DAME NELLIE MELBA
KINDERGARTEN
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Road Safety and Transport Policy

Manadtory – Quality Area 2

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

Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program

PURPOSE

To define the responsibilities of DNMK to ensure that all children are:

- are adequately supervised at all times
- 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.

POLICY STATEMENT

VALUES

DNMK is committed to:

- the rights of children to be active citizens and to contribute to 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 families who are children's first and most influential educators (EYLF V2.0, 2022)

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of DNMK, including during excursions, regular outings, and transportation.

This policy must be read in conjunction with the:

- Excursions and Service Events Policy
- Supervision of Children Policy
- Incident, Injury, Trauma and Illness Policy

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
1. Ensuring the embedding in the curriculum of road safety education, based on the *National Practices for Early Childhood Road Safety Education (refer to Attachment 1).*	√	√	√		
2. Working in collaboration to develop appropriate strategies to ensure that all children attending the service are included in road safety education.	√	√	√		√
3. Ensuring early childhood teacher, educators and staff to participate in regular professional development/	√	√			
4. Participating in training in road safety and ensuring they are kept up to date with current legislation, regulations, rules, standards and evidence informed practice information.		√	√		√
5. Providing early childhood teachers and educators with access to a broad range of road safety education resources	√	√			
6. Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.		√	√		√
7. Ensuring that educators understand and follow the service's procedures and will immediately intervene and rectify where a child is observed being transported to or from the premises by a family member/guardian in an unsafe manner *(refer to Attachment 2)*	√	√	√		
8. Ensuring that location-specific road safety information is displayed at the service where relevant (e.g. details about where to park safely when delivering and collecting children and local area speed limits etc.)	√	√	√		
9. Ensuring that parents/guardians have access to this policy and its attachments *(Regulation 168)*	R	√	√		
Transportation of children for excursion					
10. Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under *Regulation 102 (4)*	R	R	√		
11. Ensuring the risk assessment *(refer to Definitions)* is conducted prior to the service transporting children and	R	R	√		

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identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by *Regulation 101, 102*					
12. Ensuring all supervision requirements are met during transportation, including educator to child ratios *Regulation 123*	R	√	√		√
13. Ensuring that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phone and that educators or staff with first aid qualifications and training are in attendance *(Regulation 136)*	R	R	√		√
14. Ensuring that buses hired for use on excursions have fitted seatbelts (wherever possible) that are correctly used by all children, staff and volunteers for the entire trip.	R	√	√		
15. 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).*	R	√	√		
16. Ensuring reporting requirements under the *Occupational Health and Safety (OHS) Act 2004* are made to WorkSafe immediately by phone and within writing by 48 hours *(refer to Sources)*	R				
17. 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).*	√	√	√		√
18. Implementing the services-agreed procedures when notified or when there has been observation of child/ren being transported in an unsafe manner.	√	√	√		√
Regular transportation of children to/from the service					
19. Ensuring that each child's enrolment record *(refer to Definitions)* provides details of the name, address and telephone number of any person who is authorised to consent to transport the child or arrange transportation *(refer to Definitions)* of the child *Regulation 160 (3) (b)(vi)*	R	R			
20. Ensuring authorisation is provided on the enrolment record *(refer to Definitions)* for the regular transportation *(refer to Definitions)* of the child *(Regulation 161 (2) (c))*	R	R			
21. Ensuring that a child has written authorisation (except in an emergency) by the parent/guardian or person named in the child's enrolment record, prior to being transported and that the authorisation includes all details required under *Regulation 102D (4)*	R	R			
22. Ensuring the risk assessment *(refer to Definitions)* is conducted prior to transporting children and identifies and assesses the risks, specifies how these will be managed	R	R			

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and/or minimised, and includes all details required by *Regulation 102B, 102C*					
23. Ensuring that buses/vehicles used for the transportation *(refer to Definitions)* of children have fitted seatbelts (wherever possible) that are correctly used by all children for the entire trip.	√	√	√		
24. Notifying the regulatory authority within seven (7) days that the service starts to provide or arranges regular transportation *(refer to Definitions)*. The notification is to be lodged through the NQA IT System *(Regulations (regulation 175(2)(f))*	R	√			
25. Notifying the regulatory authority within seven (7) days if there is a change to the regular transportation *(refer to Definitions)* provided or arranged by the service, including if regular transportation is no longer provided. The notification is to be lodged through the NQA IT System *(Regulation 175(2)(g))*	R	√			
26. Ensuring that if the service owns and operates a bus with 10 or more seating positions and provides regular transport to children of any age, it must be accredited by Safe Transport Victoria	R	√			
27. Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle. **This person must be an additional person, it cannot be the driver of the vehicle**. *(Regulation 102E (4)(a), Regulation 102F (4)(a))* Note: Services must ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.	R	R	√		√
28. Ensuring each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for *(Regulation 102E (4)(b), Regulation 102F (4)(a))*	R	R	√		√
29. Ensuring the service (not the driver) immediately records when children get on and off a vehicle: • each child was accounted for • how each child was accounted for at the service premises • interior of vehicle was checked after all children have disembarked at the service premises. • date and time the record was made • full name and signature of the staff member making the record *(Regulation 102E (4)(c), Regulation 102F (4)(a))*	R	R	√		√
30. Ensuring an extensive check of the vehicle after children have disembarked to confirm no child is left behind in the vehicle. *(National Law: Section 16, Regulation 102F)*	R	R	√		√

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31. Ensuring these documents are kept for a period of 3 years after the last date on which the child was educated and cared for by the service *(Regulations 177 and 183)*	R	R			
32. Ensuring that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phone and that educators or staff with first aid qualifications and training are in attendance *(Regulation 136)*	R	√	√		√
33. In preparing the safe arrival of children policies and procedures, the approved provider of a children's service must consult with: • staff of the service • Parents/guardians of children • children being educated and cared for by the service (if applicable).	**R**	√			
34. Conduct a risk assessment 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 a children's service and any other education or early childhood service *(Regulation 71C)*	**R**	√			
35. 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)*	R	√	√		√

BACKGROUND AND LEGISLATION

BACKGROUND

Road safety education can help to reduce the risk of serious injury and death among young children by assisting them to develop skills, knowledge, and behaviour about the safe use of roads.

