



POLICY AND PROCEDURE

Document Name:	Travel
Review Dates:	October 2026
Review Cycle:	2 yearly
Approved By:	Executive Director
Approval Date:	30/09/2020; 19/11/2021; 19/10/2022; 02/03/2023; 29/05/2023; 03/10/2024

TRAVEL

1. POLICY STATEMENT AND/OR PURPOSE

The purpose of this procedure is to provide a clear guide for all employees of Catholic Early Learning and Care to understand and implement best practice standards at all times that children are being transported in any vehicle, most commonly a bus.

Leaving children unattended in a vehicle can result in serious injury or death.

This is to ensure all children are safe and accounted for before and after traveling. The safety of all children and employees of CELC is paramount.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. PROCEDURE

Children travelling by bus for excursions and/or Sports Day return to service bus trip

Transport-related amendments to the Education and Care Services National Regulations, effective 1 March 2023, require that:

- Nominated supervisors must ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at an education and care service.
- Nominated supervisors must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.
- Nominated supervisors must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.

To ensure the above, the Nominated Supervisor must:

- Make sure roll records are accurate and up to date.
- Conduct both roll checks and head counts
 - Conducting roll calls as children enter and leave the vehicle is essential.
 - When completing roll checks, look at the child as they respond
 - If a child is not named on the roll, the educator should confirm with the service, school or the parent of the child whether they should be in care that day and update the roll accordingly.
- Thoroughly check the vehicle
 - Conduct a physical inspection throughout the vehicle to ensure all children have left the vehicle, including checking under the seats, in the luggage racks and in any storage areas.

- Have a second person physically check the vehicle again, including checking under the seats, in the luggage racks and in any storage areas.
- Conduct second roll check and head count upon entry to the service/arrival to the venue to ensure all children are accounted for
- If a child is unaccounted for, immediately make all necessary enquiries to establish the child's whereabouts.
 - Contact Operations Manager to inform CELC Director of the situation.
- The bus/vehicle must not leave the service/venue until all children are accounted for.
- All educators are to be seated spread throughout the bus.
- You will need to conduct physical searches of the service and, if necessary, contact the child's family and/or the police.
- All staff should receive a practical induction and regular, practical training relating to the transportation of children.
- It is your responsibility to ensure children in your care are not left unattended in vehicles.
- In any of the circumstances below, Operations Manager is to be contacted:
 - bus breakdown
 - bus accident
 - missing child, or child appears to be missing.

CELC's minimum transportation controls for excursions:

Buses:

- Seating capacity as displayed on compliance plate is not exceeded.
- Buses must have seat belts available for all occupants. CELC will not take children on a bus without a seatbelt at any time.
- Minimum of 1 adult to 8 children whilst travelling on a bus, unless otherwise stated according to an approved Risk Assessment
- as above The Nominated Supervisor must print off a map (google maps) and clearly mark the bus route to and from the excursion venue as part of the risk assessment.

Personal vehicles:

- Where required and approved by the Operations Manager as part of the excursion risk assessment, and if ratio allows educators may drive their personal vehicle to/from an excursion.
- CELC children are not permitted to travel in an educator's vehicle at any time.

Walk:

- The Nominated Supervisor must print off a map (Google maps) and clearly mark the walking route to and from the excursion venue as part of the risk assessment.
- Minimum of 1 adult to 8 children must be used when walking to an excursion venue, unless otherwise stated according to an approved Risk Assessment
- It is recommended that the Nominated Supervisor drive/walk the route on the morning of the excursion to ensure there are no new hazards e.g. road works.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

- Arrivals and Departures Policy and Procedure

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Work Health Safety Act 2011
- National Quality Standard, Quality Area 2 – Children’s health and safety; 4 - Staffing arrangements; 5 - Relationships with children; and 6 - Collaborative partnerships with families and communities.

7. APPROVAL



Alison Forster
Executive Director
Catholic Early Learning and Care

Date: 3/10/2024