NSW Early Learning Commission

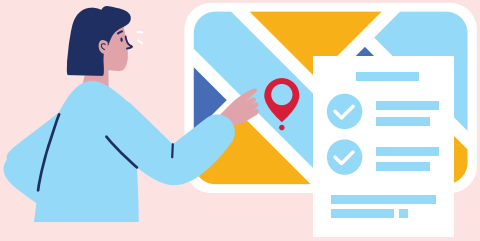
Practice guide

Regular transportation of children

By applying effective risk management, supervision and record keeping, you can help reduce the critical risks of harm to children during transportation.

Identify, reduce and manage risks

Services must conduct a transportation risk assessment to address any potential hazards or risks before seeking authorisation to provide or arrange regular transport for children. This risk assessment must be reviewed annually or whenever there is a change in circumstances. Actively create and review risk assessments and take action to manage any risks.



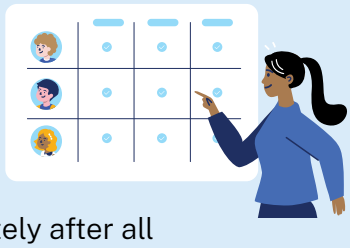
Follow service policies and procedures

Understand your transportation policies and procedures and implement them consistently.

Don't just read your service's policies and procedures – review them regularly and bring any questions or ideas to your leadership team.

Check authorisations

You must obtain written authorisation from a parent or someone authorised in the child's enrolment record before transporting any child. Be aware of which children have authorisation and ensure only those children participate in transportation. Check the authorisations regularly to ensure they are current.



Keep accurate records

Create a record immediately after all children have embarked or disembarked a vehicle. The record must include:

- confirmation that each child was accounted for and how
- the date and time of the record
- the name and signature of the staff member who accounted for each child (this cannot be the driver)
- confirmation a vehicle check was completed to ensure no one was left behind.

Be aware of child restraint laws

Follow all requirements for seatbelts and safety restraints under NSW road rules. Any equipment used to transport children, including vehicles and child restraints, must be safe, clean and in good working order.

Make sure:

- restraints are installed correctly and are checked regularly for any wear and tear
- the correct restraint is used for each child based on their age and size
- each child is buckled in correctly – the straps should be straight, clear of the child's face and neck, and fit snuggly.

Look before you lock

If you are in a centre-based service, a staff member (other than the driver) must be present and account for each child as they get on and off the vehicle. After children have disembarked, the staff member must check inside the vehicle and confirm no child is onboard.

Children should never be left unattended in a vehicle, even for a moment, as temperatures in a vehicle can rise to dangerous levels.

If you are in a family day care service, consider how you can implement these processes as best practice.

LOOK BEFORE YOU LOCK
NSW

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