.2
- My Time, Our Place, Outcome 1

4. Definitions

The following terms, when used in this Policy, have these meanings:

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| Education or Early Childhood Service | (a) A school (b) An education and care service (c) A children’s service. (d) Any other service which provides education or care to children |
| 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. |

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| <p>Transportation</p> | <p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children apply 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 |
| <p>Travel</p> | <p>The transportation of a child between an education care service and the PCYC OOSH site irrespective of whether the transportation is provided or arranged by PCYC OOSH.</p> |

5. Procedure

5.1. Risk Assessment

Before any travel between PCYC OOSH service and another education service is undertaken, a risk assessment will be developed to identify and assess risks that the travel may pose to the safety, health or wellbeing of any child or Educators, and specify how the identified risks will be managed and minimised.

The risk assessment must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.

The risk assessment will consider:

- a. the age, developmental stage and individual needs of the child.
- b. the role and responsibilities of the following persons (if applicable) —
 - i. in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service.

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- ii. the child's parent.
- iii. an authorised nominee named in the child's enrolment record.
- iv. a person authorised by—
 - A. the child's parent; or
 - B. an authorised nominee named in the child's enrolment record.
- c. the role and responsibilities of the service the care of which the child is entering or leaving.
- d. the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel.
- e. the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel.
- f. given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision.
- g. the proposed route and destination, including any proximity to harm and hazards.
- h. the process for entering and exiting—
 - i. the service premises; and
 - ii. the pick-up location or destination (as required);
 - iii. the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

5.2. Authorisations

All children being transported as part of regular transportation or for excursions must have a signed authorisation by their parent or other person named in the child's enrolment as having authority to authorise transportation of a child.

Authorisation must be given for each excursion. Where the authorisation is for 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

The authorisation must include 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 and the period the child will be away from the premises.
- A description of the proposed pick-up location and destination
- The means of transport

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- For excursions, the proposed activities to be undertaken by the child during the excursion.
- 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 seat belts 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.

5.3. Travel Procedures

Please refer to PCYC Transport Policy which outlines necessary protocols and guidelines that need to be followed when children travel to and from PCYC OOSH. This policy includes valuable information on appropriate vehicles, driver qualifications and training, child supervision emergency procedures and any specific considerations that need to be taken into account during travel.

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6. Document Information

Version History

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