

ROAD SAFETY POLICY

Adopted: 22nd July 2021 – Res No:156.7.21

Traffic related injuries remain one of the leading, preventable causes of death and serious injury for young children. Driveways, car parks, unfenced yards, private roads, and farms are particular danger areas and many young children, predominantly toddlers, are killed or injured each year in their own home driveway (Kids and Traffic, 2014; Kidsafe, 2018).

Our duty of care as an Out of School Hours Care (OSHC) Service, is to provide children with an adequate level of care and protection to safeguard their health, safety and wellbeing at all times. Our Vacation Care Service is committed to providing road safety education to help children become responsible road users as pedestrians, passengers and users of bikes, scooters, skateboards and other wheeled toys.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursions
101	Conduct of risk assessment for excursions
102	Authorisation for excursions
102A	Transportation of children other than as part of an excursion

102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
136	First Aid qualifications
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

RELATED POLICIES

Arrival and Departure Policy Acceptance and Refusal Policy Child Safe Environment Policy Death of a Child Policy Excursion Policy	Incident, Injury, Trauma and Illness Policy Safe Transportation Policy Supervision Policy
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PURPOSE

Our Vacation Care Service will ensure best practice guidelines are implemented to ensure that children are kept safe whilst travelling as pedestrians, cyclists, and passengers in vehicles. As educators, we encourage families to participate in road safety education with their children to support them to become safe and responsible on and around roads.

SCOPE

This policy applies to children, families, staff, management and visitors of the Vacation Care Service.

IMPLEMENTATION

To comply with National Law and Regulations Early Childhood Services are required to protect children from harm and hazards likely to cause injury. To ensure compliance, management and educators of the Service will ensure best practice is adhered to, maintaining children’s health and safety.

MANAGEMENT WILL ENSURE:

- regular discussions are held with feeder schools to ensure consistency in road safety education and procedures between schools and our Vacation Care Service
- a comprehensive risk assessment is conducted at least annually for ‘regular transportation’ of children including the safest route for travel, method of travel, type of vehicle, required restraints,

proposed pick up and destination, process of embarking the means of transport including how each child is to be accounted for upon embarking and disembarking the vehicle

- adequate supervision is provided at all times children are transported
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- written parental consent for regular transportation of children to and from school is provided during the enrolment process as part of our *Safe Transportation Policy*
- all risk assessments are regularly assessed and evaluated as to facilitate continuous improvement in our service
- educators only allow a child to participate in an excursion with the written authorisation of a parent/guardian, in accordance with National Regulations (*Refer to Excursion policy*).
- road safety education is embedded in the program supporting children’s understanding and knowledge
- educators have access to regular professional development and training in road safety, complying with National Regulations and standards
- parents and guardians are provided with specific road safety information, including:
 - parking safely
 - locking their car
 - local area speed limits.
- parents are provided with general road safety information about transporting children to and from the Service, including:
 - driveway safety
 - child restraint information
 - using the kerb side door to access the car and
 - the importance of role modelling safe road and car park use.
- parents have a clear understanding about our policies in order to keep children safe
- the Educational Leader educates staff about the importance of road safety
- any educator responsible for driving a vehicle for the Service holds a current Australian Drivers licence
- the vehicle/bus used to transport children is registered and maintained (tyres, engine) and has correctly fitted child restraints and seat belts
- the vehicle used to transport children has enough fuel to complete the journey
- the regulatory authority is notified within 24 hours of becoming aware of a serious incident (Reg.12).

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE:

- risk assessments are carried out prior to seeking written parental authorisation for transporting children for regular transportation
- written parental permission for regular transportation at least every 12 months
- a risk assessment is completed prior to any excursions to ensure the safest route and minimise or manage any potential risks
- children participate in excursions only if they have written parent permission
- children are adequately supervised at all times
- compliance with first aid requirements of Regulation 136 are met at all times
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- adequate supervision is provided
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children's attendance is checked against an accurate attendance record showing when children are within the care of the Vacation Care Service. The record of attendance must record the time that the child arrives and departs the Vacation Care Service and signed by the nominated supervisor or educator
- educators remain current with roads and traffic professional development
- educators have a clear understanding and comprehension of National Regulations and Standards in regard to keeping children safe in and around traffic
- road safety is embedded into the program, supporting children's understanding and knowledge
- appropriate road safety expectations are discussed with families including:
 - not leaving children in the car
 - intoxication whilst driving
 - child restraints are fitted correctly for the size and age of their child
- educators are aware of their duty of care obligations and understand how to address a situation where they observe parents/families putting children at risk of harm or injury due to unsafe practices for road/car safety-
 - travelling in a car unrestrained
 - parent appears unfit to drive (intoxicated, drug affected)
 - children riding a bike without a helmet
 - parent not supervising children crossing roads

