

Look Before You Lock

Toolkit



Purpose of this toolkit

Children being left unattended in vehicles poses a serious risk to their health and safety, especially during the warmer seasons when temperatures rise quickly. The simple yet effective routine of looking before you lock a vehicle only takes a minute and can save a child's life.

The NSW Department of Education is the Regulatory Authority for early childhood education and care (ECEC). Our 'Look Before You Lock' safety awareness program aims to increase the ECEC sector's awareness of safe transportation practices and encourage the community to take simple actions to keep children safe. It acknowledges that anyone that transports children has a responsibility to ensure the safe transportation and arrival of children.

This toolkit has been developed to help ECEC services who provide transport, including family day care providers, and our broader stakeholders in early learning, to promote this important safety message to families and the community. It contains resources for providers and services to download and share on their own platforms.

If you have any questions about the 'Look Before You Lock' safety awareness program, please contact the NSW ECEC Regulatory Authority's Information and Enquiries line at 1800 619 113.



Key messages

Share Look Before You Lock's important safety message to parents, carers and the community.

1.

The NSW Department of Education as the Regulatory Authority for early childhood education and care recently launched a safety awareness program called 'Look Before You Lock'. The program aims to raise awareness of the critical risks of harm to children during transportation and encourage safe and compliant practices.

2.

Be aware of the critical risks when it comes to transporting children, especially in hot weather where temperatures can rise to dangerous levels.

3.

Look Before You Lock reminds us to never leave a child unattended in a vehicle, even for a moment.

4.

The simple yet effective practice of 'Look Before You Lock' can save lives and should be part of your transport routine.

Child-focused activities for educators

Introduce the 'Look Before You Lock' message to children at your ECEC service using these child-focused activities.

- Create a checklist for children to fill out before embarking and disembarking a vehicle, making sure that the checklist is designed for multiple ages and needs, and reflects your service context. Checklists can help reinforce the roles children play in checking the back seat to make sure they have their belongings, and that no one is left behind.
- Lead a storytelling or roleplay activity on what safe transport looks like. This can help children understand and visualise safe transport practices by engaging in different scenarios.
- Create a puzzle, for example using the 'Look Before You Lock' logo and an image of a bus, to help children to associate vehicles with the 'Look Before You Lock' message and better understand the meaning.
- Create a memorable jingle or rhyme using the words 'Look Before You Lock' and consider how you can embed this into your service's transport practices. Encourage children to sing the jingle or rhyme when they enter and exit a vehicle. Repetition helps to keep the key message at the forefront of children's minds.
- Create a storybook about safe transportation. Consider how you can customise this story using images and photos of your own service context. Using your service context will help children memorise the Look Before You Lock process whenever they disembark a vehicle.

Newsletter to families

Use the following copy as a guide to remind parents and carers of your service's safe transportation practices.

Keeping children safe during transportation

At **[service name]**, we take our responsibility to keep children safe seriously.

The NSW Department of Education is the Regulatory Authority for early childhood education and care in NSW. The department has launched a 'Look Before You Lock' safety awareness program to raise awareness of the critical risk of harm to children during transportation and encourage safe and compliant practices.

It reminds us that children should never be left unattended in a vehicle, even for a moment.

At **[service name]**, we **[Insert details of your service's safe transportation practices/ what safe transportation means to your service / what is your service doing to keep children safe during transportation]**.

Our safe transportation, safe arrival and excursion policies and procedures can be accessed here.

To learn more about our service's safe transportation practices, feel free to speak to our team.

For more information about 'Look Before You Lock', head to the NSW Department of Education's website.

Social media resources

Use the social media tiles and text across your service’s channels.

Every single time.

Building simple steps into your daily routine can help avoid accidentally leaving a child in a vehicle. Look Before You Lock and protect children from serious harm, every single time. It only takes a minute.



Never leave a child unattended.

Be aware of the critical risks when it comes to transporting children, especially in hot weather where temperatures can rise to dangerous levels.

The simple action of ‘Look Before You Lock’ can save lives and should be part of your transport routine.



Check the back seat.

Leaving children unattended in vehicles can pose serious risks, especially in hot weather. Help keep children safe by always thoroughly checking your vehicle before locking up.



It’s a life-saving routine.

Children can face danger if left unattended in a vehicle. Take a moment to double-check before locking your vehicle. It’s a simple yet life-saving routine that can make all the difference.



Posters

Print and display these posters at your service to remind parents and carers of the importance of Look Before You Lock.



Postcard for families

Print and share this postcard with parents and carers to encourage them to learn more about your safe transportation practices.

New awareness program




**LOOK
BEFORE YOU
LOCK**

NSW

The NSW Department of Education is the Regulatory Authority for early childhood education and care. The department's 'Look Before You Lock' safety awareness program reminds us that we should never leave a child unattended in a vehicle, even for a moment.

When transporting children, looking before you lock your vehicle can be a life-saving routine.

Ask your service



Speak with your child's early childhood education and care service to find out how they're keeping your child safe during transportation.

Some questions you can ask include:

- What processes are in place to ensure the safe arrival of children?
- What is the educator-to-child ratio during transit?
- How do educators ensure children remain safe and secure during the journey?
- How are parents informed when their child arrives safely at the ECEC service and when they depart?
- Are there regular reviews of transport safety practices to ensure continuous improvement?
- What are some ways for families to improve their transport practices at home to ensure children's safety?
- Where can I find the service's policies and procedures on transportation, safe arrival of children and excursions?

If you have any questions about the 'Look Before You Lock' safety awareness program, please contact the NSW ECEC Regulatory Authority's Information and Enquiries line at 1800 619 113 or email ececd@det.nsw.edu.au.