

# ROAD SAFETY EDUCATION AND SAFE TRANSPORT POLICY

QUALITY AREA 2 & 6 | Version 1.4

The template policy was developed by Early Learning Association Australia in consultation with the Department of Transport and the early childhood sector as part of the Department of Transport Starting Out Safely program.



Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program



## PURPOSE

To define the responsibilities of Leslie Moorhead Pre-School Centre Inc. to ensure that all children are:

- are adequately supervised at all times
- kept safe while travelling as pedestrians, cyclists or passengers in a vehicle
- able to participate in road safety education to assist them in being and becoming safe and responsible road users.



## POLICY STATEMENT

### VALUES

Leslie Moorhead Pre-School Centre Inc. is committed to:

- the rights of children to be active citizens in the community
- the rights of children to travel safely as passengers, pedestrians and cyclists
- an evidence-based approach in the provision of road safety education and practice
- the role of parents/guardians and families as children's first and most influential teachers.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Leslie Moorhead Pre-School Centre Inc., including during excursions, regular outings, and transportation.

This policy must be read in conjunction with the:

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

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	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 <a href="#">National Practices for Early Childhood Road Safety Education</a> ( <i>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 to 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	√	√			
Ensuring the availability (in good condition) and use of bicycle helmets which meet <a href="#">Australian/New Zealand Standard 2063</a> for bicycles and wheeled toys ( <i>refer to Definitions</i> ).	√	√	√		
Monitoring the correct use of bicycle helmets whenever bicycles or wheeled toys are used.		√	√		√
Ensuring that educators understand and follow the service's procedures and will immediately intervene and rectify where a child is observed being transported to or from the premises by a family member/guardian in an unsafe manner ( <i>refer to Attachment 2</i> )	√	√	√		
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 ( <a href="#">Regulation 168</a> )	R	√	√		
<b>Transportation of children for excursion</b>					
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 <a href="#">Regulation 102 (4)</a>	R	R	√		
Ensuring the risk assessment ( <i>refer to Definitions</i> ) is conducted prior to the service transporting children and identifies and	R	R	√		

assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <a href="#">Regulation 101, 102</a>					
Ensuring all supervision requirements are met during transportation, including educator to child ratios <a href="#">Regulation 123</a>	R	√	√		√
Ensuring that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phone and that educators or staff with first aid qualifications and training are in attendance ( <a href="#">Regulation 136</a> )	R	R	√		√
Ensuring that buses hired for use on excursions have fitted seatbelts (wherever possible) 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 ( <a href="#">refer to Incident, Injury, Trauma and Illness Policy</a> ).	R	√	√		
Ensuring reporting requirements under the <a href="#">Occupational Health and Safety (OHS) Act 2004</a> are made to WorkSafe immediately by phone and within writing by 48 hours ( <a href="#">refer to Sources</a> )	R				
Establishing agreed procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner ( <a href="#">refer to Attachment 2</a> ).	√	√	√		√
Implementing the services-agreed procedures when notified or when there has been observation of child/ren being transported in an unsafe manner.	√	√	√		√
<b>Regular transportation of children to/from the service</b>					
Ensuring that each child's enrolment record ( <a href="#">refer to Definitions</a> ) provides details of the name, address and telephone number of any person who is authorised to consent to transport the child or arrange transportation ( <a href="#">refer to Definitions</a> ) of the child <a href="#">Regulation 160 (3) (b)(vi)</a>	R	R			
Ensuring authorisation is provided on the enrolment record ( <a href="#">refer to Definitions</a> ) for the regular transportation ( <a href="#">refer to Definitions</a> ) of the child ( <a href="#">Regulation 161 (2) (c)</a> )	R	R			
Ensuring that a child has written authorisation (except in an emergency) by the parent/guardian or person named in the child's enrolment record, prior to being transported and that the authorisation includes all details required under <a href="#">Regulation 102D (4)</a>	R	R			
Ensuring the risk assessment ( <a href="#">refer to Definitions</a> ) is conducted prior to transporting children and identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <a href="#">Regulation 102B, 102C</a>	R	R			
Ensuring that buses/vehicles used for the transportation ( <a href="#">refer to Definitions</a> ) of children have fitted seatbelts (wherever possible) that are correctly used by all children for the entire trip.	√	√	√		

