

Excursions, Incursion, Transportation and Road Safety Policy and Procedure

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1. Purpose

Melton City Council is committed to;

- providing opportunities through the educational program for children to explore and experience the wider environment, the broader community and assist them in being and becoming safe and responsible road users.
- ensuring that all excursions, regular outings, and service events (incursions) are accessible, affordable.
- ensuring the health, safety, and wellbeing of children at all times, while travelling, as pedestrians, cyclists or passengers in a vehicle, conducting risk assessments and ensuring authorisations are obtained from parents/guardians.
- providing adequate supervision of all children during transportation, excursions, regular outings, and service events.
- 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)
- This policy has been adapted from *PolicyWorks Manual* - by Early Learning Association Australia

2. Application And Scope

This policy applies to all Melton City Council Councillors, the approved provider, persons with management or control, staff, contractors, students, volunteers, parents/guardians, children, and others attending the programs, service events and activities of Melton City Council, including during incursions, regular outings, offsite excursions and activities and transportation.

3. General Provisions

Excursions and service events are planned to extend the educational program and further develop the current interests of children. The *Victorian Early Years Learning and Development Framework (refer to Sources)* states that "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

Active travel excursions have a range of benefits including:

- children and staff being physically active.
- providing the opportunity to practice road safety.
- engaging with the community.

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e., using crossings and traffic lights, as pedestrians and cyclist users at venues such as the traffic schools etc.

4. Definitions

Term	Definition
Adequate supervision	<p>Supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • current activity of each child • areas in which the children are engaged in an activity (visibility and accessibility) • developmental profile of each child and of the group of children • experience, knowledge and skill of each educator • need for educators to move between areas (effective communication strategies).
Attendance Record	<p>Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator (<i>Regulation 158(1)</i>).</p>
Authorised Driver	<p>A driver that has been approved by the service provider to drive children attending a specified venue.</p>

Term	Definition
Booster Seat	A device used for raising the child's position in the motor vehicle and adapting an adult lap-sash seatbelt to make it suitable for a child and meets Australian Standards. A Booster Seat has a back above the seating plane and may have a top tether strap.
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 minimize the risk of bodily injury and meets Australian Standards.
Excursion	An outing outside the licenced space, external special activity or special event, usually organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record must be obtained before educators/staff take children outside the service premises.
Incursion	A special activity, special event, visitor or entertainment organised by the education and care service that may be conducted as part of a session at the service premises.
Regular Outing and / or Regular Transportation	<p>A regular walk, trip or drive by the service or arranged by the service of a child being educated and cared for by the service, to and from a destination that the service visits regularly as part of its educational program, where the circumstances relevant to a risk assessment are substantially the same.</p> <p>Authorisation from parents/guardians is only required to be obtained once every 12 months for Regular Outing and Regular Transportation and a new authorisation is required if there is any change to the circumstances.</p>
Risk assessment	<p>(In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (<i>Regulation 101</i>).</p> <p>Risk assessments must consider:</p> <ul style="list-style-type: none"> • the proposed route and location of the excursion. • any water hazards, and any risks 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, educator assistant or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g., lifesaving skills). • the proposed activities and duration, and the impact of this on children with varying levels of ability, additional needs or medical conditions. • any items/information 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.

Term	Definition
Service event	Refer to Excursion and Incursion <i>Definitions</i> above.
Transportation	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, between an education and care service premises and another location, for example their home, school, or a place of excursion.
Wheeled Toy	A pedal car, skateboard, scooter, bicycle, tricycle or similar but only when it is being used by a child who is under 12 years old.

5. Responsibility/Accountability

5.1 the Approved Provider, according to regulations is responsible for the implementation of this policy. This will be achieved through the leadership group and their service staff:

