



BEFORE, AFTER & VACATION CARE

TRANSPORTATION OF CHILDREN POLICY

TeamKids, February 2026



FUN

GENUINE

INNOVATIVE

INVOLVED

REMARKABLE

POLICY RATIONALE

Currently, transportation of children, is a element of the TeamKids service, during excursions. Transportation usually refers to bus transportation between the service and an excursion venue, with or without stopovers on the way. On occasion, it may also include walking excursions, train, or tram transport.

Transportation of children may present additional risks to children depending on how it occurs, and consideration of how transitions occur between the services 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 community events, leisure facilities and educational/learning opportunities outside of the service.

POLICY STATEMENT

This policy is intended to be implemented in partnership with the **TeamKids Excursion and Regular Outings Policy**, as well as the **TeamKids – Supervision Policy**, to ensure children’s health and safety requirements are always met.

TRANSPORTATION OF CHILDREN PROCEDURES

TeamKids may provide regular transportation to children, that meets the requirements of Regulation 102(e) and 102(f), as well as regulations in relation to the notification of the regulatory authority 175(2)(f) & 175(2)(g) as follows:

Approved providers and nominated supervisors ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.

Approved providers and nominated supervisors ensure records are made showing children are accounted for as they get in or out of a vehicle at an education and care service.

Approved providers and nominated supervisors ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure to children remain.

Approved providers will notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This will be completed through the NQA ITS.

The TeamKids Excursions and Regular Outings Policy contains further information in relation to specific procedures for boarding and exiting means of transport, such as a bus, detailing educator roles, positions, 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 made available to educators before the commencement of the excursion/transport to read. The risk assessment is to also be made available to families/guardians to sight before the consent/authorise the transport of their child/ren. Written authorisation must be obtained from the child’s family/guardian before any child is able to be removed from the Service (other than in an emergency, as consent in the children enrolment record).

By Law, the risk assessment must contain (but 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
- Any water hazards
- The number of adults and children involved in the transportation
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact number for the children being transported)
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

If the transportation is 'regular transportation,' the authorisation is only required to be obtained once in a 12-month period. 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 education 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.

The meaning of 'regular outing' previously noted within regulatory requirements has been amended slightly to align with the definition of 'regular transportation.' A regular outing now means a walk, drive or trip to and from a destination –

- a. that the service visits regularly as part of its education program: and
- b. where the circumstances relevant to the risk assessment 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)
Education and Care Services National Act (2010)

VERSION CONTROL

Date: 28 September 2020
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