



# Transporting children safely

Getting children to and from education and care services is a big responsibility. It's important to be vigilant to protect children in your care. This requires robust risk assessments and clear policies and procedures that are understood and followed to ensure no child is left behind.

In Western Australia, serious incidents involving transport continue to occur due to inadequate systems and practices.



**Before providing transport, services must:**



Notify the regulatory authority of their intention to transport children by updating their service profile on the NQAITs portal



Complete a risk assessment for transportation



Obtain correct authorisation for a child to be transported

## Transportation Risk Assessment

Risk assessments must be completed in accordance with the requirements set out in the [Education and Care Services National Regulations 2012](#), 102B to 102F.

- ✓ Ensure all staff involved in transporting children are aware of the details in the risk assessment and are notified of any changes.
- ✓ Inform each child's parent or guardian how to access the risk assessment and ensure they complete an authorisation form before their child's first trip.
- ✓ Review the transport risk assessment and authorisation document every 12 months, or when changes occur.

## Have you considered?

- ✓ How to account for each child when embarking or disembarking the vehicle.
- ✓ Ensuring staff involved in transportation are familiar with the children they are collecting.

- ✓ Headcount documentation and processes. For example: See the child, say their name, mark their name on the list.
- ✓ Emergency contact details including names, phone numbers and addresses are readily available.
- ✓ Having a staff member sit at the back of the vehicle with children during travel.
- ✓ Providing adequate supervision – children must never be left unsupervised. If picking up/dropping off from multiple destinations, ensure adequate supervision. For example, if one educator leaves the bus to collect more children, then a second educator should remain on the bus with the remaining children.
- ✓ Who is responsible for physically checking the interior of the vehicle before locking and leaving?
- ✓ Is there a second person to check all children are accounted for?

Transportation requirements are outlined under Division 7 of the National Regulations, detailed in Regulations 102B to 102F (inclusive) of the [Education and Care Services National Law \(WA\) Act 2012](#), and align with Quality Area 2 of the National Quality Standards (NQS).

More resources on transporting children are available:

- ✓ [Education and Care Regulatory Unit - Other Resources](#),
- ✓ [Safe Transportation of Children info sheet](#)
- ✓ [Look Before You Lock safe transportation procedural video](#)
- ✓ [Child safety on WA roads](#)
- ✓ [Road Safety](#)
- ✓ [Safe Vehicles](#)
- ✓ [Road rules and traffic regulations | Western Australian Government](#)
- ✓ [National Quality Standards \(NQS\)](#)

Services should also consider and comply with 'Safe Arrival' legislative requirements and the relevant regulation information (Division 6A Safe arrival of children in the Regulations).

For more information, please contact the team via email [ECRU@communities.wa.gov.au](mailto:ECRU@communities.wa.gov.au) or phone (08) 6277 3889 (Free call: 1800 199 383).

