

1. Policy Statement

St Nicholas is committed to ensuring that transport arranged or conducted as part of a St Nicholas program or service is safe and efficient.

St Nicholas has a duty of care to take all reasonable precautions for the safety and wellbeing of all children. We are committed to ensuring the safe transportation of children by our service, including for excursions, during single trips and for regular transportation.

St Nicholas staff will ensure transportation is in line with this policy and procedure and relevant legislation.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- support and guidance to all St Nicholas staff to ensure a thorough understanding of transportation requirements.
- all obligations under the Education and Care Services National Regulations and Law are met by St Nicholas in relation to the safe transportation of children

3. Procedure Direction

Step	Detail
Risk Assessments	Transportation risk assessments will be conducted before any outing which requires transport or when regular transportation is a part of the service. Documentation to be completed in full includes: • Excursion Risk Assessment • Transport Risk Assessment Risk assessments will include: • Proposed route from the service to the venue and return, including estimated travel times between the locations • Each proposed pick-up and drop-off location • The mode of transport • Any requirements for seatbelts, safety restraints • Number of adults and children involved in the outing • Items to be taken on the transport such as emergency contacts, emergency medications, mobile phone etc • Process for embarking and disembarking the vehicle

	Process for entering and exiting the service and the venue being travelled to
Parent/Guardian Authorisation	Before a child can leave the service on an excursion involving transportation or as part of regular transportation, authorisation must be provided in writing by the child's parent/guardian. Parent authorisation will be completed digitally in OWNA. Authorisations must include: - the child's name - the reason the child is to be transported - if the transportation is for regular transportation, a description of when the child is to be transported, example every morning from OOSH to school - if the authorisation is not for regular transportation, the date the child is to be transported - a description of the proposed pick-up location and destination - the means of transport - the period of time during which the child is to be transported - the anticipated number of children likely to be transported - the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported - that a risk assessment has been prepared and is available at the education and care service - that written policies and procedures for transporting children are available at the education and care service.
Children embarking and disembarking a vehicle	Document to be completed during transportation: - Transport Record When leaving the service to go on an excursion, whether walking or using transportation, the following processes will be implemented: - All children will be marked as attending the service prior to leaving the service - All children will be counted as they are leaving the service and numbers will match those on the attendance list - All children will be counted as they board the transport - All children will be counted as they disembark from the transport - A staff member will walk through the transport vehicle after all children have disembarked, and check there are no children remaining on board - All children will be counted on entering the venue.

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	• When leaving the venue, all children will be counted as they exit the venue and again as they board the transportation • Transport will not leave the venue until each child has been accounted for • All children will be counted as they exit the transport on arrival back at the service • All children will be counted as they enter the service • Transportation will not leave the service until all children have been accounted for, and a staff member has walked through the transport to conduct a final check.
Safe transportation of children and use of personal digital devices	Personal devices are not permitted to be used in centre-based services by any staff members, including volunteers and students, while working directly with children. Personal devices may be used during transportation with children when necessary for the safety of, or to support, the education and care of children. When developing policies and procedures on personal digital device use during transportation with children, approved providers should consider: • how to ensure personal digital device use does not compromise the safety, supervision or wellbeing of children at any time. • what constitutes necessary use of a personal digital device during transportation of children (e.g. to contact emergency services or other service staff when a service-supplied device is not available) • enabling the use of service-supplied devices as the preferred and primary method of communication and should be used wherever possible • how staff are informed of how personal devices may be used during transportation, ensuring that: ○ personal devices are never used to capture, store or transmit images of children ○ personal device use does not impede adequate supervision of children • how risks to child safety are minimised when a personal device is in use • how personal device use during excursions will be monitored or recorded.
In the case of an accident	In the case of a change in travel arrangements or a vehicle breakdown or other emergency while on an excursion, staff will: • Phone the Service, or immediate Manager, to inform them of the change or emergency • Ensure that children are kept safe at all times.

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	Discuss suitable alternative transport arrangements and organise this to be undertaken.
Notifying the regulatory authority	- Incidents that occur while on excursions must be documented following the same procedure as in service incidents - Incidents that require notification to the regulatory authority must be completed within 24 hours. - If the service intends to offer transportation as a regular part of the service, excluding excursions, the service must notify the regulatory authority within 7 days - If the service ceases regular transportation, the service must notify the regulatory authority within 7 days

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	- ensure that obligations under the Education and Care Services National Law and National Regulations are met - if you are a new centre-based service: notify the regulatory authority that the service will offer or arrange regular transportation as part of your application for service approval - if your service is centre-based and intends to start offering or arranging regular transportation: notify the regulatory authority that the service will offer or arrange regular transportation - if your service is centre-based and decides to no longer offer regular transportation: notify the regulatory authority that regular transportation has ceased. - ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority - ensure the risk assessments for transportation: - identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child - specify how the identified risks will be managed and minimised - include the specific considerations listed in regulation 102C. - ensure nominated supervisors, educators and staff implement practices that align with the service's <i>Safe use of digital technologies and online environments policy and procedure</i> and comply with the requirements of the National Law and National Regulations for digital device (service-supplied, service-authorised or personal devices where relevant) use during transportation

