




Policy and Procedure Title:	Early Years Road Safety Education And Safe Transport Policy & Procedure	
Date of Adoption:	10 May 2019	
Adoption Method:	<input type="checkbox"/> Council <input type="checkbox"/> CEO <input checked="" type="checkbox"/> Other - Director	
Director Signature:	Karen Stevens, Director Community Wellbeing 	Date: 10/05/19.
Responsible Officer and Unit:	Alycia O'Sullivan, Coordinator Early Years Services	
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other (please specify) 3 years	
Last Review Date:	N/A	
Next Review Date:	March 2022	
Purpose / Objective:	<p>This policy will provide clear guidelines to promote that children attending a Macedon Ranges Shire Council Early Years' Service are:</p> <ul style="list-style-type: none"> <li>kept safe while travelling as pedestrians, cyclists or passengers in a vehicle to/from a Council Kindergarten</li> </ul> <p>Able to participate in road safety education to assist them in being and becoming safe and responsible road users.</p>	
Background / Reasons for Policy and Procedure:	<p>Road safety education can help to reduce the risk of serious injury and death among young children by assisting them to develop skills, knowledge and behaviour about the safe use of roads.</p> <p>Working collaboratively with families to help children become safe and responsible road users aligns with the learning outcomes of the Early Years Learning Framework (EYLF).</p> <p>Volunteers and students, while at the service, are also responsible for following this policy and its procedures.</p> <p>Road trauma is one of the leading causes of death among young Australians<sup>1</sup>. Young children are at risk as passengers in motor vehicles, as pedestrians and as cyclists. They are particularly vulnerable due to:</p> <ul style="list-style-type: none"> <li>their small size and changing needs as they grow</li> <li>their cognitive and perceptual skills are still developing.</li> </ul>	

<sup>1</sup> Australian Institute of Health and Welfare (AIHW) (2012) *A picture of Australia's children 2012* (Cat. No PHE167). Canberra, Australia: AIHW.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
Second Draft			
Final Draft			
Approval			

	<p>Under duty of care obligations to protect children from harm, services must develop appropriate procedures to guide staff to address situations where a child is observed to be at risk while being transported to or from the early childhood service.</p> <p>This may include instances where a child is observed to be:</p> <ul style="list-style-type: none"> <li>• travelling unrestrained</li> <li>• travelling in an inappropriate restraint</li> <li>• riding a bicycle or wheeled toy without a helmet</li> <li>• instances where a parent/guardian is in an unfit state to drive due to intoxication or impairment.</li> </ul>																
<p><b>Definitions:</b></p>	<p>The term defined below relates specifically to this policy:</p> <p><b>Wheeled toy:</b> 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.</p> <p>The definitions of other terms used can be found in related policies as described in the table below:</p> <table border="1" data-bbox="584 882 1449 1585"> <thead> <tr> <th data-bbox="584 882 855 949">Term</th> <th data-bbox="855 882 1449 949">Source(s) of definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 949 855 1048">Adequate supervision</td> <td data-bbox="855 949 1449 1048"><i>Supervision of Children Policy, Excursions and Service Events Policy</i></td> </tr> <tr> <td data-bbox="584 1048 855 1146">Approved Provider</td> <td data-bbox="855 1048 1449 1146"><i>Supervision of Children Policy</i></td> </tr> <tr> <td data-bbox="584 1146 855 1245">Attendance record</td> <td data-bbox="855 1146 1449 1245"><i>Supervision of Children Policy, Excursions and Service Events Policy</i></td> </tr> <tr> <td data-bbox="584 1245 855 1344">Authorised nominee</td> <td data-bbox="855 1245 1449 1344"><i>Acceptance and Refusal of Authorisations Policy</i></td> </tr> <tr> <td data-bbox="584 1344 855 1415">Duty of care</td> <td data-bbox="855 1344 1449 1415"><i>Supervision of Children Policy</i></td> </tr> <tr> <td data-bbox="584 1415 855 1514">Nominated supervisor</td> <td data-bbox="855 1415 1449 1514"><i>Supervision of Children Policy</i></td> </tr> <tr> <td data-bbox="584 1514 855 1585">Risk assessment</td> <td data-bbox="855 1514 1449 1585"><i>Excursions and Service Events Policy</i></td> </tr> </tbody> </table>	Term	Source(s) of definition	Adequate supervision	<i>Supervision of Children Policy, Excursions and Service Events Policy</i>	Approved Provider	<i>Supervision of Children Policy</i>	Attendance record	<i>Supervision of Children Policy, Excursions and Service Events Policy</i>	Authorised nominee	<i>Acceptance and Refusal of Authorisations Policy</i>	Duty of care	<i>Supervision of Children Policy</i>	Nominated supervisor	<i>Supervision of Children Policy</i>	Risk assessment	<i>Excursions and Service Events Policy</i>
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<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>• <i>Child Road Safety: <a href="http://childroadsafety.org.au/">http://childroadsafety.org.au/</a></i></li> <li>• <i>Transportation of Children with Additional Needs: <a href="http://www.rch.org.au/tocan/">http://www.rch.org.au/tocan/</a></i></li> </ul>																
<p><b>Related Policies:</b></p>	<ul style="list-style-type: none"> <li>• <i>Acceptance and Refusal of Authorisations Policy</i></li> <li>• <i>Child Safe Environment Policy</i></li> <li>• <i>Curriculum Development Policy</i></li> <li>• <i>Delivery and Collection of Children Policy</i></li> <li>• <i>Excursions and Service Events Policy</i></li> </ul>																

