

# ROAD SAFETY EDUCATION AND SAFE TRANSPORT POLICY

## QUALITY AREA 2 – VERSION 1.5



### PURPOSE

To define Denzil Don Kindergarten’s responsibilities in ensuring that all children are:

- Adequately supervised at all times
- Kept safe while travelling as pedestrians, cyclists, or passengers in vehicles
- Supported to participate in road safety education, enabling them to become safe and responsible road users

### POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

### VALUES

Denzil Don Kindergarten is committed to:

- Upholding children’s rights as active citizens, enabling them to participate meaningfully and contribute to their community
- Supporting children’s right to travel safely as passengers, pedestrians, and cyclists
- Implementing an evidence-based approach to road safety education and practices
- Recognising and valuing the role of families as children’s first and foremost teachers.

### SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, and others attending the programs and activities of Denzil Don Kindergarten.

This policy must be read in conjunction with the *Excursions and Service Events Policy, Supervision of Children Policy and Incident, Injury, Trauma and Illness Policy*.

Parent/Carer Responsibilities Under This Policy:
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person In Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Embed road safety education within the curriculum, based on the <i>National Practices for Early Childhood Road Safety Education</i>	√	√	√	
Collaborate to develop appropriate strategies that ensure all children attending the service are included in road safety education	√	√	√	√

Participate in road safety training and maintain up-to-date knowledge of current legislation, regulations, rules, standards, and evidence-informed practices		√	√	√
Ensure the availability and good condition of bicycle helmets that meet Australian/New Zealand Standard 2063 for bicycles and wheeled toys	√	√	√	
Monitor the correct use of bicycle helmets whenever bicycles or wheeled toys are used		√	√	√
Ensure all service staff understand and follow the service's procedures and immediately intervene to rectify unsafe transport practices observed when children are arriving at or leaving the service	√	√	√	
Ensure parents/carers have access to this policy and its attachments ( <i>Regulation 168</i> ) All service policies can be found on the kindergarten website: <a href="http://denzildonkindergarden.org.au/policies/">denzildonkindergarden.org.au/policies/</a> and in the Policy Folder, in the kindergarten office	<b>R</b>	√	√	
<b>Transportation of children for excursion</b>				
Ensure a child is not transported without prior written authorisation from a parent/carer or authorised person (nominee), including all details required under <i>Regulation 102(4)</i>	<b>R</b>	√	√	
Conduct a risk assessment before transporting children that identifies and assesses risks, outlines how these are managed or minimised, and includes all details required under <i>Regulations 101 and 102</i>	<b>R</b>	<b>R</b>	√	
Meet all supervision requirements during transportation, including educator-to-child ratios, in accordance with <i>Regulation 123</i>	<b>R</b>	√	√	√
Provide all required equipment and items for transportation, including (but not limited to) a first aid kit, emergency contact lists, children's medication, medical management plans, and a mobile phone, and ensure the attendance of staff with current first aid qualifications ( <i>Regulation 136</i> )	<b>R</b>	<b>R</b>	√	√
Ensure any vehicle with 12 or fewer seats (including the driver) complies with relevant car seat laws, with all children under 7 years of age using an appropriate child restraint or booster seat	<b>R</b>	√		
Ensure hired buses used for excursions have fitted seatbelts wherever possible, and that all children, staff, and volunteers use them correctly for the entire trip	<b>R</b>	√	√	√
Follow appropriate procedures in the event of a vehicle crash or transport-related injury involving children, staff, or volunteers (see <i>Incident, Injury, Trauma and Illness Policy</i> )	<b>R</b>	√	√	
Meet reporting requirements under the <i>Occupational Health and Safety Act 2004</i> , including notifying WorkSafe immediately by phone and in writing within 48 hours	<b>R</b>			
Establish agreed procedures for staff to follow when a child is observed being transported to or from the service in an unsafe manner	√	√	√	√
Implement the service's agreed procedures when notified of, or when observing, unsafe transportation of children	√	√	√	√

## BACKGROUND & LEGISLATION

### BACKGROUND

Road safety education plays a vital role in reducing the risk of serious injury and death among young children by supporting the development of their skills, knowledge, and behaviours for 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 remains one of the leading causes of death among young Australians. Young children are particularly at risk as passengers in motor vehicles, pedestrians, and cyclists, due to their small size, changing developmental needs as they grow, and the ongoing development of their cognitive and perceptual skills.

In meeting duty of care obligations, Denzil Don Kindergarten has procedures to guide staff in responding to situations where a child may be at risk while being transported to or from the service. This includes for

circumstances where a child is observed travelling unrestrained, using an inappropriate restraint for their size, positioned incorrectly within a vehicle, riding a bicycle or wheeled toy without a helmet, or where a family member appears unfit to drive due to intoxication or impairment.

### **RISK ASSESSMENTS AND AUTHORISATIONS**

Risk assessments for excursions and regular outings must identify and evaluate potential hazards that may pose a risk to a child's health, safety, or wellbeing. They must also 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, any water hazards or risks associated with water-based activities, transport arrangements, and the number of children and adults participating. They must also account for supervision requirements, including the number of educators or responsible adults needed, the level of risk involved, and whether specialised skills are required. Consideration must be given to the proposed activities, duration of the outing, and the individual needs of children, including varying abilities, additional needs, or medical conditions. Required items such as a first aid kit, emergency contact details, children's medication, medical management plans, and a mobile phone must also be included.