EDUCATORS WILL:

- take every reasonable precaution to protect children from harm and from any hazard likely to cause injury
- communicate excursion requirements with the Nominated Supervisor and Management to ensure they have a clear understanding about policy and procedures
- have a comprehensive understanding of the National Regulations and Standards
- educate children about the importance of road safety, obeying the rules, listening to families, holding hands, pedestrian safety, car safety etc.
- embed road safety guidelines into the program for children to gain a clear understanding and knowledge required to stay safe around roads and traffic.
- discuss road safety expectations and guidelines with families, including making families aware of young children's limited capacity to judge distances and speeds of travelling vehicles
- follow appropriate procedures in the event of a vehicle accident including children, educators or families, including informing management at the earliest possible convenience
- adhere to their duty of care to protect children from harm and keep children safe
- follow guidelines/procedures for discussing concerns with parents/families or reporting this concern to the Approved Provider or Police (see below)

NOTIFICATION

Parents will be notified as soon as practicable but within 24 hours if their child is involved in an accident at the Vacation Care Service or whilst under our service care. Details of the incident/accident will be recorded on an *Incident, Injury, Trauma and Illness Record* and parents will be required to acknowledge the details upon collection of their child.

If the incident/accident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child, or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours by the Nominated Supervisor or Approved Provider.

PARENTS/FAMILIES ARE RESPONSIBLE FOR:

- reading, signing and dating permission forms prior to excursions to confirm they agree to the excursion conditions
- providing written authorisation for their child to be transported to and from the Vacation Care Service as 'regular transportation' at least annually

- ensuring their child/children travels in an appropriate and approved restraint suitable for their age and weight
- being aware of and complying with road and car park safety requirements when arriving and departing from the Service
- never leaving a child/children and/or animal in the car alone at any time
- using the 'safety door' (closest to the kerb) when arriving and departing the Service
- being aware of the Service policy relating to the safe transportation of children to and from the Vacation Care Service (see: Safe Transportation Policy)
- communicating any concerns relating to their child's wellbeing or safety to an educator or Nominated Supervisor.

DUTY OF CARE

All educators have a duty of care to ensure the safety of children at all times. Where a parent or guardian is observed demonstrating unsafe behaviour such as: not securing a child in a suitable restraint (under 7 years of age), parking incorrectly or driving erratically, not providing a bike helmet for the child to wear on a bike or scooter, crossing roads incorrectly, educators should-

- talk to the parent about their concerns calmly
- provide a copy of this policy to the parent
- provide information to the parent about safe transportation of their child
- provide information about the use of helmets when riding to the parent
- inform the Nominated Supervisor or Approved Provider

If the parent/guardian arrives at the Service and does not appear fit to take care of the child (intoxicated or under the influence of drugs), educators should:

- discuss their concerns with the parent
- suggest that another parent or authorised nominee collects the child
- contact an authorised nominee to collect the child
- notify the police or child protection if they have any concern for the child's safety
- contact the Nominated Supervisor and/or Approved Provider
- document the actions for evidence

(see: Acceptance and Refusal Policy; Arrival and Departure Policy)

USEFUL RESOURCES

Child Road Safety: www.childroadsafety.org.au

Kids and Traffic: <http://www.kidsandtraffic.mq.edu.au/>

Kidsafe Inc: www.kidsafensw.org/road-safety/

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

Road Safety Education Victoria Teaching Resources Early Childhood

<http://www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood>

Transport for NSW Centre for Road Safety

<https://roadsafety.transport.nsw.gov.au/aboutthecentre/resources/index.html>

Transportation of children with Additional Needs ELAA <https://ela.org.au/wp-content/uploads/2016/10/Safe-transport-for-children-with-additional-needs.pdf>

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Education, Skills and Employment. (2011). *My Time Our Place: Framework for School Age Care in Australia*.

Early Learning Association Australia

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Kids and Traffic: Early Childhood Road Safety Education Program. (2014): <http://www.kidsandtraffic.mq.edu.au/>

Kidsafe: Child Accident Prevention Foundation of Australia. (2018): <https://kidsafe.com.au/statistics-2/>

Revised National Quality Standard. (2018).

Road Transport (Safety & Traffic Management) Act 1999.

REVIEW

POLICY REVIEWED: DECEMBER 2020	NEXT REVIEW DATE: DECEMBER 2021
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