



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Transport Policy

Approved by the School Principal 14 October 2024

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Transport Policy

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1 Aim

To ensure the safety of all children and adults while using public or private transport, including any vehicles owned by the service.

2 Implementation

The safety of each child and all employees is paramount. Transportation can pose additional risks for children depending on the mode of transport involved, how it's used, and the way children move between the transport and service or other environment. The service we provide includes times when we transport children, or arrange transportation, between the service and another location, including their home, school, or excursion destination. The Nominated Supervisor and educators will always follow service procedures to minimise this risk including those which follow.

The Nominated Supervisor will include the Transport Policy and Procedures in staff inductions and ensure all relevant staff receive practical training in relation to the requirements. Where children are regularly transported, they will also diarise to rehearse the procedures at least once every 3 months and maintain written records of the rehearsals and staff training.

2.1 Mandatory Notification to the Regulatory Authority

It is mandatory to notify the regulatory authority that your service provides or arranges regular transportation. The notification is to be lodged through the NQAIT System.

- The approved provider must notify the regulatory authority in a service approval application, or if the service is already approved, within seven (7) days of regular transportation being provided or arranged by the service.
- The approved provider must notify the regulatory authority within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if regular transportation is no longer provided.

3 Risk Assessments

This section of the Policy does not include transport of children on excursions as risk assessment requirements for excursions are covered in the Excursion Policy.

3.1.1 The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the transport may pose to the safety, health, and wellbeing of and each child before children are transported unless the arrangement is 'regular transportation' (i.e., transportation where the circumstances are substantially the same on each occasion) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:

- 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 the relevant state/territory law (for regular transportation consider whether this needs to be assessed more often than every 12 months if child grows etc.)
- any water hazards
- the number of adults and children involved in the transportation
- the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required, given the risks involved
 - consider children's ages, whether or not they are mobile, and whether any have additional needs or medical conditions
- whether any items should be readily available during transportation (e.g., a mobile phone and list of emergency contact numbers for the children being transported)
- the process for entering and exiting the education and care service premises and the pick-up location or destination

- procedures for embarking and disembarking the transport, including how each child will be accounted for
 - a check system of the interior of the vehicle to ensure there are no children left behind
- 3.1.2 The Nominated Supervisor will nominate, as part of the risk assessment control measures:
- the driver (if using vehicle owned or operated by service)
 - the lead educator/supervisor responsible for ensuring an excursion runs smoothly and children are adequately supervised, or for supervising children during trips that are not excursions
 - the checker responsible for checking vehicle at end of trip (may be same as lead educator/supervisor).
 - a staff member or nominated supervisor (other than the driver) being present at the service to account for all children as they embark and disembark at the service premises and keep a record of how each child was accounted for.
- 3.1.3 The Nominated Supervisor will update risk assessments for regular transportation obtain new authorisations from parents/guardians when circumstances that may affect transport arrangements change, including for example:
- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
 - changes in routes for example because of road works
 - the numbers and vulnerabilities of children.

4 Authorisations for Transport

This section of the Policy does not include transport of children on excursions as authorisation requirements for excursions are covered in the Excursion Policy.

- 4.1.1 Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child unless the arrangement is 'regular transportation' and there's an authorisation which is less than 12 months old. The authorisation will include:
- the child's name
 - the reason the child is to be transported
 - if it's regular transportation, a description of when the child is to be transported
 - if it's not regular transportation, the date the child will be transported
 - a description of the proposed pick-up location and destination
 - the means of transport
 - 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
 - any requirements for seatbelts or safety restraints under the relevant state/territory law
 - advice a risk assessment has been prepared and is available at the service
 - advice written policies and procedures for transporting children are available at the service.

5 Transport Guidelines

This section and the rest of the Policy covers all situations where we transport or arrange transportation of children, including excursions.

- 5.1.1 Where relevant, the guidelines and procedures in this Policy will also be used to educate children, families and the community about safely transporting children and related issues like road and pedestrian safety.