- developing this Policy and procedure in consultation with the Nominated Supervisor, Person in day-to-day charge, Responsible Person, educators, staff, children, and parents/guardians at the service.
- all adults and children and others at the service and in the community are provided with access to this policy and comply with its requirements. (Regulation 168)
- that all parents/guardians have completed, signed, and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises (National Regulation 99, 160).
- those parents/guardians, or persons named in the enrolment record who have legal authority, have provided written authorisation within the past 12 months where the service is to take the child on Excursions/Incursions/Transportation, and that this authorisation is kept in the child's enrolment record and documentation on the software system used for the service (National Regulation 161).
- that a child does not leave the service premises on an excursion or transportation unless prior written authorisation has been provided by the parent/guardian, or persons named in the enrolment record who have legal authority, and the authorisation includes all details required under National Regulation 102.
- that the number of children attending an excursion incursion or transportation does not exceed the number for which service approval has been granted on that day
- that children are always provided with Adequate Supervision and that educator-to-child ratios are always maintained (National Regulations 101,123, 355, 357 and 360)
- only educators who are working directly with children are included in educator-to-child ratios.
- Those parents/guardians, volunteers, students, and all adults participating in an excursion incursion or transportation are adequately supervised and are not left with sole Supervision of individual children or groups of children.
- That a Risk Assessment is carried out for an excursion, incursion, and transportation (in accordance with National Regulation 101) before authorisation

is sought from parents/guardians (National Regulation 102) including suitability of venue.

- The Risk Assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and including details of the safest route for travel and safety aspects for the chosen mode of transport e.g., car, bus, rail, high risk situations such as near water, and includes all details required by National Regulation 101.
- Ensuring a new risk assessment is completed when circumstances change for regular outings or regular transportation.
- That excursions and incursions are based on the educational program and meet the needs and interests of children and families at the service.
- Considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should, where reasonable, be included as an expenditure item in the service's budget and, as a result, will not incur additional charges.
- That there is a clear purpose and educational value including road safety to each excursion, or transportation, and that this is communicated to parents/guardians.
- That proposed excursions, incursions or transportation are, where safe to do so, inclusive of all children regarding their abilities, additional needs, and medical conditions.
- Involving children in consultation and decision-making processes.
- Strategies are in place to provide an accurate Attendance Record for any children attending an excursion, incursion, or transportation.
- That there is an accurate list of all adults participating such as e.g., parents/guardians, siblings under parental care, educator assistant, support workers, visiting specialists, volunteers, and students, with contact details for everyone e.g., visitor log or signing in sheet.
- that each child's personal medication and current medical management plan is taken on excursions and transportation.
- Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade.
- Providing and maintaining a portable First Aid kit that contain the required medication for dealing with medical conditions and can be taken on excursions and transportation and that educators or staff with first aid qualifications and training are in attendance (Regulation 136).
- Providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma, or illness (National Regulation 98).
- Authorised emergency contact details for each child and the contact details of their medical practitioner are available for use in the event of an incident, injury, trauma, or illness.
- 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.

- ensuring that educators and staff have access to professional development/training in road safety and are kept up to date with current legislation, regulations, rules, standards, and best practice information.
- ensuring that where bicycle helmets are available, they meet Australian/New Zealand Standard 2063.
- ensuring that parents/guardians and visitors to the service are provided with details about where to park safely when delivering and collecting children.
- Ensuring that buses/vehicles used, or the transportation of children have fitted seatbelts that are correctly used by all children for the entire trip.
- Notifying the regulatory authority within seven (7) days that the service starts to provide or arranges regular transportation if there is a change or if no longer provided. The notification is to be lodged through the NQA IT System (*Regulations (regulation 175(2)(f)(g))*)
- Ensuring that if the service owns and operates a bus with 10 or more seating positions and provides **regular** transport to children of any age must be accredited by Safe Transport Victoria
- Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle.
- 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 (*Regulations 177 and 183*)

5.2 The Nominated Supervisor, Responsible Person, Person in Day-to-Day Charge is responsible for:

- As per the above criteria 5.1 responsibilities, in addition to the below responsibilities also.
- Ensuring an extensive check of the vehicle after children had got off to confirm no children were left behind on the vehicle (National Law: Section 16).
- ensuring sunscreen (if required) is taken and used on excursions incursions and transportation.
- Where appropriate, encouraging the taking of walking excursions in the local community to promote physical activity, safe active travel, and community connectedness.
- if applicable, displaying a notice at the service indicating that children are on an excursion or transportation, and including the location of the excursion and expected time of return to the service.

5.3 Staff and Educators are responsible for:

- engaging with the review and development of this Policy and Procedure.
- reading and complying with the requirements of this Policy and Procedure.
- providing parents/guardians, or a person named in the child's enrolment record who has legal authority, with an excursion, incursion, or transportation authorisation forms.
- checking that a parent/guardian, or person named in the child's enrolment record who has legal authority, has completed, signed, and dated the Excursion, Incursion or Transportation authorisation forms prior to the excursion or Transportation.

