

ROAD SAFETY EDUCATION AND SAFE TRANSPORT

QUALITY AREA 2 & 6 | ELAA VERSION 1.2

This 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.



PURPOSE

To define the responsibilities of Denzil Don Kindergarten to ensure that all children are:

- 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

Denzil Don Kindergarten is committed to:

- the rights of children to be active citizens and to contribute to 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 families who are children’s first and most influential educators (EYLF V2.0, 2022).

SCOPE

This policy applies to staff, students, volunteers, visitors, parents/carers, children, and others attending programs and activities at Denzil Don Kindergarten, including offsite excursions.

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	All other staff including teaching and non-teaching	Parents/carers	Contractors, volunteers, and students
R indicates legislation requirement and should not be deleted.					
Embedding road safety education that is based on the <i>National Practices for Early Childhood Road Safety Education</i> (refer to Attachment 1).	√	√	√		

Developing strategies to ensure children attending the service participate in road safety education.	√	√	√		√
Ensuring all participate in regular professional development.	√	√			
Participating in training in road safety and ensuring they are updated with current legislation, regulations, rules, standards, and evidence-informed practice information.		√	√		√
Providing early childhood teachers and educators access to various road safety education resources.	√	√			
Ensuring the availability and use of good condition bicycle helmets that meet <i>Australian/New Zealand Standard 2063</i> for bicycles and wheeled toys such as scooters etc.	√	√	√		
Monitoring the correct use of bicycle helmets whenever used.		√	√		√
Ensuring that location-specific road safety information is displayed at the service where relevant.	√	√	√		
Ensuring parents/carers have access to this policy and its attachments (<i>Regulation 168</i>)	R	√	√		
Transportation of children for an excursion					
Ensuring children are not transported without prior written authorisation by the parent/carer or person named in the child's enrolment record and that the authorisation includes all details required under <i>Regulation 102 (4)</i>	R	R	√		
Ensuring a risk assessment (<i>refer to Definitions</i>) is conducted before the transportation of children and that it identifies and assesses the risks, risk management, and/or minimisation, and includes all details required by <i>Regulation 101, 102</i>	R	R	√		
Ensuring supervision requirements are met during transportation, including educator-to-child ratios <i>Regulation 123</i>	R	√	√		√
Ensuring all required items are taken on the transportation, including, but not limited to, a first aid kit, emergency contact lists, children's medication, required medical management plans, and mobile phone and that staff with first aid qualifications and training are in attendance (<i>Regulation 136</i>)	R	R	√		√
Ensuring buses hired for an excursion have fitted seatbelts that all children, staff, and volunteers correctly use for the duration.	R	√	√		
Ensuring appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving service children, staff, or volunteers (<i>refer to Incident, Injury, Trauma, and Illness Policy</i>).	R	√	√		
Establishing agreed procedures to follow where a child is observed being transported to or from the premises unsafely (<i>refer to Attachment 2</i>).	√	√	√		√
Implementing agreed procedures when notified or when there has been observation of a child being transported unsafely.	√	√	√		√
Regular transportation of children to/from the service					
Ensuring each child's enrolment record (<i>refer to Definitions</i>) provides details of the name, address, and telephone number of any person who is authorised to consent to transport the child	R	R			

or arrange transportation (<i>refer to Definitions</i>) of the child <i>Regulation 160 (3) (b)(vi)</i>					
Ensuring authorisation is provided on the enrolment record (<i>refer to Definitions</i>) for the regular transportation (<i>refer to Definitions</i>) of the child (<i>Regulation 161 (2) (c)</i>)	R	R			
Ensuring a child is not transported without prior written authorisation (except in an emergency) by the parent/carer or person named in the enrolment record, and that authorisation includes all details required under <i>Regulation 102D (4)</i>	R	R			
Ensuring a risk assessment (<i>refer to Definitions</i>) is conducted before transporting children and identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by <i>Regulation 102B, 102C</i>	R	R			
Ensuring that buses/vehicles used for transportation (<i>refer to Definitions</i>) of children have fitted seatbelts that are used correctly for the entire trip.	√	√	√		
Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle. This person must be an additional person; it cannot be the vehicle's driver. <i>(Regulation 102E (4)(a), Regulation 102F (4)(a))</i>	R	R	√		√
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.					
Ensuring each embarking/disembarking vehicle at the service is checked against an attendance list and all children are accounted for (<i>Regulation 102E (4)(b), Regulation 102F (4)(a)</i>)	R	R	√		√
Ensuring the service immediately records when children get on and off a vehicle: <ul style="list-style-type: none"> • presence of all children and how they were accounted for at the service premises. • interior of vehicle was checked after all children had disembarked at the service premises. • date and time the record was made. • full name and signature of the staff member making the record (<i>Regulation 102E (4)(c), Regulation 102F (4)(a)</i>) 	R	R	√		√
Ensuring these documentations 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 an extensive check of the vehicle after children had got off to confirm no children were left behind on the vehicle <i>(National Law: Section 16, Regulation 102F)</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 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	√	√		√

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 (*refer to Incident, Injury, Trauma and Illness Policy*)

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BACKGROUND AND LEGISLATION

BACKGROUND

Road safety education can help reduce the risk of serious injury and death among young children by assisting them in developing 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 Early Years Learning Framework (EYLF) learning outcomes.