Notifying the regulatory authority within seven (7) days that the service starts to provide or arranges regular transportation ( <i>refer to Definitions</i> ). The notification is to be lodged through the NQA IT System ( <i>Regulations (regulation 175(2)(f))</i> )	R	√			
Notifying the regulatory authority within seven (7) days if there is a change to the regular transportation ( <i>refer to Definitions</i> ) provided or arranged by the service, including if regular transportation is no longer provided. The notification is to be lodged through the NQA IT System ( <i>Regulation 175(2)(g))</i> )	R	√			
Ensuring that if the service owns and operates a bus with 10 or more seating positions and provides regular transport to children of any age, it must be accredited by Safe Transport Victoria	R	√			
Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle. <b>This person must be an additional person, it cannot be the driver of the vehicle.</b> ( <i>Regulation 102E (4)(a), Regulation 102F (4)(a))</i> )  <div>Note: Services must ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.</div>	R	R	√		√
Ensuring each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for ( <i>Regulation 102E (4)(b), Regulation 102F (4)(a))</i> )	R	R	√		√
Ensuring the service (not the driver) immediately records when children get on and off a vehicle: <ul style="list-style-type: none"> <li>each child was accounted for</li> <li>how each child was accounted for at the service premises</li> <li>interior of vehicle was checked after all children have disembarked at the service premises.</li> <li>date and time the record was made</li> <li>full name and signature of the staff member making the record (<i>Regulation 102E (4)(c), Regulation 102F (4)(a))</i>)</li> </ul>	R	R	√		√
Ensuring an extensive check of the vehicle after children have disembarked to confirm no child is left behind in the vehicle. ( <i>National Law: Section 16, Regulation 102F</i> )	R	R	√		√
Ensuring these documents are kept for a period of 3 years after the last date on which the child was educated and cared for by the service ( <i>Regulations 177 and 183</i> )	R	R			
Ensuring that all the required equipment and/or items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's individual medication, required medical management plans and mobile phone and that educators or staff with first aid qualifications and training are in attendance ( <i>Regulation 136</i> )	R	√	√		√
In preparing the safe arrival of children policies and procedures, the approved provider of a children's service must consult with:	R	√			

staff of the service Parents/guardians of children children being educated and cared for by the service (if applicable).					
Conduct a risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between a children's service and any other education or early childhood service ( <i>Regulation 71C</i> )	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	√	√		√



## BACKGROUND AND LEGISLATION

### BACKGROUND

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 still developing.

Under duty of care obligations, 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 for their size
- travelling in an incorrect position/seat in the vehicle
- riding a bicycle or wheeled toy without a helmet
- instances where a family member is in an unfit state to drive due to intoxication or impairment.

### RISK ASSESSMENTS AND AUTHORISATIONS

A risk assessment for excursions and regular outings must identify and evaluate any hazards that pose a risk to a child's health, safety, or wellbeing, and it must outline how these risks will be managed or minimised, in accordance with Regulations 100, 101, 102B, and 102C.

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 outing
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

Excursions and regular outings are an essential part of early childhood education services because they provide children with valuable opportunities to explore and engage with the world beyond the classroom. While there are many benefits to excursions and regular outings, the risk factors remain consistent on each outing, making it crucial to undertake thorough risk assessments.

National Regulation 102-5 states a risk assessment and authorisation only need to be completed once every 12 months if the outing qualifies as a regular outing (*refer to Definitions*) and the circumstances have not changed. However, a new risk assessment and authorisation are required if any circumstances, such as the location, number of children, route, transport method, activities, or duration of the outing, change.

Each excursion requires a separate risk assessment and written authorisation to be given by an authorised person.

- ‘Blanket’ risk assessments and authorisations for a general area are not compliant.
- Spontaneous outings are not permitted.
- Authorisations and risk assessments must refer to a particular destination - they cannot be applied to multiple possible destinations within a general area (for example within a 2 km radius of the service)
- A service cannot consult families on the day an excursion/outing occurs. A risk assessment must always be completed, and information provided to parents/authorised persons with the written authorisation, before consent can be given to take the child outside the service.

## 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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**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.