- allowing a child to participate in an excursion, or transportation only with the written authorisation of a parent/guardian or person named in the child's enrolment record who has legal authority.
- always maintaining the required educator-to-child ratios, and providing Adequate Supervision of children during excursions, incursion, or transportation.
- ensuring that all adults (other than staff) participating in an excursion, incursion or transportation are adequately always supervised and are not left with sole Supervision of individual children or groups of children.
- undertaking a Risk Assessment for an excursion or transportation including details of the safest route for travel and the type of vehicle used, prior to obtaining written authorisation from parents/guardians.
- ensuring the Risk Assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 101.
- Ensuring a new risk assessment is completed when circumstances change for regular outings.
- Ensuring that buses/vehicles used, or the transportation of children have fitted seatbelts that are correctly used by all children for the entire trip.
- Developing excursions, incursion, events, or transportation based on an approved learning framework, the developmental needs, interests, and experiences of each individual child.
- Through the curriculum, and play-based learning seek opportunities to address road safety in a way that expands children's thinking and encourages problem solving.
- Involving children in consultation and decision-making processes.
- Communicating the purpose and educational value of each excursion, or incursion event to parents/guardians.
- Considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should, where reasonable, be included as an expenditure item in the service's budget and, as a result, will not incur additional charges.
- Including all children in excursions, incursion, or transportation, where safe to do so, regardless of their abilities, additional needs, or medical conditions.
- Taking each child's personal medication and current medical management plan on excursions, transportation, and other offsite activities.
- Taking a portable First Aid kit (including required medication for dealing with medical conditions) on excursions, transportation, and other offsite activities (Regulation 89) and that educators or staff with first aid qualifications and training are in attendance (Regulation 136).
- Keeping an accurate Attendance Record of children attending excursions, incursion, or transportation.
- Keeping an accurate list of all adults participating in an excursion, and or transportation including parents/guardians, volunteers, and students, with contact details for everyone e.g., visitor log.
- Taking a mobile phone, having easy access to the attendance record, authorised emergency contact details for each child and the contact details of the child's

- medical practitioner on excursions and transportation for use in the event of an incident, injury, trauma, or illness.
- 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.
 - Ensuring sunscreen and hats (if required) is available as required for service outdoor play, excursions, events, and that outdoor excursion venues provide adequate shade.
 - Discussing the aims and objectives of the excursion, incursion or transportation, and items of special interest, with children prior to undertaking the activity e.g., water safety, stranger awareness, safety guidance etc.
 - informing parents/guardians prior to attendance of items required by children for the excursion, incursion, or transportation e.g., snack/lunch, refillable drink bottle, sun protective hat and clothing etc.
 - providing parents/guardians and visitors to the service with location specific road safety information e.g., where to park when delivering and collecting children.
 - Undertaking professional development/training in road safety and keeping up to date with current legislation, regulations, rules, standards, and best practice information.
 - Ensuring that where bicycle helmets are available, they meet Australian/New Zealand Standard 2063.
 - Ensure children wear bicycle helmets, unless they have a valid exemption in writing from a medical practitioner on their person, where Wheeled Toys are used and applies when on roads and road-related areas (driveways), bike and shared paths, bike lanes, recreational parks, footpaths.
 - Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle.
 - Ensuring an extensive check of the vehicle after children had got off to confirm no children were left behind on the vehicle (National Law: Section 16).
 - 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 (Regulations 177 and 183).

5.4 Parents/guardians are responsible for:

- Reading and complying with the requirements of this policy.
- Completing and signing the legal authority section of their child's enrolment form before their child commences at the service.
- Reading, completing, signing, and dating excursion, incursion or transportation authorisation forms and asking for additional information if required.
- Ensuring that their child travels in a Child Restraint suitable for their age/size when arriving at or departing from the service.
- Being aware of all locations specific and general road safety requirements including details about where to park to deliver and collect children, observing speed limits in the vicinity of the service, using the rear curbside car door, driveway safety, bike and scooter safety and role modelling safe road use.
- communicating any issues or concerns relating to their child's safety or wellbeing to the educator and or service.