6 Drivers

- 6.1.1 The Nominated Supervisor will ensure persons are safe, responsible drivers before allowing them to transport children. The Nominated Supervisor will nominate the driver (if not using a commercial transport company) and ensure they are not included in ratios or responsible for supervising children as they cannot provide adequate supervision while operating the vehicle. The driver **will not** conduct any checks or record keeping that involves accounting for children as they embark and disembark at the service premises. In addition (if not using a commercial transport company) they will:
- make sure there are relief drivers available to fill in for any regular drivers
 - keep copies of licenses and driving records which are less than 12 months old for drivers they approve to transport children and make sure drivers:
 - are at least 18 years old and fully licensed (no L or P plate drivers)
 - have a suitable driving history e.g., statement of demerit points
 - have proof of valid insurance and registration
 - are familiar with the first aid kit contents
 - can operate the fire extinguisher if required
 - have a clear working with children check if required
 - understand they must always comply with the road rules (e.g., no speeding or touching mobile phones)
 - understand they are responsible for paying any fines they incur
 - understand they must have a zero-blood alcohol level when driving children
 - understand they must report any driving convictions incurred since the Nominated Supervisor reviewed their driving record
 - understand in relation to a vehicle operated by the service they must:
 - report any damage or maintenance needs to the Nominated Supervisor
 - ensure there's enough fuel to complete the trip (e.g., refuel when the tank moves below half full) and never refuel when children are in the vehicle.
- 6.1.2 Where bus companies are hired to transport children the Nominated Supervisor will discuss the company's policy on driver qualifications, driving history and maintenance procedures etc. to make sure they have reliable and consistent safety processes in place.

7 Safety Restraints

- 7.1.1 Seatbelts and restraints systems will be used as outlined in this policy which is based on the National Road Rules. We note the Australian Design Rules set out vehicle safety requirements including requirements for seatbelts and child restraint anchorage points.
- 7.1.2 Educators will assist motor vehicle drivers and bus drivers to ensure each child is transported safely at all times. The service understands that drivers of small vehicles carrying up to 12 people are responsible for road safety and ensuring each child under 16 is properly seated and restrained. All educators, however, have an equal responsibility to assist the driver and check that each child is seated and restrained appropriately using the following guidelines.

Vehicles built to carry up to 12 people including the driver

- 7.1.3 Generally, educators and volunteers will follow the restraint arrangements which follow to ensure the safety of children. However, if a child is too small for a restraint specified for their age, they will be kept in their current restraint for as long as necessary. Likewise, if a child is too large for a restraint specified for their age, they may move to the next level of restraint.
- 7.1.4 Educators and volunteers will also comply with any current medical plans or certificates signed by a registered medical practitioner that states the child should not be restrained as outlined below while travelling in a vehicle (or bus) for medical reasons. Educators and volunteers will comply with the conditions in the medical certificate, and where possible, ensure the child travels in a rear seat. Medical certificates must have an expiry date.
- 7.1.5 The Approved Provider or Nominated Supervisor will ensure all safety restraints are safe, labelled with Australian Standard (AS/NZS1754) (restraints purchased overseas do not comply with Australian

Standards and are not compatible with Australian vehicles), and have been professionally installed or checked by authorised fitter. They will also ensure there are sufficient restraints to meet the safety restraints requirements under the national Road Rules as detailed below.

7.1.6 Educators and volunteers will ensure:

- Each child under seven is secured in a child restraint or booster seat with seat belt or safety harness when travelling
- Babies up to six months of age are restrained in a rearward facing restraint with a built in 5 or 6 point harness
- Children from six months to under four years are restrained in a rearward restraint, or forward facing restraint with a built-in 6 point harness. Rear facing restraints offer better protection as long as the child fits in it
- Children from four years to under seven use a forward-facing restraint or booster seat. A forward-facing child restraint offers better protection as long as the child fits in it
- Children under four years are not in the front row of a vehicle with two or more rows
- Children from four to under seven years only sit in the front row of a vehicle with two or more rows if all other seats are occupied by children the same age or younger in an approved restraint
- The number of children transported does not exceed vehicle rated seating capacities
- Children do not share a seat belt or child restraint
- All adults use available safety belts.

7.2 Buses

7.2.1 Buses are defined as vehicles built to carry over 12 people including the driver. The Nominated Supervisor, educators and volunteers will:

- ensure seatbelts/restraints are used if they're required to be fitted
- ensure seating capacity displayed on the compliance plate is not exceeded
- consider whether an alternative mode of transport should be used to ensure children's safety where restraints are not available.