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 develop appropriate procedures to guide staff to address 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 for their size
- travelling in an incorrect position/seat in the vehicle

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- riding a bicycle or wheeled toy without a helmet
- instances where a family member is in an unfit state to drive due to intoxication or impairment.

RISK ASSESSMENTS AND AUTHORISATIONS

A risk assessment for excursions and regular outings must identify and evaluate any hazards that pose a risk to a child's health, safety, or wellbeing, and it must outline how these risks will be managed or minimised, in accordance with Regulations 100, 101, 102B, and 102C.

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 outing
- 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.

Excursions and regular outings are an essential part of early childhood education services because they provide children with valuable opportunities to explore and engage with the world beyond the classroom. While there are many benefits to excursions and regular outings, the risk factors remain consistent on each outing, making it crucial to undertake thorough risk assessments.

National Regulation 102-5 states a risk assessment and authorisation only need to be completed once every 12 months if the outing qualifies as a regular outing *(refer to Definitions)* and the circumstances have not changed. However, a new risk assessment and authorisation are required if any circumstances, such as the location, number of children, route, transport method, activities, or duration of the outing, change.

Each excursion requires a separate risk assessment and written authorisation to be given by an authorised person.

- 'Blanket' risk assessments and authorisations for a general area are not compliant.
- Spontaneous outings are not permitted.
- Authorisations and risk assessments must refer to a particular destination - they cannot be applied to multiple possible destinations within a general area (for example within a 2 km radius of the service)
- A service cannot consult families on the day an excursion/outing occurs. A risk assessment must always be completed, and information provided to parents/authorised persons with the written authorisation, before consent can be given to take the child outside the service.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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- Bus Safety Act
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 102B, 102C, 102D, 158, 159, 160, 161
- National Quality Standard
  - Quality Area 2: Children's Health and Safety
  - Quality Area 6: Collaborative Partnerships with Families and Communities
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions Attachment

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.

Excursion: An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if:

a. the child or children leave the education and care service premises in the company of an educator; and

b. the child or children do not leave the school site

Notifiable Incidents: Employers must notify WorkSafe immediately after becoming aware a notifiable incident has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

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 the same for each occasion on which the child is transported.

Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing. (ACECQA 2022)

Risk assessment: Is the overall process of systematically evaluating and managing risks in the service environment or program.

Transportation: 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 applies in scenarios where services are transporting children or

have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.

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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.

SOURCES AND RELATED POLICIES

SOURCES AND RESOURCES

ACECQA, Changes to regular transportation of children: https://www.acecqa.gov.au/sites/default/files/2023-01/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023_0.pdf

- ACECQA, Excursions Policy Guidelines: https://www.acecqa.gov.au/sites/default/files/2021-08/ExcursionsPolicyGuidelines.pdf
- ACECQA, Guide to the National Quality Framework – Section 2.13 Excursions (Pages 386)
- ACECQA, Risk assessment and management template – Excursions
- ACECQA, Risk assessment and management template – Transporting children
- ACECQA, Risk assessment and management template – Transporting children (other than as part of an excursion)
- ACECQA, Risk Assessment and Management Tool
- ACECQA, Safe Transportation of Children: https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. www.neura.edu.au/crs-guidelines
- Car Seats Save Lives: www.carseatssavelives.com.au
- Department of Education: Excursions and Regular Outings In Early Childhood Services
- Early Learning Association Australia: www.elaa.org.au
- Safe Transport Victoria: https://transportsafety.vic.gov.au/
- Starting Out Safely: www.childroadsafety.org.au
- WorkSafe Victoria: Guide to Incident Notification
- WorkSafe Victor: Report an incident

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Educational Program
- Delivery and Collection of Children
- Excursions and Service Events
- In-nature program
- Inclusion and Equity
- Occupational Health and Safety
- Supervision of Children
- In nature program

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

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- 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172 (2))*.

ATTACHMENTS

- Attachment 1: National Practices for Early Childhood Road Safety Education
- Attachment 2: Sample procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises
- Attachment 3: general Definitions

AUTHORISATION

This policy was adopted by the approved provider of DNMK on 03/2026

REVIEW DATE: 03/2029

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ATTACHMENT 1. 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 (EYLF V2, 2022).

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: www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood

The seven national practices (EYLF V2, 2022) are as follows:

Holistic, integrated and interconnected approaches

Recognise that children's learning, development and wellbeing 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, capabilities and curiosity.

Play-based learning and intentionality

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

Learning environments

Provide opportunities for children to actively participate and contribute to their local community including children learning on Country and seeking more information about Aboriginal and Torres Strait Islander connections and relationships with Country.

Cultural responsiveness

Implement road safety education that is respects multiple cultural ways of knowing, doing and being and is 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.

Assessment and evaluation for learning, development and wellbeing

Together with children and families, assess and valuate each child's learning and application of road safety to plan for future learning.

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ATTACHMENT 2. SAMPLE PROCEDURE WHEN A CHILD IS OBSERVED TO BE AT RISK OF HARM WHILE BEING TRANSPORTED TO OR FROM AN EARLY CHILDHOOD PREMISES

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).

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 the *Road Safety and Safe Transport 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.

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.

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