- providing items required by their child or as requested by the service, for the excursion, events, incursion, or transportation e.g., snack/lunch, refillable drink bottle, sun protective hat, appropriate safety helmets and clothing etc.
- understanding that, if they participate in an excursion, event, incursion, or transportation as a volunteer, they will be under the immediate supervision of an educator.
- if participating in an excursion, incursion, or transportation, informing an educator immediately if a child appears to be missing from the group.
- supervising and caring for siblings and other children in their care who are not enrolled in the program.
- complying with all service policies and procedures while participating in an excursion, incursion, or transportation.

5.5 Volunteers, students, visitors, and all other adults while at the service, are responsible for following this policy and its procedures.

6. PROCEDURE

6.1. In terms of parent/guardian consent forms

- Parent/guardians are required to complete a consent form for each specific Excursion/their child/children are enrolled to attend.
- The consent form details must match the risk assessments completed for the excursion e.g., outline the activities the children will be participating in and what the children will need to bring.
- Children will not be taken from the service without the written authorisation from the parent/guardian.
- Written Parent/guardian authorisation is required prior to the Excursion, event or Transportation taking place.

6.2. In terms of Excursions and Transportation

All Excursions and Transportation are planned to ensure:

- Educators must have easily accessible, and if taking multiple vehicles then in each vehicle, the contact details of children's parent/guardians, emergency contacts details, medical practitioner contact numbers, any required children's medication and action plans, City of Melton contact number and a portable First Aid kit on all Excursions and/or Transportation.
- The planning considers children's ages, capabilities, requests, and interests.
- Ways to maximize the children's development and positive experiences.
- Risk Assessment and Occupational Health and Safety (OHS) for all attending prior to the excursion or transportation.
- Site visit if not familiar with the venue to assess risks, accessibility, and suitability.
- Access to food, drink, bathrooms, and other facilities.
- Weather conditions, which would make the venue or travel unsuitable or unsafe.
- Clothing and equipment need of the children.
- Transport, travel and parking arrangements.

- Consideration should be given in the risk assessments to how each child will be accounted for at the beginning, during, and the end of each Excursion and Transportation.

6.3 Government and industry standards

- All children must be transported in accordance with the *Road Safety Road Rules 2009*.
- Educators must never carry more passengers in their vehicle than approved by the Road Transport Authority for their vehicle.
- All children travelling in a motor vehicle must use an Australian Standard (AS1754) approved restraint or seat belt, suitable for the child's age, weight, size and be fitted according to *Roads Safety Regulations 2009*. Every restraint must carry the Australian Standards Mark.
- Ensure that any Child Restraints and Booster Seats are no more than 10 years old and replaced if involved in a crash.
- The Child Restraints and Booster Seats must be adjusted for each child to ensure the child is correctly restrained.
- Children less than six months of age should be restrained in a properly fastened and adjusted approved rearward facing Child Restraint (e.g., infant capsule).
- Children from four years to less than the age of seven are to be restrained in either a forward-facing Child Restraint with an inbuilt harness or Booster Seat restrained by a correctly adjusted and fastened seatbelt or child safety harness.
- If children are using all seats, other than the front seats, children aged between eight and twelve (inclusive) may travel in the front seat, provided they use an approved Child Restraint or Booster Seat, if required.
- At no time will the educator permit more than one child to use an individual seat belt or restraint.
- No child may be left in the car unattended at any time for any reason.
- Cars used to transport children must be roadworthy and be well-maintained e.g., roadworthy tires, regularly serviced.
- ensuring that where bicycle helmets are available, they are maintained in good condition and meet Australian/New Zealand Standard 2063.

6.4 FDC vehicle requirements

- All educators are required to ensure that any child transported in a motor vehicle is restrained in a Australian Standards approved restraint, appropriate to the child's size, weight and age, and fitted according to instructions by an approved fitting station or equivalent authority.
- Existing Educators are required to ensure that any significant change to a vehicle will require all Child Restraints to be refitted at an approved restraint fitting station, or equivalent authority for the avoidance a change of vehicle includes the following:
 - updating or changing vehicles
 - purchasing a new vehicle or additional vehicle prior to commencing care of a child requiring a Child Restraint, if care has not been previously provided to this age group.
 - purchasing of a new type of restraint

- Anchorage bolts are to be checked at the same time of restraint fitting.
- Documentation of the restraint fitting and anchorage bolt check is to be forwarded to the FDC Coordination Unit and saved into the software system.
- Vehicles are not to be refueled whilst educating and caring for children.
- When public transport vehicles e.g., bus, train etc. are used to transport children. The children should be always seated, with the Educator close by. If seatbelts are available in the bus or train, they are to be used.