8 Transport Procedures

8.1.1 To ensure children's safety all employees and volunteers will implement the Transport Procedure or Transport Procedure Excursions when transporting children to and from destinations. Under no circumstances will any child be transported if all of the guidelines and procedures in this Policy are not met.

8.2 Maintenance

8.2.1 To ensure vehicles owned or operated by the service are safe and hygienic, where relevant the Nominated Supervisor will:

- follow the recognised service schedule and organise an annual mechanical inspection, or sight evidence vehicle has had mechanical inspection within the last 12 months
- look for obvious maintenance issues e.g., bald tyres
- pay insurance, registration etc. or sight evidence vehicle is registered and insured
- ensure check oil, water and tyres every month
- ensure vehicle is regularly cleaned
- ensure children can't access vehicles when they're not being used.

8.3 Children embarking and disembarking a vehicle

8.3.1 A nominated supervisor or a staff member (other than the driver) must:

- be present when children embark and disembark a vehicle at the service premises
- account for each child when they embark and disembark a vehicle at the service premises
- complete a check of the interior of the vehicle after all children have disembarked at the service premises to ensure there are no children left on the vehicle.

8.4 Record keeping and accounting

- 8.4.1 The approved provider and nominated supervisor must ensure that records are kept for regular transportation that:
- confirm each child was accounted for when embarking and disembarking the vehicle at the service premises
 - state how each child was accounted for at the service premises
 - state that the interior of vehicle was checked after all children have disembarked at the service premises.
 - The records must be made immediately and include the time, date, full name, and signature of the person/s responsible for:
 - accounting for the children during embarking and disembarking of the vehicle
 - conducting the vehicle check after children have disembarked.

9 Car Park and Driveway Safety

- 9.1.1 Young children are at risk from moving vehicles in low speed 'off road' locations such as driveways and car parks. Studies have shown for example, there are large 'blind zones' behind many vehicles where drivers cannot see what's happening. The Approved Provider, Nominated Supervisor and staff will implement measures to remove or control the risks posed by any car park on the premises. They will complete a risk assessment to identify and control risks and may implement measures such as:
- speed signs with maximum car park speed limits
 - parking signs advising parking limited to e.g., 5 minutes or reverse parking required
 - one way signs so all vehicles drive through car park in the same direction
 - witches hats to control/block access in particular areas
 - supervising area during drop offs and pick ups
 - encouraging people collecting children to walk around vehicle before they leave.

10 Road Safety

- 10.1.1 Educators understand that children are vulnerable road users. They may think they can handle crossing a road by themselves but:
- are easily distracted and focus on only one aspect of what is happening
 - are smaller and harder for drivers to see
 - are less predictable than other pedestrians
 - cannot accurately judge the speed and distance of moving vehicles
 - cannot accurately predict the direction sounds are coming from
 - are unable to cope with sudden changes in traffic conditions
 - do not understand abstract ideas like road safety
 - are unable to identify safe places to cross the road
 - tend to act inconsistently in and around traffic.
- 10.1.2 Educators will closely supervise all children when outside the service near roads. They will hold children's hands, or if not practical to do this for all children, implement measures which keep children safe e.g., ensure children hold on to a rope at all times and wear high visibility vests.
- 10.1.3 Educators will regularly integrate learning about road safety into the curriculum. They will also provide information to families about children and road safety including:
- the key role families have in educating their children about road safety and the close supervision children require in and around traffic to keep them safe
 - opportunities in day-to-day routines to discuss road safety with children e.g. on the way to the shops, service or school, while crossing roads (when and why it is safe to cross)
 - the dangers involved in leaving children unattended in cars

- danger areas like car parks, traffic lights, pedestrian crossings, and driveways. In relation to driveways, it is vital to:
- always supervise children whenever moving a vehicle i.e., hold their hands. Put children securely in the vehicle with you if you are the only adult around, even if moving just a small distance
- Encourage children to play in safer areas away from the driveway & cars. The driveway is like a small road and should not be used as a play area
- Make child access to the driveway difficult e.g., use security doors, fencing or gates.

