

# **Transport Policy and Procedure**

**Policy**

WEMOOSH is committed to ensuring that children and educators are safe when being transported between our site and schools in both before and after school care.

**Purpose**

In accordance with NSW Legislation and the Education and Care Regulations, this policy maintains a clear process for transporting children to the intended destination of either OOSH activities or school. This policy ensures that educators, children and carers are aware of the duties and responsibilities required to safely transport children in a consistent manner.

**Scope**

This policy applies to all educators and the children embarking on transport. While WEMOOSH educators are ultimately responsible for the safety of all passengers, children onboard must ensure that they follow clear rules for assisting with this standard of safety. Responsible Persons (assigned daily) shall comply with NSW Legislation Road Rules (2014) and the Early Childhood Directorate to ensure our compliance with Regulations and Law.

**Responsibilities**

*Educators*

* + Individually and collectively, WEMOOSH educators have the overall responsibility of carrying out service’s Transport Policy in their respective roles.
	+ Educators will not drive or supervise while under the influence of drugs, alcohol or any other judgement-impairing substances.
	+ Educators will ensure that children are seated and restrained according to NSW Legislation, and will guide behaviour on vehicles to ensure that the driver is not distracted from their primary duty.
	+ Educators will utilise all documentation to ensure that children are accounted for at all times and store this documentation appropriately for future reference if required.
	+ To ensure that no child is left unsupervised at any time on vehicles.

*Children*

* + Children are ultimately responsible for their own behaviour during transport and any breaches of bus rules may result in transport being suspended.

*Carers*

* + To collect children directly from buses in specific situations where required (ie home drop-offs). Non-attendance of authorised carers for the following procedures for transport sign-out may result in transport being suspended.

*Schools*

* + To ensure that children are safe and supervised appropriately until they are signed into WEMOOSH’s care.
	+ To provide a safe space for children to be supervised between the end of school and embarking onto WEMOOSH vehicles when required.

**Definitions**

*Responsible Persons*

* + A person in day-to-day charge of the service. This person must be 18 years or older, have adequate knowledge and understanding of the provision of education and care to children, have an ability to effectively supervise and manage an education and care service, and must have successfully completed child protection training.

**Education and Care Regulations**

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| R.99 | Children leaving the education and care service premises |
| R.102 | Authorisation for excursions |
| R.158 | Attendance and enrolment records |
| R.168 | Education and care service must have policies and procedures |

**National Quality Standard**

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| E. 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| E. 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
| E. 6.2.1 | Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities. |
| E. 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service. |

**Policy review**

WEMOOSH encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, we will accommodate any new legislative changes as they occur, and any issues identified as part of our commitment to quality improvement. WEMOOSH consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

# **Transport Procedure**

**Background**

Services and parents have a shared responsibility to ensure the safety and wellbeing of each enrolled child entering and leaving the premises. This is also the case when children arrive or depart using a Centre bus service for Before and After School Care or Vacation are programs.

**Policy statement**

This Policy outlines the Service’s requirement for the transport, delivery, and collection of children to ensure that the safety, security and wellbeing of the children entrusted to its care are given the highest priority.

**Strategies and practices**

All bus travel permission is sought in the enrolment form

All buses will have two staff on board, a Driver and an Educator, when needed. At times children will be transported with only a driver who will have asthma, anaphylaxis and CPR training.

Each bus is equiped with a camera. The camera will be backwards facing and turned on. Any Educator who finds the camera off will report this issue to the Director who will investigate why. Each bus will have a roll that states who is driving and all other occupants of the vehicle with time and date information recorded. These rolls will be kept by the Coordinator or Greeter for one year. These documents will be used to investigate any problems that arise during the journey.

**Before School Care and School Delivery**

* The educator or driver on the bus is to obtain the roll with all children listed that need to be transported to which schools.
* In term 1 if there are kindergarten children on the roll then another staff member on the bus is to walk those children into their class or lines until they get comfortable and confident with the transition.
* The educator on the bus is to make sure all children under 145cm are sitting on a booster seat and that all belts are on.
* Belts remain on until the bus driver verbally announces that it is ok to take them off
* Children on the roll are to be signed out of the Centre on Qikkids as the children leave the Centre and depart on the bus and are out of our care.
* The bus is to be checked that all children have gotten off the bus.
* If a child is behaving unsafely on the bus, then the educator is to be dealing with the situation. If it gets too out of hand the educator is to pull over, turns the engine off and deals with the situation.
* Behavioural warnings will be given out in the event of unsafe behaviour on the bus as it can endanger many people. Unsafe behaviour can include but is not limited to: Taking off seat belts before the bus has come to a complete stop at their destination, throwing things around the bus, rude gestures to members of the public whilst driving, unsafe contact with other children whilst on the bus.