**Excursion:** An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if:

- a. the child or children leave the education and care service premises in the company of an educator; and
- b. the child or children do not leave the school site

**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

**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 minimised (*Regulation 101, 102B, 102C*). 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 or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

ACECQA provides a sample Excursion Risk Management Plan at:

[www.acecqa.gov.au/resources/applications/sample-forms-and-templates](http://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)

**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.



## SOURCES AND RELATED POLICIES

### SOURCES AND RESOURCES

#### SOURCES AND RESOURCES

- ACECQA, Changes to regular transportation of children: [https://www.acecqa.gov.au/sites/default/files/2023-01/Info\\_Fact\\_Sheet\\_ChangesToRegularTransportationOfChildren\\_March2023\\_0.pdf](https://www.acecqa.gov.au/sites/default/files/2023-01/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023_0.pdf)
- ACECQA, [Excursions Policy Guidelines](https://www.acecqa.gov.au/sites/default/files/2021-08/ExcursionsPolicyGuidelines.pdf): <https://www.acecqa.gov.au/sites/default/files/2021-08/ExcursionsPolicyGuidelines.pdf>
- ACECQA, [Guide to the National Quality Framework](#) – Section 2.13 Excursions (Pages 386)
- ACECQA, [Risk assessment and management template – Excursions](#)
- ACECQA, [Risk assessment and management template – Transporting children](#)
- ACECQA, [Risk assessment and management template – Transporting children \(other than as part of an excursion\)](#)
- ACECQA, [Risk Assessment and Management Tool](#)
- ACECQA, Safe Transportation of Children: <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. [www.neura.edu.au/crs-guidelines](http://www.neura.edu.au/crs-guidelines)
- Car Seats Save Lives: [www.carseatssavelives.com.au](http://www.carseatssavelives.com.au)
- Department of Education: [Excursions and Regular Outings In Early Childhood Services](#)
- Early Learning Association Australia: [www.elaa.org.au](http://www.elaa.org.au)
- Safe Transport Victoria: <https://transportsafety.vic.gov.au/>
- Starting Out Safely: [www.childroadsafety.org.au](http://www.childroadsafety.org.au)
- WorkSafe Victoria: [Guide to Incident Notification](#)
- WorkSafe Victor: [Report an incident](#)

### RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Educational Program
- Delivery and Collection of Children
- Excursions and Service Events
- In-nature program
- Inclusion and Equity
- Occupational Health and Safety
- Supervision of Children





## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from parents/guardians, children, educators, management and all affected by the policy 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## 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
- Attachment 3: National Law and national Regulations relating to this policy



## AUTHORISATION

This policy was adopted by the approved provider of Leslie Moorhead Pre-School Centre Inc. on 21<sup>st</sup> March 2022.

Reviewed by Sallie McCarthy

Ratified date: 15<sup>th</sup> August 2025

**REVIEW DATE:** August 2028

## **ATTACHMENT 1. National Practices for Early Childhood Road Safety Education**

The National Practices for Early Childhood Road Safety Education have been developed by early childhood education and road safety experts across Australia and New Zealand. The eight national practices are based on research and are aligned with the Early Years Learning Framework.

The national practices guide early childhood educators and policy makers to develop, implement and evaluate evidence-based road safety programs that support children's and families learning about road safety. Refer to:

[www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood](http://www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood)

The eight national practices are as follows:

### **Holistic approaches**

Recognise that children's learning is integrated and interconnected when making curriculum decisions about road safety education.

### **Responsiveness to children**

Deliver road safety education which is responsive to individual children and extends children's strengths, knowledge and interests.

### **Learning through play**

Through play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.

### **Intentional teaching**

Engage in intentional teaching which extends and expands children's learning about road safety.

### **Learning environments**

Provide opportunities in the learning environment, including the local community, for safe and meaningful interaction with children, parents and carers about road safety.

### **Cultural competence**

Implement road safety education that is culturally relevant for the diversity of children, their families and the community.

### **Continuity of learning and transitions**

Use the opportunity of transitions, in active partnership with children, families and the local community, for road safety education.

### **Assessment for learning**

Together with children and families, reflect on each child's learning and application of road safety to plan for future learning.

## 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

Service providers have a duty of care to ensure the safety of children is paramount. Service providers must also comply with their obligations under state or territory child protection laws.