11 Responsibilities

11.1.1 Each person has a specific set of responsibilities depending on their role. The following tables outline the responsibilities of the:

- Approved Provider, Person with Management or Control
- Nominated Supervisor, Person in day-to-day charge and
- Early childhood teachers and educators

Responsibilities of the Approved Provider with Management or Control	
Area of responsibility	Role specific responsibility
Written Authorisation	Information that must be included in an authorisation https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Risk Assessments	Matters that must be considered in a risk assessment https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Road Safety Education	Ensuring the provision of road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 2).
Inclusion of all children in road safety education (refer to Inclusion and Equity Policy)	Ensuring that all children attending the service are included in road safety education.
Professional development/training in road safety	Ensuring access of educators and staff to regular professional development/training in road safety and ensuring they are kept up to date with current legislation,
Bicycle helmets information	Ensuring the availability (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys (refer to Attachment 1, Definitions).
Location-specific road safety	Ensuring the provision of location-specific road safety information (e.g., details about where to park safely when delivering and collecting children and local area speed limits etc.) to parents/guardians and visitors.
General road safety information	Ensuring the provision of general road safety information about transporting children to and from the service (which might include using the 'safety door' (the rear kerbside door), driveway safety, child restraint information and role modelling safe road use) to parents/guardians.
Access to policy by parents/guardians and its attachments	Ensuring that parents/guardians have access to this policy and its attachments.
Transport using buses	Ensuring that buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff and volunteers for the entire trip.
Vehicle crash or transport-related injury	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).
Unsafe transport of a child	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 3 for a sample procedure).

Responsibilities of the Nominated Supervisor and Person in day-to-day charge	
Area of responsibility	Role specific responsibility
Written Authorisation	Information that must be included in an authorisation https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Risk Assessments	Matters that must be considered in a risk assessment https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Road Safety Education	Ensuring the provision of road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 2).
Inclusion of all children in road safety education (refer to Inclusion and Equity Policy)	Working with teachers and educators to develop appropriate strategies to ensure all children attending the service are included in road safety education.
Professional development/training in road safety	Organising access of teachers, educators, and staff to regular professional development/training in road safety and are kept up to date with current legislation, regulations, rules, standards, and best practice information. Providing teachers and educators with access to a broad range of road safety education resources
Bicycle helmets	Providing (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys (refer to Attachment 1, Definitions). Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.
Location-specific road safety	Ensuring that teachers and educators provide parents/guardians and visitors with location-specific road safety information. Ensuring that location specific road safety information is displayed at the service where relevant.
General road safety information	Ensuring that teachers and educators provide parents/guardians with information about road safety. Ensuring that general road safety information is displayed at the service where relevant.
Access to policy by parents/guardians and its attachments	Ensuring that parents/guardians have access to this policy and its attachments.
Transport using buses	Ensuring that buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff, and volunteers for the entire trip.
Vehicle crash or transport-related injury	Ensuring that teachers and educators understand and follow appropriate procedures 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).
Unsafe transport of a child	Ensuring that teachers and educators understand and follow the service's procedures where a child is observed being transported to or from the premises in an unsafe manner. Implementing the services agreed procedures when notified by a teachers or educator regarding their

	observation of children being transported in an unsafe manner.
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Responsibilities of teachers and educators	
Area of responsibility	Role specific responsibility
Written Authorisation	Information that must be included in an authorisation https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Risk Assessments	Matters that must be considered in a risk assessment https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf
Road Safety Education	Providing road safety education, based on the National Practices for Early Childhood Road Safety Education (Attachment 2).
Inclusion of all children in road safety education (refer to Inclusion and Equity Policy)	Including all children attending the service in road safety education.
Professional development/training in road safety	Participating in regular professional development/training in road safety to keep up to date with current legislation, regulations, rules, standards, and best practice information. Using a broad range of resources to support the delivery of road safety education.
Bicycle helmets	Providing bicycle helmets which meet Australian/New Zealand Standard 2063 and ensuring that they are correctly fitted where bicycles or wheeled toys (refer to Attachment 1, Definitions) are used.
Location-specific road safety	Providing parents/guardians and visitors with location-specific road safety information.
General road safety information	Providing parents/guardians with information about road safety and actively communicating this information to families.
Access to policy by parents/guardians and its attachments	Providing parents/ guardians with access to this policy and its attachments and actively communicating this information to families.
Transport using buses	Ensuring the correct use of seatbelts in buses hired for excursions by all children, staff and volunteers for the entire trip.
Vehicle crash or transport-related injury	Following appropriate procedures 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), including notifying the Nominated Supervisor and Approved Provider as soon as possible after the event.
Unsafe transport of a child	Implementing the service’s agreed procedures where a child is observed being transported to or from the premises in an unsafe manner.