**After School Care and Collection**

* WEMOOSH works in conjunction with the schools it picks up from to make sure there is a safe area for children to be loaded onto the bus.
* Children's safety is the school responsibility until the child has been put on the minibus and taken into WEMOOSH’s care.
* If a child/ren is/are not at the designated bus waiting area, and a suitable time passes for their arrival, the educator contacts the school office to ascertain if the child was at school. If they were at school, but still have not arrived at the waiting area, the educator rings the responsible person at the Centre to let them know the child/ren that are not at the waiting area and to contact the primary carers to find their whereabouts. This must happen before 3.30pm
* If the child is meant to be there this afternoon, then teachers and students will be asked if they know the whereabouts of the child.
* If the child cannot be located within a reasonable time, then the bus Educator will let the teacher at the designated area, or the school know that they are leaving to take the other children back and that the child has not been located. WEMOOSH will contact the caregivers of this child and inform them of this issue
* The school maintains responsibility for the whereabouts of the child until they are signed in to WEMOOSH’s care
* If the child is found by the school after the bus has left, then the school is to inform the OOSH and then then a bus is to be rang to let them know they have to go back to the school to pick up the child.
* If, due to staff shortages, there are not a driver and an educator available then the educator/driver will park the vehicle in a safe place and walk to designated school pick up spot. Once children have been collected by driver/educator they will find the safest route back to the bus and depart back to the Centre.

**Vacation Care**

* WEMOOSH Staff will count children as they are getting on Buses or coaches and make sure that number represents the same number as the roll on Qikkids.
* If numbers do not match, then a recount is to occur. If a child is found to be missing, then the bus will not depart until that child has been located
* When Minibuses are used as well as coaches then it will be documented which children are on the Minibuses as to avoid confusion.
* the same children will get back onto the minibuses as to further lesson confusion

**Responsibilities of parents**

* Communicate to their children the importance of being safe on the bus and the dangers and consequences of unsafe behaviour
* Contact the Centre before the bus arrives at the school if their child is absent

**Links to other policies**

* Excursion Policy

**Links Education and Care Services National Regulations 2011, National Quality Standard 2011**

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| Regs | 99 | Children leaving the education and care service premises  |
|  | 102 | Authorisation for excursions |
|  | 158 | Attendance and enrolment records |
|  | 168 | Education and care service must have policies and procedures |

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| QA | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
|  | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
|  | 6.2.1 | Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities. |
|  | 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service. |

**Sources**

* Education and Care Services National Regulations 2011
* Guide to the National Quality Standard 2011

**Further reading and useful websites**

* Early Childhood Australia. *Who can collect a child from childcare? Legal issues*. <http://www.earlychildhoodaustralia.org.au/our-publications/every-child-magazine/every-child-index/every-child-vol-17-1-2011/can-collect-child-child-care-legal-issues-child-care/> accessed 24 December 2017

**Policy review**

WEMOOSH encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, we will accommodate any new legislative changes as they occur and any issues identified as part of our commitment to quality improvement. WEMOOSH consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

**Version Control**

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| **Version** | **Date Reviewed** | **Approved By** | **Comments/Amendments** | **Next Review Date** |
| 1 | 8 January 2018 | Dr Brenda Abbey (Author) | Updated to change NQF requirements 1 February 2018. Service to modify policies to its specific needs.  |  |
| 2 | 20/3/18 | Elizabeth Treadwell | Altered policy to incorporate WEMOOSH Practices | 20/3/2019 |
| 3 | 11/03/19 | Elizabeth Treadwell  | Time frame added for the location of a missing child  | 11/03/2020 |
| 4 | 13 June 2020 |  | Changed service to QikkidsUpdated NQS  | 13 june 2021 |
| 5 | 30 June 2020 | Elizabeth Newman | Added Home drop offs | 30 June 2021 |
| 6 | 10 April 2021 |  | Home drop offs removed. Policy and Procedure amalgamated. Added information regarding the need for only one person on the minibus’ as per legislation.  | 09 April 2022 |