

## Children Services Safe Arrival and Transportation of Children Policy – Centre Based Care

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Safe Arrival and Transportation of Children	1.0	April 2027
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23 April 2025	6847	New Policy

### Purpose

The purpose of this policy is to ensure the safe transportation of children that are enrolled as part of childcare service within our community. This includes but is not limited to excursions, single trips and regular transportation and to ensure the safe arrival of children travelling between services.

The Education and Care Services National Regulations mandates approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (Reg. 170) [ACECQA, 2021].

### Scope

This policy applies to children, families, primary care giver, approved provider, nominated supervisor, staff, educators and managers of the service.

### Definitions

Excursion	An outing organised by an education and care service
Regular Outing	In relation to an education and care service, means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program; and where the circumstances relevant to the risk assessment are substantially the same on each outing
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 applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.
Transition	In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting. Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.

## Policy Content

We acknowledge Greater Hume Council's duty of care obligations by adhering to relevant legislation including Care and Education Regulations, Workplace Health and Safety Regulations, Service NSW and Vic Roads requirements for vehicle use and licensing.

Our Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility.

We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between educational facilities and our Service, and ensure they arrive safely at their destination.

Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times, including when children are travelling between our service and another educational facility.

## Precautions may include:

- supervision
- maintaining correct educator to child ratios
- maintaining accurate attendance record
- ensuring vehicles are well maintained, fit for purpose
- appropriate child restraints are in place for children in our care
- staff are suitably trained and aware of their responsibilities.

## Examples of travel between education and early childhood services may include, but is not limited to:

- A child travelling to or from our Service to school or from school to our Service
- A child travelling to or from our Service to an Out of School Hours Service (OSHC) or from the OSHC Service to our Service
- A child travelling to or from our Service to a Family Day Care Service (FDC) or from the FDC Service to our Service.
- A child travelling to or from our Service and a residential address.

## Continuous Improvement

Our Safe Arrival and Transportation Policy will be reviewed regularly and updated as required in consultation with children, families, staff, educators and management. If amendments are made by the Education and Care Services National Regulations the policy will be reviewed and updated to be in line with new requirements.

## Links to Policy

Child Safe  
Delivery and Collection of Children  
Providing a Child Safe Environment  
Enrolment and Orientation

## Links to Procedure

Delivery and Collection of Children  
Providing a Child Safe Environment  
Enrolment and Orientation

## Links to Forms

Risk assessment and management plan for safe arrival and transporting children  
Transporting Children Authorisation Form (other than excursions)

## References

[The Australian Children's Education & Care Quality Authority \(ACECQA\)](#)  
[ACECAQ \(2023\) Guide to the National Quality Framework.](#)  
[NQF Review 2019 ACECQA 2023 Policy and Procedure Guidelines - Safe Transportation of Children](#)  
[NQF Review 2019 ACECQA 2023 Fact sheet. Changes to Regular Transportation of Children](#)  
[ACECQA \(2023\) Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.](#)  
[NQF 2019 Review ACECQA \(2023\) Guidance for Adequate Supervision during Transportation.](#)  
[NQF 2019 Review ACECQA \(2023\) Minimising the Risk of Children Being Left Behind in Vehicles.](#)  
[Australian Government Department of Education - My Time, Our Place- Framework for School Age Care in Australia. V2.0, 2022](#)  
[Early Childhood Australia ECA Code of Ethics](#)  
[Children \(Education and Care Services\) National Law \(NSW\) 2010 \(Amended 2023\)](#)  
[Education and Care Services National Regulations \(modified January 2025\)](#)  
[Kids and Traffic Early Childhood Road Safety Education Program](#)  
[National Quality Standard \(Revised 2018\)](#)  
[NSW Road Transport \(Safety and Traffic Management\) Act 1999](#)

## Responsibility

Director Corporate and Community Services

## Document Author

Children Services Manager

## Relevant Legislation

[NSW Education and Care Services National Regulations \(Modified January 2025\)\)](#)

## Associated Records

Nil