	• for centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) is present to account for children as they embark and disembark the vehicle at the service premises and ensure required records are made immediately and kept • for centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle and ensure required records are made immediately and kept • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the <i>Safe arrival of children policy and procedures</i>
Nominated Supervisor Responsible Person	• implement the <i>Safe transportation of children policy and procedures</i> • ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority • conduct a risk assessment for an excursion, including the specific considerations related to transportation listed in regulation 101 • conduct risk assessments prior to the service transporting children. Ensure the risk assessments for transportation: ○ identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child ○ specify how the identified risks will be managed and minimised ○ include the specific considerations listed in regulation 102C. • ensure all educators and staff understand their supervision responsibilities and expectations relating to transportation of children • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the <i>Safe arrival of children policy and procedures</i> • verify 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/digital device

	• ensure educators and staff implement practices that align with the service's <i>Safe use of digital technologies and online environments policy and procedure</i> and comply with the requirements of the National Law and National Regulations for digital device (service-supplied, service-authorised or personal devices where relevant) use during transportation. • verify that educators or staff with current first aid qualifications and training are in attendance during transportation • ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met • for centre-based services that offer regular transportation: ensure a nominated supervisor or staff member (other than the driver) is present to account for children as they embark and disembark the vehicle at the service premises and ensure required records are made immediately and kept • for centre-based services that offer regular transportation: ensure at least one nominated supervisor or staff member (other than the driver) conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle and ensure required records are made immediately and kept • contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable • where children leave the premises using transport that is not part of the service, ensure they leave in accordance with regulation 99 and the service's <i>Delivery and collection of children policy and procedures</i>.
Educators	• ensure transportation is carried out in line with the <i>Safe transportation of children policy and procedures</i> • check all children transported by the service have an authorisation from a parent or other person named in the child's enrolment record as having authority • check that a risk assessment for an excursion has been conducted, including the specific considerations related to transportation listed in regulation 101 check that risk assessments have been conducted prior to the service transporting children and ensuring the risk management/minimisation strategies they contain are implemented. • Check the risk assessments for transportation: ○ identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child

	○ specify how the identified risks will be managed and minimised ○ include the specific considerations listed in regulation 102C. ● ensure the required educator to child ratios are in place and children are supervised at all times ● undertake regular attendance checks to account for all children ● ensure 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 service-issued or personal digital devices (including mobile phones).ensure use of digital devices aligns with the service's <i>Safe use of digital technologies and online environments policy and procedure</i> and complies with the requirements of the National Law and National Regulations for digital device (service-supplied, service authorised or personal devices where relevant) use during transportation. ● must only use service-supplied or service-authorised devices to capture, store or transmit images of children. ● complete any relevant documentation of children's attendance and movement to and from the transportation ● must be aware of and follow the <i>Safe arrival of children policy and procedures</i> ● communicate with families regarding safe transportation, including for excursions, e.g., pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation ● contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable
Families	● sign the authorisation for their child to attend an excursion and/or for their child to be transported by the service ● ensure they complete the attendance record upon delivery and collection of their child ● provide emergency contact details on the child's enrolment form and ensure that they are kept up-to-date ● keep informed about the service's safe transportation processes, including for excursions, e.g., pick- up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation ● keep informed about the service's policy and procedures, including for safe transportation of children reinforce the safe transportation practices with their child, e.g., seatbelts.

5. Related Documents

Policies and Procedures

- Excursions Policy and Procedure
- Safe Arrival of Children Policy and Procedure
- Safe use of Digital Technologies and Online Environments Policy and Procedure
- Incident, injury, trauma and illness Policy and Procedure
- Excursion authorisation form - OWNA
- Transportation Risk Assessment
- Excursion Risk Assessment
- Transport Record

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 99, 100, 101, 102, 102B, 102C, 102D, 102E, 102F, 122, 123, 136
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 2A, 165, 167, 175A to 175J

Other References

Safe Transportation of children. Policy and procedure guidelines. ACECQA, April 2026

National Quality Standard

- QA2 Children's health and safety
 QA4 Staffing arrangements
 QA 7.1.2 Management systems
 QA 7.1.3 Roles and responsibilities

6. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Regular Outing	In relation to an education and care service, means a walk, drive, or trip to and from a destination: a. that the service visits regularly

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	as part of its educational program; and b. where the circumstances relevant to the risk assessment are the same on each outing.
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 services)	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, including between an education and care service premises and another location, for example their home, school, or a place of excursion. Examples of transport not forming part of a service include: • private transport provided by families and carers (i.e., carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g., a school bus, and the children are not under the care of the approved provider • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g., a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity.

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

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