

Safe Transportation Policy



Policy Relevant to:	All staff, Educators, Children, Families, students and visitors
Last Reviewed:	September 2025
Next Review:	September 2027
ECS National Law:	S51(4A), S165, S167
ECS National Regulations:	r4(1), r24(ha), r85, r89, r98, r99, r100, r101, r102(a), r102(b), r102(c), r102(d), r102(e), r102(f), r122, r123, r136, r151, r158, r161, r168, r168(2)(ga), r170, r171, r172, r172(2)(f)(g), r177(1)(o)(p), r183
NQS:	2.2, 2.2.1, 2.2.2

Rational

Transportation of children is sometimes provided as part of our education and care service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times.

Adventure Patch acknowledges its duty of care obligations by adhering to relevant legislation, providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under its care.

Purpose

The *Education and Care Services National Regulations* require Adventure Patch to ensure all our services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (regulation 170). [ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our Service are adequately supervised at all times. This includes ensuring educator-to-child ratios are met whenever and wherever the service is operating, including providing or arranging transportation as part of our service activity. We are committed to complying with all relevant regulations to support the safe travel of children as part of our Service, including excursions, single trips and regular transportation. This includes ensuring the safe use of digital technologies and online environments during transport, in line with our policies to protect children's privacy, safety and wellbeing.

Implementation

The safety of children enrolled at our Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times, including transportation.

Educator-to-child ratios is adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments.

Procedures are in place to ensure a nominated supervisor or staff member is present and accounts for each child (and makes a record) when children embark and disembark the vehicle at the service premises, and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

Definitions	
Excursion	An outing organised by an education and care service.
Regular outing	<p>In relation to an education and care service, it means a walk, drive or trip to and from a destination.</p> <p>(a) That the service visits regularly as part of its educational program; and</p> <p>(b) Where the circumstances relevant to the risk assessment are <i>substantially</i> the same on each outing</p>
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.
Transportation	(that is part of the education and care service): 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 applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example, their home, school or a place of excursion.
Transition	In relation to the day-to-day process of moving between the service and a range of different education and care settings, or from the education and care setting to a school setting.
Written authorisation	<p>Authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.</p> <p>When there is a change in circumstances relevant to the risk assessment for regular transportation, updated written authorisation must be obtained from families before transportation resumes. The service will notify families of the change in circumstances and provide an updated authorisation form for families to complete, which must be returned prior to the next scheduled transportation.</p>

Transportation

Where Adventure Patch is responsible for transporting children from one venue to another the service holds a duty of care to the children travelling in the vehicle. The safety of each child and all educators is paramount at all times.

As transportation can present heightened risks to the safety of children when children get in or out of vehicles and when they arrive at or leave the service, the following regulatory requirements will apply to centre based services that provide regular transportation:

- Adventure Patch must ensure an educator or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.
- Adventure Patch must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.
- Adventure Patch must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.
- Adventure Patch must notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.

Vehicles

- Any vehicle used to transport children by Adventure Patch must be fully serviced, registered and insured.
- A compliance certificate will be requested from all Bus Companies used by the service.
- Where a service vehicle is utilised, Adventure Patch must ensure that the vehicle meets the requirements of the *Passenger Transport Services Act 2011*, including any amendments, and display the current accreditation certificate for the vehicle.
- Under no circumstances will personal vehicles be used to transport children in Adventure Patch care.
- Educators will assist bus drivers to ensure each child is transported safely at all times. The service understands that the driver maintains ultimate responsibility for road safety and ensuring each child is properly seated and restrained.
- All educators, however, have an equal responsibility to assist the driver and check that each child is seated and restrained appropriately. Under no circumstances will any child be transported if Adventure Patch guidelines are not met.

Related Policies

Acceptance and Refusal of Authorisations Policy Administration of First Aid Policy Behaviour Guidance Policy Child Protection Policy Child Safe Environment Policy	Excursion and Incursion Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Record Keeping and Retention Policy Safe Arrival of Children Policy
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Arrival and Departure of Children Policy Emergency and Evacuation Policy Enrolment Policy	Safe Use of Digital Technologies and Online Environments Policy Work Health and Safety Policy
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Related Resources

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

KidsSafe - [Safe Transportation of Children | Kidsafe Tasmania](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).


Sources

Australian Children's Education & Care Quality Authority. (2025).
<https://www.acecqa.gov.au/sites/default/files/2023-03/Guide-to-the-NQF-March-2023.pdf>
[Guide to the National Quality Framework](#)
 ACECQA. (2023). [Policy and Procedure Guidelines. Safe Transportation of Children.](#)
 ACECQA. (2023). [Fact sheet. Changes to Regular Transportation of Children](#)
 ACECQA. (2023). [Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.](#)
 ACECQA. (2023). [Guidance for Adequate Supervision During Transportation.](#)
 ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles.](#) NQF Review 2019
 Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.](#) V2.0, 2022
 Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations.](#) (Amended 2023)
 Kids and Traffic Early Childhood Road Safety Education Program (NSW)
 Road Transport (Safety & Traffic Management) Act 1999.
 Passenger Transport Services Act 2011 (Tas) [View - Tasmanian Legislation Online](#)
 Infrastructure Tasmania [Infrastructure Tasmania](#)

Review History

Policy Reviewed By:	Scott Norris	DCEO	September 2205
POLICY REVIEWED	September 2025	NEXT REVIEW DATE	September 2027
Modifications	<ul style="list-style-type: none"> Policy maintenance updated as required. Updated regulations and national laws. Added related policy list. Added related resources list. Added sources list. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
February 2023	<ul style="list-style-type: none"> Update NQFs and NQS Added definitions Included new NQF transport regulations which take effect 1st March 2023 		September 2025

Signed

CEO:	
Manager:	