	<ul style="list-style-type: none"> <li>• <i>Inclusion and Equity Policy</i></li> </ul>
<b>Related Legislation:</b>	<p>The <i>Road Safety and Safe Transport Policy Early Childhood Policy</i> is informed by legislation, acts, regulations, Road Safety Rules and relevant Australian/New Zealand Standards including but not limited to:</p> <p><b><u>Acts</u></b></p> <ul style="list-style-type: none"> <li>• Road Safety Act 1986</li> </ul> <p><b><u>Regulations</u></b></p> <ul style="list-style-type: none"> <li>• Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 159, 160, 161</li> </ul> <p><b><u>Rules</u></b></p> <ul style="list-style-type: none"> <li>• Road Safety Road Rules 2009 (Vic)</li> </ul> <p><b><u>Standards</u></b></p> <ul style="list-style-type: none"> <li>• National Quality Standard <ul style="list-style-type: none"> <li>– Quality Area 2: Children’s Health and Safety</li> <li>– Quality Area 6: Collaborative Partnerships with Families and Communities</li> </ul> </li> </ul>

## INTRODUCTION

We are committed to:

- ensuring children attending a Macedon Ranges Shire Council early years services can be active citizens in the community
- ensuring children travel safely as passengers, pedestrians and cyclists
- using a evidence-based approach in the provision of road safety education and practice
- valuing the role of parents/guardians and families as children's first and most influential teachers.

## SCOPE

This policy applies to the Approved Provider, Person with Management or Control, Nominated Supervisor, Person in day to day charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Macedon Ranges Shire Council Early Years Services, including during excursions and regular outings.

This policy **must** be read in conjunction with the:

- Excursions and Service Events Policy
- Supervision of Children Policy
- Incident, Injury, Trauma and Illness Policy

The relevant legislation, source documents and useful resources can be found in Attachment 1.



## RESPONSIBILITIES

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

<b>Responsibilities of the Approved Provider with Management or Control</b>	
<b>Area of responsibility</b>	<b>Role specific responsibility</b>
Road Safety Education	Ensuring the provision of road safety education, based on the <i>National Practices for Early Childhood Road Safety Education</i> (Attachment 2).
Inclusion of all children in road safety education (refer to <i>Inclusion and Equity Policy</i> )	Ensuring that all children attending the service are included in road safety education.
Bicycle helmets	Ensuring the availability at the Kindergarten service (in good condition) and use of bicycle helmets which meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys (refer to Attachment 1, <i>Definitions</i> ).
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 <i>Incident, Injury, Trauma and Illness Policy</i> ).
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).
<b>Responsibilities of the Nominated Supervisor and Person in day to day charge</b>	
<b>Area of responsibility</b>	<b>Role Specific Responsibility</b>

Road Safety Education	Ensuring the embedding in the curriculum of Road safety education, based on the <i>National Practices for Early Childhood Road Safety Education</i> (Attachment 2).
Inclusion of all children in road safety education (refer to <i>Inclusion and Equity Policy</i> )	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	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, <i>Definitions</i> ) in service.  Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.
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 for use by all children, staff and volunteers.
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 <i>Incident, Injury, Trauma and Illness Policy</i> ).
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.
<b>Responsibilities of teachers and educators</b>	
<b>Area of responsibility</b>	<b>Role Specific Responsibility</b>
Road safety education	Providing road safety education, based on the <i>National Practices for Early Childhood Road Safety Education</i> (Attachment 2).
Inclusion of all children in road safety education (refer to <i>Inclusion and Equity Policy</i> )	Including all children attending the service in road safety education.

Professional development/training in road safety	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, <i>Definitions</i> ) are used.
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 <i>Incident, Injury, Trauma and Illness Policy</i> ), 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.

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from staff, parents/guardians and children, regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (*this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered best practice for all policies and procedures*).

## ATTACHMENTS

- Attachment 1: National Practices for Early Childhood Road Safety Education
- Attachment 2: Sample procedure: When a child is observed to be at risk of harm while being transported to or from an early childhood premises.



## ATTACHMENT 1

### 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://roadsafetyeducation.vic.gov.au/resources/early-childhood.html>

**The eight national practices are as follows:**

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

## ATTACHMENT 2

### 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
- Make a record/file note of the observation and parent discussion and record on Records Management System

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.



## MEMORANDUM

<b>To:</b>	Karen Stevens, Director Community Wellbeing
<b>CC:</b>	Fiona Alexander, Manager Community Services
<b>From:</b>	Alycia O'Sullivan, Coordinator, Early Years Services
<b>Date:</b>	22 March 2019
<b>Subject:</b>	Road Safety Education and Safe Transport Policy & Procedure

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Dear Karen

I am seeking your approval for the *Road Safety Education and Safe Transport Policy* and Procedure (attached).

### BACKGROUND

To provide staff with a process for when a child is observed to be at risk of harm while being transported to/from Kindergarten

This may include instances where a child is observed to be:

- Travelling unrestrained
- Travelling in an inappropriate restraint
- Riding a bicycle or wheeled toy without a helmet
- Instances where a parent/guardian is in an unfit state to drive due to intoxication or impairment

### PURPOSE OF POLICY

This policy will provide clear guidelines to ensure that children attending a Macedon Ranges Shire Council Early Years Service are:

- kept safe while travelling as pedestrians, cyclists or passengers in a vehicle to/from a Council Kindergarten
- able to participate in road safety education to assist them in being and becoming safe and responsible road users

### RECOMMENDATION

That you sign the attached policy, so it can be distributed to Councils early year's services as well as placed on Council's website for community access.

**Alycia O'Sullivan**  
Coordinator, Early Years Services

