



## TRANSPORTATION OF CHILDREN POLICY

Wonder Kidz includes excursions and regular outings as a valuable part of us promoting and enhancing the social interaction experiences for children.

### Purpose of the Policy:

Transportation of children is an essential element of the Wonder Kidz experience during excursions and potentially for some regular outings. Transportation usually refers to car and bus transportation to the excursion venue, with or without stopovers on the way. Occasionally, it may include walking excursions, train, or tram transport.

Transportation of children may present additional risks 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 events, leisure facilities and learning opportunities while participating in the community.

### Policy statement:

This policy is intended to be implemented in partnership with the Wonder Kidz (Excursion and Regular Outings Policy and Supervision Policy) to ensure that children's health and safety are always met.

### Transportation of children procedures:

The Wonder Kidz Excursions and Regular Outings Policy contains further information concerning specific procedures for boarding and exiting means of transport, such as a car, detailing team members' roles, positions, and

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 completed by the team leader before the commencement of the excursion/transport. A signed authorisation must be obtained from the child's family/guardian before any child can be removed from the Service (other than in an emergency, as consent in the child's enrolment record).

*By Law, the risk assessment must contain (but is 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
- The number of adults and children involved in the transportation
- Whether any items should be readily available during transportation (for example, a mobile phone and a list of emergency contact numbers for the children being transported).

If the transportation is 'regular transportation,' *the authorisation must only be obtained once in 12 months*. Regular transportation as regular outings mean the walk, drive, or trip to and from a destination— a. that the service regularly

visits as part of its program; and b. where the circumstances relevant to the risk assessments 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)
- New Provisions - R102B, R 102C, R 102D & R 168(2) (ga)
- Amended Provisions – R 4(1), R 100, R 101(2)(d) & R 102(4)
- Education and Care Services National Law Act (2010).

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