

CEEC HS POL TRANSPORTATION POLICY

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Related policy documents	CEEC PP POL Interactions With Children Policy CEEC PP POL Guiding And Supporting Behaviour Policy CEEC HS POL Health And Safety Policy CEEC PP POL Supervision Policy CEEC PP PRO Supervision Procedure CEEC FC POL Authorisation And Refusals Policy CEEC PP PRO Excursion Procedure CEEC PP PRO Excursion Procedure CEEC HS PRO Transportation Procedure
Related legislation	Education And Care Services National Law (Queensland) Education And Care Services National Regulation (Queensland) Education and Care Services Act 2013 Education And Care Services Regulations 2013 National Quality Standard

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the safe transportation of children.

SCOPE

This policy applies to all staff as defined in the Education and Care Services National Law.

1. POLICY STATEMENT

- 1.1 This policy has been developed to comply with –
- Education and Care Services National Law Act 2010 Section 167
 - Education and Care Services National Regulations 2011- Regulations 99, 100, 101, 102 and 168 (2) (g)
 - Australian Children’s Education & Care Quality Authority: National Quality Framework - Quality Area 2
 - Catholic Early EdCare consider excursions, incursions and regular outings to form an integral and beneficial component of an education and care program for a Service as they can provide a range of learning experiences, expand understanding and strengthen connections with the wider community.

2. DEFINITION

- 2.1 Children are considered to be under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. The National Law and National Regulations then apply.
- 2.2 Approved providers are taken to assume responsibility under the National Law for the safety, health and wellbeing of all children at all times that children are in the care of the service/s.
- 2.3 Transportation forms part of an education and care service if the service remains responsible for children during that period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where education and care 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.

3. SUPERVISION

- 3.1 While transporting children Catholic Early EdCare Services are required to comply with the supervision requirements as stated in -
- CEEC PP POL Supervision Policy, and
 - CEEC PP PRO Supervision Procedure

4. RISK MANAGEMENT

- 4.1 Risk assessments must identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised.
- 4.2 As a minimum, a risk assessment must include assessment of the matters set out below. Risks should be evaluated each time children are transported, unless the transportation is ‘regular transportation’.
- 4.3 Matters that must be considered in a risk assessment
- 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 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 (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

4.4 If an excursion involves transporting children, the risk assessment must now also consider:

- 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 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.

4.5 If the transportation is 'regular transportation', a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months.

4.6 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 substantially the same for each occasion on which the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed].

5. FIRST AID

5.1 Services are required to adhere to the CEEC HS First Aid Policy while transporting children.

5.2 Services are to be mindful of their duty of care to provide first aid when while transporting children. Decisions related to first aid and medical decisions are to be made by Catholic Early EdCare staff relevant to their level of training.

5.3 Staff members are to be aware the duty of care to provide first aid does not override the duty of care Catholic Early EdCare has towards the child.

- 5.4 Staff members will accept the advice and recommendations of trained and qualified medical professionals, where their level of knowledge and training circumvents the level of training held by the Catholic Early EdCare staff member.

6. AUTHORISATION

- 6.1 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. The authorisation must state the information listed below.
- 6.2 Information that must be included in an authorisation
- The child's name
 - The reason the child is to be transported
 - If the authorisation is for regular transportation, a description of when the child is to be transported
 - If the authorisation is not for regular transportation, the date the child is to 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 during the transportation
 - Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
 - That a risk assessment has been prepared and is available at the education and care service
 - That written policies and procedures for transporting children are available at the education and care service.
- 6.3 If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.
- 6.4 All Catholic Early EdCare Services are required to ensure compliance with the CEEC FC POL Authorisation and Refusal Policy and ensure that all permission forms relating to an excursion and/or regular outing are kept in the enrolment record for each child; in accordance with Regulation 161 (1) and (2) of the Education and Care National Regulations.

7. LEAVING THE EDUCATION AND CARE PREMISES

7.1 Services are required to comply with Regulation 99 of the Education and Care Regulations – Children leaving the education and care premises –

- 1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
- 2) The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
- 4) The child may only leave the relevant premises if the child-
 - a) is given into the care of-
 - i) a parent of the child; or
 - ii) an authorised nominee named in the child's enrolment record; or
 - iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
 - b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
 - c) is taken on an excursion in accordance with this Division; or
 - d) is given into the care of a person or taken outside the premises-
 - i) because the child requires medical, hospital or ambulance care or treatment;
 - ii) or because of another emergency.
- 5) In this regulation "parent" does not include a parent who is prohibited by a court order from having contact with the child.

7.2 For further guidance on compliance with Regulation 99 refer to CEEC PP PRO Excursion Procedure.

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Educator	Educator is an individual who provides education and care for children as part of an education and care service.
Supervision	Supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing. Supervision involves more than preventing or responding to potential or actual harm and hazards. Supervision requires the Educator to be actively involved with children and have knowledge of what each child in their care is doing at any given time.
Excursion	An outing organised by a Service. An excursion does not include an outing organised by a Service provided on a school site if (a) the child or children leave the education and care premises in the company of an educator and (b) the child or children do not leave the school site.
Incursion	The engagement of an external party to provide an activity/event on a school site or in a Service
Regular Outing	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 the same on each outing

8. RECORD KEEPING

- 8.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 8.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 8.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 8.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 8.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 8.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.