Road trauma is one of the leading causes of death of young Australians. Young children are particularly vulnerable as passengers in motor vehicles, pedestrians, and cyclists due to:

- their small size and changing needs as they grow.
- their cognitive and perceptual skills are 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 an adult is in an unfit state to drive due to intoxication or impairment.

RISK ASSESSMENTS

- A risk assessment is required to be completed at least once for a 12-month period if the excursion is a regular outing (*Refer to Definitions*)

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)

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

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. Refer to the definitions file on the kindergarten website for regularly used terms.

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: outing organised by an education and care service but does not include an outing organised by an education and care service.

Regular transportation: 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: 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: identifies and assesses any hazard that poses a risk to a child's health, safety, and/or wellbeing while on an excursion, and specifies how these risks will be managed and/or minimized (*Regulation 101, 102B, 102C*). Risk assessments must consider:

- the proposed route and location of the excursion
- water hazards
- risk 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 (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 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.

Transportation: transportation when 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.

SOURCES AND RELATED POLICIES



SOURCES

- Early Learning Association Australia: www.elaa.org.au
- Starting Out Safely: www.childroadsafety.org.au
- Department of Transport: www.vicroads.vic.gov.au
- Car Seats Save Lives: www.carseatssavelives.com.au
- Best practice guidelines for the safe restraint of children travelling in motor vehicles. www.neura.edu.au/crs-guidelines
- ACECQA, Safe Transportation of Children: <https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>
- ACECQA, Changes to regular transportation of children commencing 1 March 2023

https://www.acecqa.gov.au/sites/default/files/2023-01/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023_0.pdf

- Safe Transport Victoria's: <https://transportsafety.vic.gov.au/>
- ACECQA, Risk Assessment and Management Tool: <https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-2-childrens-health-and-safety>

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Curriculum Development
- Delivery and Collection of Children
- Excursions and Service Events
- Inclusion and Equity
- Occupational Health and Safety
- Supervision of Children



EVALUATION

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

- regularly seek feedback from 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.
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to it or its procedures unless a shorter period is necessary due to risk (*Regulation 172 (2)*).



ATTACHMENTS

- Attachment 1: National Practices for Early Childhood Road Safety Education
- Attachment 2: Procedure when a child is observed to be at risk of harm while being transported to or from an early childhood premises.



AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 26/12/2023.

REVIEW DATE: 26 / DECEMBER / 2025

ATTACHMENT 1. National Practices for Early Childhood Road Safety Education

Early childhood education and road safety experts across Australia and New Zealand have developed the National Practices for Early Childhood Road Safety Education. The eight national practices are research-based and aligned with the Early Years Learning Framework (EYLF V2, 2022).

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

www.roadsafetymeducation.vic.gov.au/teaching-resources/early-childhood

The seven national practices (EYLF V2, 2022) are as follows:

Holistic, integrated, and interconnected approaches

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

Responsiveness to children

Deliver road safety education responsive to individual children and extends children's strengths, capabilities, and curiosity.

Play-based learning and intentionality

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

Learning environments

Provide opportunities for children to actively participate and contribute to their local community, including children learning about the Country and seeking more information about Aboriginal and Torres Strait Islander connections and relationships with the Country.

Cultural responsiveness

Implement road safety education that respects multiple cultural ways of knowing, doing, and being and is 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 and evaluation for learning, development, and wellbeing

Together with children and families, assess and evaluate each child's knowledge and understanding of road safety to plan for future learning.

ATTACHMENT 2. 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, which is paramount. Service providers must also comply with their obligations under state or territory child protection laws.

Where a parent/carer or authorised nominee (*refer to Definitions*) (referred to below as the **responsible person**) is observed not using a child restraint, using the wrong child restraint, misusing a child restraint, or engaging in other unsafe behaviours such as parking illegally or not using a bicycle helmet, the **early childhood staff should:**

- talk with the responsible person about the importance of safe transport procedures, including correctly using child restraints and/or relevant road safety behaviours.
- provide/refer the responsible person to relevant information regarding safe transport.
- inform the nominated supervisor or approved provider (where relevant).

If the responsible person persists with unsafe road use behaviours, the early childhood staff member must notify the **nominated supervisor or approved provider, who should:**

- contact the responsible person directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications.
- provide the responsible person with a copy of the *Road Safety and Safe Transport Policy*
- aid the responsible person in purchasing/installing/fitting a correct restraint or bicycle helmet for their child.
- follow up with the responsible person, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

If a responsible person appears to be impaired or intoxicated when arriving to collect their child, a **staff member should:**

- encourage the responsible person to use alternative transport or contact another authorised person to collect the child. If the responsible person is unwilling to use an alternative transport, the staff member cannot prevent the responsible person from taking the child.
- notify the police and/or child protection authorities immediately if the staff member thinks the child may not be safe in the responsible person's care.