Where a parent/guardian or authorised nominee (*refer to Definitions*) is observed not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviours such as parking illegally or not using a bicycle helmet, the **early childhood educator should:**

- talk with the parent/guardian/authorised nominee about the importance of safe transport procedures, including the correct use of child restraints and/or relevant road safety behaviours
- provide/refer the parent/guardian/authorised nominee to relevant information regarding safe transport
- inform the nominated supervisor or approved provider (where relevant).

If the parent/guardian or authorised nominee persists with unsafe road use behaviours, the early childhood educator must notify the **nominated supervisor or approved provider, who should:**

- contact the parent/guardian/authorised nominee directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications
- provide the parent/guardian/authorised nominee with a copy of the *Road Safety and Safe Transport Policy*
- offer/provide assistance to the parent/guardian/authorised nominee with the choice/purchase/installation/fitment of the correct restraint or bicycle helmet for their child
- follow up with the parent/guardian/authorised nominee, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

If a parent/guardian or authorised nominee appears to be impaired or intoxicated when arriving to collect their child, the **early childhood educator should:**

- encourage the parent/guardian or authorised nominee to use an alternative form of transport or contact another authorised person to collect the child. If the parent/guardian or authorised nominee is not willing to use an alternative form of transport, the educator cannot prevent the parent/guardian or authorised nominee from taking the child
- notify the police and/or child protection authorities immediately if the educator is of the opinion that the child may not be safe in the care of the parent/guardian or authorised nominee.

### ATTACHMENT 3. NATIONAL LAW AND NATIONAL REGULATIONS RELATING TO THIS POLICY

Law	167	<p><b>Offence relating to protection of children from harm and hazards</b></p> <p>(1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.</p> <p>(2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$10 000.</p> <p>(3) A family day care educator must ensure that every reasonable precaution is taken to protect a child being educated and cared for as part of a family day care service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$10 000.</p>
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Regs	99	<p><b>Children leaving the education and care service premises</b></p> <p>1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).</p> <p>2) The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).</p> <p>(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service does not leave the residence or approved family day care venue except in accordance with subregulation (4).</p> <p>4) The child may only leave the relevant premises if the child:</p> <p>(a) is given into the care of:</p> <p>(i) a parent of the child; or</p> <p>(ii) an authorised nominee named in the child's enrolment record; or</p> <p>(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or</p> <p>(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or</p> <p>(c) is taken on an excursion in accordance with this Division; or is given into the care of a person or taken outside the premises:</p> <p>(i) because the child requires medical, hospital or ambulance care or treatment; or</p> <p>(ii) because of another emergency.</p> <p>(5) In this regulation <b>parent</b> does not include a parent who is prohibited by a court order from having contact with the child.</p>
	100	<p><b>Risk assessment must be conducted before excursion</b></p> <p>1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.</p> <p>2) The nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.</p> <p>3) A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.</p> <p>4) A risk assessment is not required under this regulation for an excursion if:</p> <p>(a) the excursion is a regular outing; and</p>

	(b) a risk assessment has been conducted for the excursion
101	<p>Conduct of risk assessment for excursion</p> <p>(1) A risk assessment for an excursion must—</p> <p>(a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and</p> <p>(b) specify how the identified risks will be managed and minimised.</p> <p>(2) Without limiting subregulation (1), a risk assessment must consider—</p> <p>(a) the proposed route and destination for the excursion; and</p> <p>(b) any water hazards; and</p> <p>(c) any risks associated with water-based activities; and</p> <p>(d) the transport to and from the proposed destination for the excursion; and</p> <p>(e) the number of adults and children involved in the excursion; and</p> <p>(f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and</p> <p>(g) the proposed activities; and</p> <p>(h) the proposed duration of the excursion; and</p> <p>(i) the items that should be taken on the excursion.</p>
102	<p><b>Authorisation for excursions</b></p> <p>1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).</p> <p>2) The nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).</p> <p>(3) Refers to family daycare</p> <p>4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—</p> <p>(a) the child's name; and</p> <p>(b) the reason the child is to be taken outside the premises; and</p> <p>(c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and</p> <p>(d) a description of the proposed destination for the excursion; and</p> <p>(e) the method of transport to be used for the excursion; and</p> <p>(f) the proposed activities to be undertaken by the child during the excursion; and</p> <p>(g) the period the child will be away from the premises; and</p> <p>(h) the anticipated number of children likely to be attending the excursion; and</p> <p>(i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and</p> <p>(j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and</p> <p>(k) that a risk assessment has been prepared and is available at the service.</p> <p>5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.</p>
160	<p><b>Child enrolment records to be kept by approved provider and family day care educator</b></p> <p>(1) The approved provider of an education and care service must ensure that an enrolment record is kept that includes the information set out in subregulation (3) for each child enrolled at the education and care service.</p> <p>(2) A family day care educator must keep an enrolment record that includes the information set out in subregulation (3) for each child educated and cared for by the educator.</p> <p>(3) An enrolment record must include the following information for each child—</p> <p>(a) the full name, date of birth and address of the child;</p>

