2.17. SAFE TRANSPORT AND ROAD SAFETY EDUCATION

QUALITY AREA 2 | VERSION 4.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

To define Wyndham Early Education and Care Services' (EECS) responsibilities in ensuring that all children are:

- kept safe while travelling as pedestrians, cyclists, or passengers in a vehicle as part of the educational program.
- able to participate in road safety education to help them be and become safe and responsible road users.

Policy Statement

We are dedicated to the provision of safe transportation for children, including excursions and routine outings. We constantly train and update educators and staff to implement safe transportation policies and procedures.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisors, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others who participate in EECS programs and activities, including excursions and routine outings.

This policy must be read together with the following documents:

- Excursions and Service Events Policy
- Supervision of Children Policy
- Incidents, Injuries, Trauma, and Illnesses Policy

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure that the *National Practises for Early Childhood Road Safety Education (Appendix 2.17.1)* are incorporated into the curriculum for road safety education.	✓	✓	✓		
Ensuring early childhood teacher, educators, and staff to participate in regular professional development.	✓	✓			
Engage in road safety training and maintain current knowledge of key legislation, regulations, standards, and information on practises that are evidence-based.		✓	✓		✓
Provide early childhood teachers and educators with access to a broad range of road safety education resources.	✓	✓			
Work in collaboration to develop appropriate strategies to ensure that all children attending the service are included in road safety education.	✓	✓	✓		✓
Ensure bicycle helmets, that comply with *Australian/New Zealand Standard 2063* for bicycles and ***wheeled toys***, are available (in good condition) and are used.	✓	✓	✓		
Monitor the correct use of bicycle helmets whenever bicycles or wheeled toys are used.		✓	✓		✓
Ensure location-specific road safety information is displayed at the service where relevant.	✓	✓	✓		
Ensure parents/guardians have access to this policy and its attachments.	✓	✓	✓		
♦TRANSPORTATION OF CHILDREN FOR EXCURSIONS & REGULAR OUTINGS					
Ensure 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 ***Regulation 102 (4)***	✓	✓	✓		
Ensure the ***risk assessment*** is completed prior to the service transporting children. *(Appendix 2.18.3: Excursion Risk Assessment)*	✓	✓	✓		
Ensure all supervision requirements are met during transportation.	✓	✓	✓		✓
Ensure all the required equipment and/or items are taken on the transportation as stated in *Appendix 2.18.7: Excursion Day – Checklist.*	✓	✓	✓		✓
Ensure that educators/staff with first aid qualifications are in attendance when transporting children.	✓	✓			
Ensure all buses hired for use on excursions have fitted seatbelts that are correctly used by all children, staff, and volunteers for the entire trip.	✓	✓	✓		
Ensure 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 Incident, Injury, Trauma, and Illness Policy).*	✓	✓	✓		
Establish agreed procedures for staff to follow when a child is observed being transported to or from the service in an unsafe manner. (*Process 2.17.1: Process for Risk or Harm when Transported)*	✓	✓	✓		✓

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Implement the agreed procedures when notified or when a child has been observed being transported in an unsafe manner.	✓	✓	✓		✓

Definitions

The terms defined in this section relate specifically to this policy:

Excursion: An outing organised by an education and care service.

Regular outing: 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. (ACECQA 2022)

Risk assessment: A risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimise.
Risk assessments must consider:

- the proposed route and location of the excursion.
- any water hazards.
- any risks associated with water-based activities.
- transport to and from the proposed location of the excursion.
- the number of adults and children participating in the excursion.
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether specialised skills are required.
- The proposed activities, and the impact of this on children with varying abilities, needs and/or medical conditions.
- The proposed duration of the excursion, and the impact of this on children with varying abilities, needs and/or medical conditions.
- Any items that must be taken on the 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.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Bus Safety Act
- 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
- National Quality Standard
- Quality Area 2: Children's Health and Safety
- Quality Area 6: Collaborative Partnerships with Families and Communities
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)

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Related Appendices & Documents

- Process 2.17.1: Process for Risk or Harm when Transported.
- Appendix 2.17.1: National Practices for EC Road Safety Education.
- Appendix 2.17.2 - Ongoing Authority for Regular Transportation of Children
- Appendix 2.18.3: Excursion - Risk Assessment.
- Appendix 2.18.7: Excursion Day – Checklist.

Related Policies

- Acceptance and Refusal of Authorisations
- Arrival and Departure of Children
- Excursions and Service Events
- Inclusion and Equity
- Occupational Health and Safety
- Providing a Child Safe Environment
- Supervision of Children

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
1	A2497058	New Policy and Procedure	07/05/2019	MC 05/06/2019	July, 2020
2	A3850176	Addition – Wyndham City – Statement of Commitment to Child Safe Standards. Change to Appendix numbers. Addition of Legislation.	27/09/2022	TP	2025
3	A42673271	Reviewed in line with legislation updates. Minor wording changes. Updated layout and format.	14/07/2023	TP	July, 2026
4	A42673271	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	20/06/2025	TP	July, 2026