6.5 In terms of additional seatbelts

Installation of additional seat belts must be completed by an accredited agent and in accordance with Vehicle Standard Information No.15, "Additional Seat Belts for Rear Seats". Appropriate papers stating that the seat belts have been installed correctly must be provided to the FDC Coordination Unit. Contact Vic Roads for more information (see *Sources*).

6.6 Family Day Care (FDC)

- Prior to an Excursion, Incursion, Event or Transportation, FDC educators must submit the required Authority and Risk Assessment form to the FDC Coordination Unit to be assessed and approved to ensure it meets the regulatory requirements.
- Drivers transporting FDC children, (must be a registered educator or a registered educator must be in the vehicle), must adhere to Vic Roads rules, standards, and regulations (refer to the Vic Roads website).
- The car must be registered and insured. It is the FDC educator's responsibility to inform their motor vehicle insurer of their FDC educator status, therefore ensuring appropriate coverage.
- Motor bikes are not to be accessible to FDC children.
- Electric/motorised Wheeled Toys are not to be used with children in care without a risk assessment approved by the fieldworker and suitable safety equipment.
- Educators must include in their risk assessment how they will account for each child's attendance before, during and after a regular outing or transportation.
- Educator is to do a thorough check of the vehicle at arrival to their destination to account for all children in attendance to avoid the potential of leaving a child inside the vehicle.

6.7 In terms of vests – Vacation Care (VAC)

- On the day of an Excursion, or at any other time where safety vests may be useful, all children will be provided with a hi-vis vest. All children must wear a hi-vis vest on Excursions. Hi-vis Vests are for the safety of the children and educators. All educators will be provided with a hi-vis vest and will wear this hi-vis vest throughout the Excursion.
- The child to educator ratio will be higher on an excursion day and this is outlined in the Risk Assessment and Excursion permission form.
- Roll calls and head counts will be conducted at regular intervals throughout the Excursion in addition to roll call on entering and departing the bus.
- If the decision is made to place the children into smaller groups for an Excursion, the children will be made aware of their educator group leader prior to the Excursion.

6.8 Vacation Care (VAC)

- The VAC service uses both council community minibuses and a contracted bus company to transport children to and from the service.
- Follow the procedure on how each child will be accounted for at the beginning, during, and the end of each Excursion and Transportation and document by:
 - Recording immediately when a child gets on and off a vehicle:
 - each child was accounted for.
 - how each child was accounted for at the service premises.
 - date and time the record was made.
 - full name and signature of the staff member making the record.
 - ensuring another staff member or person in charge also completes the above checks and writes their full name and signature as a witness to this process.
 - ensuring an extensive check of the vehicle after children had got off either at the service or at a destination, to confirm no children were left behind on the vehicle.

6.9 Procedures for all staff to follow where a child is observed being transported to or from the premises in an unsafe manner.

Service providers and educators have a duty of care to ensure the safety of children is paramount. Procedures for staff to follow where a child is observed being transported to or from the premises in an unsafe manner are as follows.

- Where a parent/guardian or authorised nominee is observed practicing **unsafe behaviour**, not using a child restraint, using the wrong child restraint, using a child restraint inappropriately or engaging in other unsafe behaviors such as parking illegally or not using a bicycle helmet, the early childhood educator should:
 - talk with them about the importance of safe transport procedures, including the correct use of child restraints and/or relevant road safety behaviours.
 - Provide/refer them to relevant information regarding safe transport.
 - inform the nominated supervisor, team leader or approved provider (where relevant).
- If the parent/guardian or authorised nominee **persists with unsafe road use behaviours**, the early childhood educator must notify the nominated supervisor or approved provider, who should:
 - contact them directly and discuss the importance of child restraint use and/or safe road user behaviour, including legal requirements and implications.
 - provide them with a copy, or signpost them to the council website, for this Policy and procedure.
 - Offer/help them, if reasonable, with the choice / purchase / installation / fitment of the correct restraint or bicycle helmet for their child.
 - follow up with them, where required, to ensure that they have the most appropriate restraint for their child and that it is being used correctly.

