


Policy

Early Years - Road Safety Education and Safe Transport Policy and Procedure

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Adoption Method	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
CEO Signature	Signed by:  A4566C08D5B4450...		Date 29-11-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
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Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
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Approval			

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Purpose/Objective

This policy will provide clear guidelines to promote that children attending a Macedon Ranges Shire Council Early Years Service 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.

Background/Reasons for Policy

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.

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).

Road trauma is one of the leading causes of death among young Australians. Young children are at risk as passengers in motor vehicles, as pedestrians and as cyclists. They are particularly vulnerable due to:

- their small size and changing needs as they grow
- their cognitive and perceptual skills are still developing.

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.

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.

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 and transportation.

This policy must be read in conjunction with the:

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

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

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.

Gender Impact Assessment

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Resources for conducting Gender Impact Assessments can be found on the intranet:

mrsc.vic.gov.au/workplace/Working-here/Gender-Equality

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Definitions

Term	Definition
Child restraint	a device used in conjunction with an adult seatbelt or ISOFIX-compatible lower attachment connectors and a tether strap, to restrain a child passenger of a motor vehicle in the event of a vehicle impact and thus minimise the risk of bodily injury.
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 applies in scenarios where 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.
Wheeled toy	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.

The definitions of other terms used can be found in related policies as described in the table below:

Term	Source(s) of definition
Adequate supervision	Supervision of Children Policy, Excursions and Service Events Policy
Approved Provider	Supervision of Children Policy
Attendance record	Supervision of Children Policy, Excursions and Service Events Policy

References

- > Early Learning Association Australia: www.elaa.org.au
- > Starting Out Safely: www.childroadsafety.org.au
- > Department of Transport: www.vicroads.vic.gov.au
- > Car Seats Save Lives: www.carseatssavelives.com.au
- > Best practice guidelines for the safe restraint of children travelling in motor vehicles.
www.neura.edu.au/crs-guidelines
- > ACECQA Safe Transportation of Children:
<https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>
- > Child Road Safety: <http://childroadsafety.org.au/>

- > Transportation of Children with Additional Needs: <http://www.rch.org.au/tocan/Insert> reference
- > Insert reference

Related Policies

- > Early Years - Acceptance and Refusal of Authorisations Policy
- > Child Safe - Environment and Wellbeing Policy
- > Early Years - Curriculum Development Policy
- > Early Years - Delivery and Collection of Children Policy
- > Early Years - Excursions and Service Events Policy
- > Early Years - Inclusion and Equity Policy
- > Early Years - Supervision of Children Policy
- > Occupational Health and Safety Policy

Related Legislation

- > Road Safety Act 1986
- > Education and Care Services National Law Act 2010
- > Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 102B, 102C, 102D, 158, 159, 160, 161
- > Road Safety Road Rules 2009 (Vic)
- > National Quality Standard
 - > Quality Area 2: Children's Health and Safety
 - > Quality Area 6: Collaborative Partnerships with Families and Communities

Policy

Responsibilities

Responsibilities	Approved provider and persons with management	Nominated supervisor and persons in day-to-day	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the embedding in the curriculum of road safety education, based on the <i>National Practices for Early Childhood Road Safety Education (refer to Attachment 1)</i> .	√	√	√		
Working in collaboration to develop appropriate strategies to ensure that all children attending the service are included in road safety education.	√	√	√		√
Ensuring early childhood teacher, educators and staff participate in regular professional development.	√	√			
Participating in training in road safety and ensuring they are kept up to date with current legislation, regulations, rules, standards and evidence informed practice information.		√	√		√
Providing early childhood teachers and educators with access to a broad	√	√			

range of road safety education resources.					
Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.		√	√		√
Ensuring that location-specific road safety information is displayed at the service where relevant (e.g. details about where to park safely when delivering and collecting children and local area speed limits etc.)	√	√	√		
Ensuring that parents/guardians have access to this policy and its attachments.	√	√	√		
Transportation of children for excursion					
Ensuring that a child is not transported without prior written authorisation by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under <i>Regulation 102 (4)</i>	√	√	√		
Ensuring the risk assessment (<i>refer to Definitions</i>) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <i>Regulation 101, 102</i>	√	√	√		
Ensuring all supervision requirements are met during transportation, including educator to child ratios <i>Regulation 123</i>	R	√	√		√
Ensuring first aid requirements are met during transportation, including the availability of up-to-date, suitably	R	√			

equipped first aid kits (<i>Regulation 89</i>) and that educators or staff with first aid qualifications and training are in attendance (<i>Regulation 136</i>)					
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.	R	√	√		
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 (<i>refer to Incident, Injury, Trauma and Illness Policy</i>).	R	√	√		
Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner (<i>refer to Attachment 2</i>).	√	√	√		√
Implementing the services-agreed procedures when notified or when there has been observation of child/ren being transported in an unsafe manner.	√	√	√		√
Transportation of children to/from the service					
Ensuring that each child's enrolment record (<i>refer to Definitions</i>) provides details of the name, address and telephone number of any person who is authorised to consent to transport the child or arrange transportation (<i>refer to Definitions</i>) of the child <i>Regulation 160 (3) (b)(vi)</i>	R	R			
Ensuring authorisation is provided on the enrolment record (<i>refer to Definitions</i>) for the regular	R	R			

transportation (<i>refer to Definitions</i>) of the child (<i>Regulation 161 (2) (c)</i>)					
Ensuring that a child is not transported without prior written authorisation (except in an emergency) by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under <i>Regulation 102D (4)</i>	R	R			
Ensuring the risk assessment (<i>refer to Definitions</i>) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <i>Regulation 102B, 102C</i>	R	R			
Ensuring that buses/vehicles used for use for the transportation (<i>refer to Definitions</i>) of children have fitted seatbelts that are correctly used by all children for the entire trip.	√	√	√		
Ensuring all supervision requirements are met during transportation, including educator to child ratios <i>Regulation 123</i>	R	√	√		√
Ensuring first aid requirements are met during transportation, including the availability of up-to-date, suitably equipped first aid kits (<i>Regulation 89</i>) and that educators or staff with first aid qualifications and training are in attendance (<i>Regulation 136</i>)	R	√			
Completing any relevant documentation of children's attendance and movement to and from the transportation	R	√	√		√

Implementing the services agreed procedures when notified or when there has been observation of child/ren being transported in an unsafe manner.	√	√	√		√
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 (<i>refer to Incident, Injury, Trauma and Illness Policy</i>)	R	√	√		√

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.