



Newton Family Day Care

Approved Service ABN: 54601033756

Service Approval ID: SE-40004907

CCS Approval ID: 190007148B

Email: newtonfdc@gmail.com

Transport Risk Assessment and Management Plan - *(other than as part of an excursion)*

Children are sometimes transported by, or on transport arranged by, children's education and care services. For example, this might include transport to and from the service premises or other location and a child's home. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.

Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child / children *(other than as part of an excursion*)*.

ACECQA has prepared this template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before transporting children, which services may wish to incorporate within their own risk assessment material.

*Note: A risk assessment is only required to be completed at least once for a 12 month period if it is 'regular transportation**'.*

** Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children. A **separate template** to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before an excursion can be found [here](#).*

*** Regular transportation is transport 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 each time 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.]*



Service name	
Activity E.g. collecting children from school or home	
Start date	
Pick-up location and destination(s) Include each location travelled to or from E.g. each child's home address or each school	
Estimated time of travel between the different locations E.g. Departing the service, arriving at children's homes or schools and arrival at the service	
Proposed route You can include an image of the route sourced online	
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	
Requirements for seatbelts or safety restraints in your state or territory have been met	Yes / No Comment:
Number and full names of each adult involved in the transportation of children	

<p>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</p> <p>E.g. for children's individual needs</p>	
<p>The number of children being transported</p>	
<p>Any water hazards on proposed route travelled and at each stop?</p> <p>E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p>Yes / No</p> <p>Comment:</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)</p>	<p>For exiting the service premises, pick up location or destination:</p> <ul style="list-style-type: none"> • Educator and/or assistant must make sure that the attendance record is accurate for the day and verifies which children are currently in care. • Educator and/ or assistant must conduct a check of the home prior to departure to ensure no children are left behind if both of them travelling. • Educator and/ or assistant must check the child off against the attendance record and complete the attendance record while the vehicle is parked. • Educator and/or assistant must conduct head count to ensure all children are accounted for before resuming the journey. • Assistant must conduct a roll call check (given by educator) to ensure all children are accounted for before resuming the journey. • If a child is unaccounted for, the educator and/ or assistant must immediately make all necessary enquiries to establish the child's location including physical search of the vehicle and residence, any other relevant location (e.g. school park visited) and contact the child's family and/ or the police. <p>For entering the service premises, pick up location or destination:</p> <ul style="list-style-type: none"> • Educator and/ or assistant must park the vehicle and turn off the vehicle's ignition at each stop during the journey. • The parent must be waiting with the child so that the educator and/or assistant does not need to leave the vicinity of the vehicle (children must be supervised all the time). The parent must sign the child onto or off the vehicle.

	<ul style="list-style-type: none"> • Educator and/ or assistant must check the child off against the attendance record and complete the attendance record while the vehicle is parked. • Educator and/ or assistant must ensure that the child is safely delivered to a specific location, and into the care of a specific person (such as Kindergarten teacher) if the child is being collected from or dropped at school or another location. • Educator and/or assistant (or parent) completes the attendance record while the vehicle is parked. • Educator and/ or assistant must conduct a head count to ensure all children are accounted for before resuming the journey and after arriving to premises. • Assistant must conduct a roll call check (given by educator) to ensure all children are accounted for before resuming the journey and after arriving to premises. • Educator and/or assistant must park the vehicle in a safe location close to the entry of family day care residence; remove the children from the vehicle and accompanies them inside the residence and keep a signed copy of the roll call. • If a child is unaccounted for, the educator and/ or assistant must immediately make all necessary enquiries to establish the child's location including physical search of the vehicle and residence, any other relevant location (e.g. school park visited) and contact the child's family and/ or the police.
<p>Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)</p>	<p>For embarking the vehicle:</p> <ul style="list-style-type: none"> • Educator and/or assistant who is transporting children must conduct a head count as the children enter the vehicle. • Assistant who is transporting children must conduct a roll call as the children enter the vehicle. • Educator and/or assistant must ensure that adequate supervision is provided to children all the time. • Educator and/or assistant must ensure all children are secured into their seats. • Educator and/or assistant must secure the child into their seat. If a parent secures their own child on the vehicle, this should be checked by educator and/or assistant. • Once educator and/or assistant confirms that all children are secured and it is safe to leave, the journey can commence. <p>For disembarking the vehicle:</p> <ul style="list-style-type: none"> • Educator and/or assistant must park the vehicle in a safe location, turn off vehicle's ignition, remove all children and conduct a thorough and visual check of the vehicle after removing all the children. • Educator and/ or assistant must conduct a head count to ensure all children are accounted for . • Assistant must conduct a roll check to ensure all children are accounted for.

Transport checklist – items to be readily available when transporting children
(please tick)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Driving from and to the venue	<ul style="list-style-type: none"> – Car accident – Road closed for road works. 	Moderate	<ul style="list-style-type: none"> – Ensure the car safety by having a regular car safety check and maintenance schedule. – Follow the road rules. – Ensure all children are securely seated. – Plan an alternative route to follow and include it as a second option if the main one is closed. 	By educator and/or assistant	Prior/and on the day

Parking the car/ shutting car doors	<ul style="list-style-type: none"> – Children run to the road. – Children hurt their hands or fingers when shutting car doors. 	Low	<ul style="list-style-type: none"> – Supervise children at all times. – Hold hands all together – Educator shuts the car door and oversee the children 	By educator and/or assistant	Prior/and on the day
Walking from and to the venue Crossing the road	<ul style="list-style-type: none"> – Children fall down – Children might get hit by a car – Children run away from educator 	Moderate	<ul style="list-style-type: none"> – Supervise children all the times. – Children to hold hands when walking. – Cross from pedestrian crossing. – If young children are present, sit them on pram. – Group discussion about road safety. 	By educator and/or assistant	Prior/and on the day
Seat belts and seat fasteners	Children may take of their seatbelts and fasteners while the educator is driving (preschool. children) or before car is parked and switched off.	Low	<ul style="list-style-type: none"> – Supervise children at all times – Class lessons and group discussions – Activities about road safety – Having an older person (role model) sit near younger children if available 	By educator and/or assistant	During transport sessions

Risk Matrix

Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan and Review		
Plan prepared by:	Full name: Signature: Role/Position:	Date:
Prepared in consultation with:	Full name: Signature: Role/position:	
Communicated to all relevant staff:	Yes / No Comment if needed:	
Vehicle safety information reviewed and attached	Yes / No Comment if needed:	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> '*, a risk assessment must be undertaken <i>at least</i> annually.		