- (b) the name, address and contact details of—
  - (i) each known parent of the child; and
  - (ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and
  - (iii) any person who is an authorised nominee; and

**Note**

Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.

- (iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
    - (v) any person who is authorised to authorise an educator to take the child outside the education and care service premises.
  - (c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.
  - (d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;
  - (e) the gender of the child;
  - (f) the language used in the child's home;
  - (g) the cultural background of the child and, if applicable, the child's parents;
  - (h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
    - (i) the relevant authorisations set out in regulation 161;
    - (j) the relevant health information set out in regulation 162.
- (4) In this regulation—parenting order means a parenting order within the meaning of section 64B(1) of the Family Law Act 1975 of the Commonwealth;  
**parenting plan** means a parenting plan within the meaning of section 63C(1) of the *Family Law Act 1975* of the Commonwealth, and includes a registered parenting plan within the meaning of section 63C(6) of that Act.

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**Authorisations to be kept in enrolment record**

- (1) The authorisations to be kept in the enrolment record for each child enrolled at an education and care service are—
  - (a) an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek—
    - (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
    - (ii) transportation of the child by an ambulance service; and
  - (b) if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.
- (2) The authorisations to be kept in the enrolment record for each child educated and cared for by a family day care educator are—
  - (a) an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the family day care educator to seek—
    - (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
    - (ii) transportation of the child by an ambulance service; and
  - (b) if relevant, an authorisation given under regulation 102 for the family day care educator to take the child on regular outings.

## Quality area 2: Children's health and safety

Standard	Element	Assessment Guide
<b>2.3 Each child is protected.</b> Questions to guide reflection on practice: <ul style="list-style-type: none"> <li>How do we ensure children are alerted to safety issues and encouraged to develop the skills to assess and minimise risks to their own safety?</li> </ul>	2.3.1 Children are adequately supervised at all times.	<b>Guidance for children of all ages and all service types</b> Assessors may <b>observe</b> : <ul style="list-style-type: none"> <li>educators supervising children closely when they are in a situation that presents a higher risk of injury – for example, on an excursion near a road or water.</li> </ul>
	2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.	<b>Guidance for children of all ages and all service types</b> Assessors may <b>observe</b> : <ul style="list-style-type: none"> <li>educators and coordinators talking with children about safety issues and correct use of equipment and the environment and, where appropriate, involving children in setting safety rules.</li> </ul> Assessors may <b>sight</b> : <ul style="list-style-type: none"> <li>evidence of detailed information provided to families regarding excursions, including the destination, mode of transport, educator-to-child ratios and the number of adults in attendance, and written authorisation for children to be taken outside the service premises, including for excursions or routine outings (except in emergency situations)</li> </ul>



Standard	Element	Assessment Guide
<b>6.3 The service collaborates with other organisations and service providers to enhance children’s learning and wellbeing.</b>	<b>6.3.2</b> Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.	<p><b>Guidance for children of all ages and all service types</b></p> <p>Assessors may <b>observe</b>:</p> <ul style="list-style-type: none"> <li>• children being supported and appropriately supervised when being transported to or from the service by car, bus, train or tram or on foot.</li> </ul> <p>Assessors may <b>discuss</b>:</p> <ul style="list-style-type: none"> <li>• the strategies and processes used to support:             <ul style="list-style-type: none"> <li>– children with additional needs in their transition to school and to specialist services</li> </ul> </li> <li>• how road safety education and any active transport initiatives are incorporated into the program.</li> </ul>