

Document Name	Document Version Number	Review Date
Transportation and Safe Arrival of Children Policy	1.0.0	April 2026
Date Adopted	Minute Number	Status
17 April 2024	6614	New Policy

## Purpose

Children's safety, health, and wellbeing is paramount. The purpose of this policy is to ensure the safe transportation of children by our service, including for excursions, single trips and regular transportation and to ensure the safe arrival of children travelling between services.

The *Education and Care Services National Regulations* mandates approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (Reg. 170). [ACECQA, 2021]

Our Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility.

We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between educational facilities and our Service, and ensure they arrive safely at their destination.

Our service is a child safe organisation and embeds the principles of the Child Safe Standards into all practices.

## Scope

Children, families, staff, educators, management, the approved provider, nominated supervisor, students, trainees, volunteers and visitors of our Services.

## Definitions

**Excursion:** An outing organised by an education and care service

**Regular outing:** In relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing

**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.

**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 applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

**Transition:** In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.

Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.

## Policy Content

We acknowledge our duty of care obligations by adhering to relevant legislation including Care and Education Regulations, Workplace Health and Safety Regulations, Service NSW and Vic Roads requirements for vehicle use and licensing.

Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times, including when children are travelling between our service and another educational facility.

Precautions may include:

- supervision
- maintaining correct educator to child ratios
- maintaining accurate attendance record
- ensuring vehicles are well maintained, fit for purpose
- appropriate child restraints are in place for children in our care
- staff are suitably trained and aware of their responsibilities

Examples of travel between education and early childhood services may include, but is not limited to:

- A child travelling to or from our Service to school or from school to our Service
- A child travelling to or from our Service to an Out of School Hours Service (OSHC) or from the OSHC Service to our Service
- A child travelling to or from our Service to a Family Day Care Service (FDC) or from the FDC Service to our Service
- A child travelling to or from our Service and a residential address

## Continuous Improvement

Our Safe Arrival and Transportation Policy will be reviewed regularly and updated as required in consultation with children, families, staff, educators and management. If amendments are made by the Education and Care Services National Regulations the policy will be reviewed and updated to be in line with new requirements.

## Links to Policy

Child Safe  
Delivery and Collection of Children  
Providing a Child Safe Environment  
Enrolment and Orientation

## Links to Procedure

Delivery and Collection of Children  
Providing a Child Safe Environment  
Enrolment and Orientation

## Links to Forms

Risk assessment and management plan for safe arrival and transporting children  
Transporting Children Authorisation Form (other than excursions)

## References

Australian Children's Education & Care Quality Authority. (2014).  
Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).  
ACECQA. (2023). [Policy and Procedure Guidelines. Safe Transportation of Children](#).  
ACECQA. (2023). [Fact sheet. Changes to Regular Transportation of Children](#)  
ACECQA. (2023). [Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form](#).  
ACECQA. (2023). [Guidance for Adequate Supervision during Transportation](#).

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ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles](#). NQF Review 2019  
Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)  
Childhood Australia Code of Ethics. (2016).  
Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023)  
Kids and Traffic Early Childhood Road Safety Education Program (NSW)  
Revised National Quality Standard. (2018).  
Road Transport (Safety & Traffic Management) Act 1999.

## Responsibility

Nominated  Supervisor

## Document Author

Nominated  Supervisor

## Relevant Legislation

[Education and Care Services National Regulations](#). (Amended 2023)

## Associated Records

Nil