Excursions and regular outings are an essential component of early childhood education, providing valuable opportunities for children to explore and engage with the wider community. While the benefits are significant, risks remain consistent across outings, making thorough and well-documented risk assessments essential.

Under [National Regulation 102\(5\)](#), a risk assessment and authorisation may be completed once every 12 months for regular outings, provided the circumstances remain unchanged. A new risk assessment and authorisation are required when any changes are implemented to the regular outing – ie: the location, number of children, route, transport method, activities, or duration.

Each excursion must have its own risk assessment and written authorisation from an authorised person. Blanket risk assessments or authorisations for a general area are not permitted. Spontaneous outings are also not permitted. All risk assessments and authorisations must relate to a clearly defined destination and cannot apply to multiple possible locations within a general area. Families must be provided with the required information, and written consent must be obtained prior to the excursion or outing (cannot be obtained on the day).

### **LEGISLATION & 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 & 6
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)

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, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

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

**Notifiable Incidents:** Employers must notify WorkSafe immediately after becoming aware a [notifiable incident](#) has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

**Regular transportation:** (in relation to an education and care service) 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.

**Regular outing:** includes 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 the same on each outing.

## SOURCES & RELATED POLICIES

### SOURCES

- ACECQA, [Changes to regular transportation of children](#)
- 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 Tool](#)
- ACECQA, Safe Transportation of Children: <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>
- Department of Education: [Excursions and Regular Outings In Early Childhood Services](#)
- 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 Victoria: [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

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties 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
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

### PROCEDURES

- PROCEDURE 1: Responding to Unsafe Transport Practices

### ATTACHMENTS

- ATTACHMENT 1: National Practices for Early Childhood Road Safety Education

### AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 19/06/2026.

REVIEW DATE: **19 June 2028**

## PROCEDURE 1: RESPONDING TO UNSAFE TRANSPORT PRACTICES

### Purpose

To provide a clear process for service staff when a child is observed to be at risk of harm while being transported to or from the service.

### 1. Initial Observation and Response

When a member of staff observes a parent/carer or authorised nominee not using a child restraint, using an incorrect or inappropriate restraint, or engaging in unsafe behaviours (e.g. illegal parking, a child not wearing a bicycle helmet), the staff member must:

- Speak with the parent/guardian or authorised nominee about safe transport practices, including correct use of child restraints and safe road behaviours
- Provide or refer them to relevant road safety information and resources
- Inform the Centre Coordinator or Educational Leader.

### 2. Ongoing Unsafe Practices

If unsafe behaviours continue, the staff member must notify the Centre Coordinator or Educational Leader (management team). They must then:

- Contact the parent/carer or authorised nominee to discuss safe transport practices, including legal requirements and risks
- Provide a copy of the service's *Road Safety and Safe Transport Policy*
- Offer support and guidance on selecting, purchasing, installing, or correctly fitting an appropriate child restraint or bicycle helmet
- Follow up, where required, to ensure the correct restraint or equipment is being used appropriately

### 3. Suspected Impairment or Intoxication

If a parent/carer or authorised nominee appears impaired or intoxicated when collecting a child, the educator must:

- Encourage the use of an alternative form of transport or suggest contacting another authorised person to collect the child
- Acknowledge that they cannot prevent the parent/carer or authorised nominee from taking the child.

If the educator believes the child may be at risk of harm:

- Notify the Centre Coordinator or Educational Leader immediately
- Contact police and/or child protection authorities as required

### 4. Duty of Care and Reporting

All actions must align with the service's duty of care obligations and relevant child protection legislation. Concerns regarding a child's safety must be documented and escalated in accordance with service policies and legal requirements.

## 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 informed by research and aligned with the *Early Years Learning Framework (EYLF V2.0, 2022)*.

These practices guide early childhood educators and policymakers to develop, implement, and evaluate evidence-based road safety programs that support children's and families' learning about road safety. For further information, refer to: [roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood](https://roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood)

The seven national practices (EYLF V2.0, 2022) are outlined below:

### **Holistic, integrated and interconnected approaches**

Recognise that children's learning, development, and wellbeing are interconnected when making curriculum decisions about road safety education.

### **Responsiveness to children**

Provide road safety education that responds to the individual needs of children and builds on their strengths, capabilities, and curiosity.

### **Play-based learning and intentionality**

Use play-based learning and intentional teaching to create opportunities for children to explore road safety concepts, extend their thinking, and develop problem-solving skills.

### **Learning environments**

Create opportunities for children to actively participate in and contribute to their local community. This includes learning on Country and developing understanding of Aboriginal and Torres Strait Islander peoples' connections and relationships with Country.

### **Cultural responsiveness**

Deliver road safety education that respects diverse cultural ways of knowing, being, and doing, and reflects the backgrounds of children, their families, and the community.

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

Use transitions as opportunities to support road safety learning in active partnership with children, families, and the local community.

### **Assessment and evaluation for learning, development and wellbeing**

Work collaboratively with children and families to assess and evaluate each child's learning and application of road safety concepts and use this information to inform future planning.