12 Related Policies

Administration of Authorised Medication Policy
 Delivery and Collection of Children Policy
 Excursion Policy
 Incident Injury Trauma and Illness Policy
 Staffing Arrangements Policy

13 Sources

National Quality Standard

2.2.1 Supervision - Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
 6.2.1 Transitions - Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities
 7.1.2 Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service
 7.1.3 Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Education and Care Services National Law

165 Offence to inadequately supervise children
 167 Offence relating to protection of children from harm and hazards

Education and Care Services National Regulations

4 Definitions
 99 Children leaving the education and care premises
 102B Transport risk assessment must be conducted before service transports child
 102C Conduct of risk assessment for transporting of children by the education and care service
 102D Authorisation for service to transport children
 168(2)(ga) Education and care service must have policies and procedures in relation to transportation if service transports or arranges transportation of children other than as part of excursion

Other

National Road Rules Model
 National Guidelines for Safe Restraint of Children Travelling in Motor Vehicles – Kidsafe
 Motor Vehicle Standards Act 1989 and Australian Design Rules Cwth
 Road Safety Road Rules 2017

14 Authorisation

ELC Document Name	Transport Policy	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	October 2024	



15 History

Date	Amendment
October 2024	1. Reviewed and new format

16 Attachment 1: Definitions and Source documents

1. Definitions

The term defined below relates specifically to this policy:

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.

The definitions of other terms used can be found in related policies as described in the table below:

Term Source(s) of definition

Adequate Supervision of Children Policy, Excursions and Service Events Policy

Approved Provider Supervision of Children Policy

Attendance record Supervision of Children Policy, Excursions and Service Events Policy

Authorised nominee Acceptance and Refusal of Authorisations Policy

Duty of care Supervision of Children Policy

Nominated supervisor Supervision of Children Policy

Risk assessment Excursions and Service Events Policy

2. Legislation and standards

The Road Safety and Safe Transport Policy Early Childhood Policy is informed by legislation, acts, regulations, Road Safety Rules, and relevant Australian/New Zealand Standards including but not limited to:

Acts

- Road Safety Act 1986

Regulations

- Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 159, 160, 161

Rules

- Road Safety Road Rules 2009 (Vic)

Standards

National Quality Standard

- Quality Area 2: Children's Health and Safety



- Quality Area 6: Collaborative Partnerships with Families and Communities

3. Sources · Early Learning Association Australia: www.elaa.org.au · Road Safety Education Victoria: www.roadsafetyeducation.vic.gov.au · Department of Transport (VicRoads): www.vicroads.vic.gov.au

- National Practices for Early Childhood Road Safety Education

4. Related policies

- Acceptance and Refusal of Authorisations Policy
- Child Safe Environment Policy
- Curriculum Development Policy
- Delivery and Collection of Children Policy
- Excursions and Service Events Policy
- Inclusion and Equity Policy
- Occupational Health and Safety Policy
- Supervision of Children Policy

5. Useful resources

- Child Road Safety <http://childroadsafety.org.au>
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. www.neura.edu.au/crs-guidelines/

17 Attachment 2: 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.

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: <http://roadsafetymethodology.vic.gov.au/resources/early-childhood.html>

The eight national practices are as follows:

1. Holistic approaches: Recognise that children's learning is integrated and interconnected when making curriculum decisions about road safety education.
2. Responsiveness to children: Deliver road safety education which is responsive to individual children and extends children's strengths, knowledge, and interests.
3. Learning through play: Through play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.
4. Intentional teaching: Engage in intentional teaching which extends and expands children's learning about road safety.
5. Learning environments: Provide opportunities in the learning environment, including the local community, for safe and meaningful interaction with children, parents, and carers about road safety.
6. Cultural competence: Implement road safety education that is culturally relevant for the diversity of children, their families, and the community.
7. Continuity of learning and transitions: Use the opportunity of transitions, in active partnership with children, families and the local community, for road safety education.
8. Assessment for learning: Together with children and families, reflect on each child's learning and application of road safety to plan for future learning.

18 Attachment 3:

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 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.

19 Attachment 4: ACECQA Safe Transportation of Children Information Sheet

<https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>