

CEEC HS PRO TRANSPORTATION PROCEDURE

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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 procedure 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. BEFORE THE JOURNEY

- 1.1 The nominated supervisor/responsible person must ensure the attendance record and corresponding roll call list for the bus is accurate for the day.
- 1.2 The nominated supervisor/responsible person must nominate the person who will be responsible for driving the bus (driver).
 - The driver of the vehicle must not be included as a supervisor as they cannot provide adequate supervision during the trip while operating the vehicle. They may be designated for other roles at the commencement and conclusion of the journey.
- 1.3 The nominated supervisor/responsible person must nominate the person/s who will be responsible for supervising (supervisor/s) the children on the vehicle.
 - It is important to ensure that the driver or at least one person who is supervising the children on the vehicle has current first aid, asthma and anaphylaxis qualifications.
- 1.4 The nominated supervisor/responsible person must nominate the person/s who will be responsible for checking the vehicle (checker) at the conclusion of the journey after the children have exited/been removed from the bus. This person may or may not be on the bus journey.
- 1.5 The approved provider must nominate the driver, supervisor and checker ***in writing*** and ***must keep a record of these nominations*** for inspection by the Regulatory Authority.
- 1.6 The roles of supervisor and checker may not need to be distinct roles depending on operational needs.
- 1.7 The supervisor and/or driver must conduct a head count and roll call as the children enter the bus.
- 1.8 The supervisor and/or driver must ensure all children are secured into their seats.
- 1.9 The bus driver must only commence the journey once the supervisor verbally confirms that it is safe to do so.
- 1.10 The supervisor should sit at the rear of the bus

2. DURING THE JOURNEY

(This is including if the vehicle is collecting from, or dropping children to their home).

- 2.1 At each stop during the journey, the driver must park the bus and turn off the vehicle's ignition.
- 2.2 If the child is being collected from or dropped off at home, the parent/guardian must sign the child onto or off the bus.
- 2.3 The supervisor must check the child off against the bus roll list.
- 2.4 The supervisor must secure the child into their seat and sit at the rear of the bus. If a parent secures their own child on the bus, this must then be checked by the supervisor.
- 2.5 The bus driver must only recommence the journey once the supervisor verbally confirms that it is safe to do so.
- 2.6 The above process is repeated for each subsequent stop.

3. UPON ARRIVAL AT THE SERVICE OR OTHER LOCATION

- 3.1 The driver must park the bus in a safe location close to the entry to the service.
- 3.2 If the checker is not already on the bus, the checker must be called out to the bus while the children are still on the bus.
- 3.3 The supervisor and/or driver are required to remove the children from the bus and the supervisor must conduct a head count and roll call.
- 3.4 The supervisor must escort the children into the service to be signed into the service (where another head count and roll call will be conducted). Sign in sheets must not be pre-filled. Children should only be signed in upon being seen.
- 3.5 Once the children have been removed from the bus, **the driver must conduct a thorough search of the vehicle**, including under the seats, in the luggage racks and in any storage areas.
- 3.6 The checker must conduct a second thorough search of the bus, including under the seats, in the luggage racks and in any storage areas.
- 3.7 These checks should be **marked as completed, signed by the relevant person** conducting the checks and kept for inspection by the Regulatory Authority.
- 3.8 If a child is unaccounted for, immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle, the service, any other relevant location (e.g. the school or park visited) and, if necessary, contact the child's family and/or the police.

4. RISK MANAGEMENT

- 4.1 All Catholic Early EdCare Services will undertake the completion of risk assessments during the planning stage of an excursion, regular outing or activity that will include the transportation of children.
- 4.2 Any planned excursion, regular outing or activity that includes the transportation of children where the risk score is HIGH, EXTREME, SEVERE, or CATASTROPHIC following the completion of a risk assessment, cannot proceed.
- 4.3 All Directors and Coordinators are directly responsible for signing off any proposed excursion, regular outing, or activity that includes the transportation of children and the approval of all completed risk assessments.
- 4.4 Risk Assessments must include (but is not limited to) the following -
- 4.5 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.

4.6 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.

4.7 The CEEC PP PRO Excursion and Incursion Procedure provides a step-by-step process for the management of risk and completion of risk assessment. This is to be followed by all Services.

5. FIRST AID

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

5.2 Services are to be mindful of their duty of care to provide first aid whilst 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 by excursion, transportation and regular outing providers 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 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.

6.2 A child **must not be transported** by an early childhood service without the **written authorisation** of the parent or other person named in the child's enrolment record.

- 6.3 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.
- 6.4 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.
- 6.5 If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

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.