- If a parent/guardian or authorised nominee appears to be **impaired or intoxicated** when arriving to collect their child, the early childhood educator should:
 - encourage them to use an alternative form of transport or contact another authorised person to collect the child. If the parent/guardian or authorised nominee is not willing to use an alternative form of transport, the educator cannot prevent the parent/guardian or authorised nominee from taking the child.
 - notify the police and/or child protection authorities immediately if the educator is of the opinion that the child may not be safe in the care of the parent/guardian or authorised nominee.
 - inform your team leader or person in charge.

6.10 In terms of bus drop off and collection for VAC.

- Staff will accompany children in the bus and ensure that all children are seated, and that all seat belts are fastened when travelling.
- Account for each child attending and do safety checks and document accordingly. Follow the documentation of regular role calls.

6.11 In terms of council vehicle requirements for VAC

- All council vehicles used to transport children to and from the service must be road worthy, well maintained and have full comprehensive insurance.

6.12 In terms of safety requirements for VAC

- Staff are required to hold a current full driver's license.
- Staff transporting children in council vehicles will ensure that they adhere to the Vic Roads Laws and Regulations.
- Staff are required to ensure that seat belts are fastened and properly adjusted for each child's requirements. Children are not permitted to share seats or seat belts at any time.
- Children are always supervised in buses and will not be left unattended at any time for any reason.

6.13 In terms of insurance liability for VAC

- The Melton City Council is responsible for insurance, both for the vehicle driver and passengers. However, this does not apply if the driver has consumed alcohol, or the driver is proven to have driven in an unlawful or negligent manner.

6.14 In terms of use of own car (other than for FDC Educators) and other transport methods

- Melton City Council is not responsible for drivers and passengers when private cars are used.
- Drivers who use their own vehicles during any service do so at their own risk and responsibility. This is not encouraged by Council and is not covered by Council's public liability insurance.
- VAC children not to be transported in any vehicle other than those owned or leased by the Council.

- Educators using their private vehicle during an excursion or event and transporting their own children who are attending the program must sign their child out of the service during transportation and then upon arrival at the destination signing them into the program and then upon return do the same. This is not encouraged and attending the program includes the experience of transportation and promotes engagement and inclusivity for the child and educator/parent.
- Aspects outside this policy e.g., other transport methods, is to be risk assessed, approved by council, and then authorised by the parent/guardian before the event or practice takes place.

7. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Bus Safety Act	Bus Safety Act 2009 (legislation.vic.gov.au)
Road Safety Act 1986	Road Safety Act 1986 (legislation.vic.gov.au)
Road Safety Road Rules 2009 (Vic)	Road Safety Road Rules 2009 (legislation.vic.gov.au)
Education and Care Services National Law Act 2010	Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au
Education and Care Services National Regulations 2011	Regulations 99, 100, 101, 102, 102B, 102C, 102D, 158, 159, 160, 161 Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au
National Quality Standard, including:	Quality Area 1: Educational Program and Practice Quality Area 2: Children’s Health and Safety <ul style="list-style-type: none"> ○ Quality Area 6: Collaborative Partnerships with Families and Communities National Quality Standard ACECQA
Belonging, Being & Becoming – The Early Years Learning Framework for Australia	www.acecqa.gov.au

Name	Location
ELAA's Road Safety Education program	www.childroadsafety.org.au
Melton City Council Childrens Services Policies and Procedures	Acceptance and Refusal of Authorisations Policy & Procedure Child Safe Environment and Wellbeing Policy & Procedure Code of conduct Policy & Procedure Delivery and Collection of Children Policy & Procedure Educational Program Development Policy and Procedure Enrolment and Orientation Policy and Procedure Incident, Injury, Trauma, and Illness Policy & Procedure Inclusion and Equity Policy & Procedure Interactions with children Policy & Procedure Nutrition and Active Play Occupational Health and Safety Policy & Procedure Participation of Volunteers and Students Policy & Procedure Privacy and Confidentiality Policy & Procedure Water Safety Policy & Procedure Supervision of Children Policy & Procedure See link: Children's Services policies and procedures Melton City Council

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