



**ACT**  
Government  
Education

# ACT PUBLIC PRESCHOOLS TRANSPORT PROCEDURE

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**Education Directorate**

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## Glossary

<b>Term</b>	<b>Definition</b>
<b>Regulatory authority</b>	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the <a href="#">National Quality Standard</a> .
<b>Approved provider</b>	Approved providers must operate approved services that meets the obligations in the <a href="#">National Law</a> . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators.  In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
<b>Setting</b>	An early childhood education and care service (centre-based) under the <a href="#">National Law</a> that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
<b>Enrolment</b>	The term used for the administrative procedure by which a person becomes a student of an education provider.
<b>Orientation</b>	The act of supporting familiarity and understanding with reference to a setting, processes and people.
<b>Placement</b>	The process of allocating a student to a particular preschool.
<b>Preschool age</b>	A child is considered of preschool age if they turn 4 prior to 30 April during the year they start preschool.
<b>Guardian</b>	A person who is legally responsible for the care and wellbeing of a child.
<b>Authorised person</b>	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.  * Does not include a parent who is prohibited by a court order from having contact

This document relates to obligations under **Regulation 102** of the [Education and Care Services National Law](#). **00048/x** is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate’s website](#).

	with the child.
<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
<b>Nominated supervisor</b>	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.
<b>Person in day-to-day charge</b>	The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service. A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the <a href="#">National Law</a> . The responsibilities relevant to educators under the <a href="#">National Law</a> continue to apply. An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.
<b>Educators</b>	Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.
<b>Educational leader</b>	The <a href="#">National Law</a> requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.
<b>Blue Book</b>	Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.
<b>Centre-based service</b>	An education and care service other than a family day care service.
<b>Obligations to notify</b>	Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.

## Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
  - nutrition, food and beverages, and dietary requirements;
  - sun protection;
  - water safety, including safety during any water-based activities;
  - the administration of first aid; and
  - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
  - a code of conduct for staff members;
  - determining the responsible person present at the service; and
  - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

## 1. Overview

- 1.1. This procedure outlines the requirements and processes for transportation of children other than as excursions.
- 1.2. This procedure relates to obligations under [Regulations 102A through 102F](#) of the [National Law](#) and should be used to ensure compliance against the Compliance Guide.

## 2. Rationale

- 2.1. In accordance with provider approval conditions, this procedure aims to comply with the requirements set out within the [National Law](#).

## 3. Procedures

### *Risk assessment*

- 3.1. A risk-benefit analysis must be documented and discussed with the school community.
- 3.2. The service must ensure that a risk assessment is carried out before seeking transport approval.
- 3.3. The following must therefore be considered:
  - the proposed route and duration of the transportation;
  - the proposed pick-up location and destination;
  - the means of transport;
  - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
  - any water hazards;
  - the number of adults and children involved in the transportation;
  - given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and
  - whether any items should be readily available during transportation;
    - for example, a mobile phone and a list of emergency contact numbers for the children being transported;
  - the process for entering and exiting the education and care service premises and the pick-up location or destination (as required); and
  - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

### *Permission (written authorisation)*

- 3.4. Children must not be transported within written authorisation.
- 3.5. The authorisation must be given by a parent or other person named in the child's

enrolment record as having authority, given by a parent, to authorise the child being transported by the service or on transportation arranged by the service and must state:

- the child's name;
- the reason the child is to be transported;
- if the authorisation is for regular transportation, a description of when the child is to be transported;
- 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; and
- that written policies and procedures for transporting children are available at the education and care service.

3.6. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period.

*Essential items*

3.7. The following essential items must be carried in the vehicle:

- Mobile phone or other means of communicating suitable for location
- First aid kit and fresh drinking water
- Current roll for relevant journey
- Current contact information for each child and preschool/school
- Current medication, copy of medical management plans & risk minimisation plans for individuals on vehicle

*Embarking and disembarking*

3.8. The requirements for embarking and disembarking the relevant vehicle are that:

- a staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children embark and then disembark the means of transport at the education and care service premises;

- each child embarking and disembarking the means of transport at the education and care service premises is accounted for; and
- immediately after all the children have embarked and disembarked the means of transport at the education and care service premises, a record is made that:
  - confirms each child has been accounted for; and
  - states how each child has been accounted for; and
  - states the date and time the record is made; and
  - states the name of, and is signed by, the appropriate responsible person.

#### *Rehearsals*

- 3.9. Relevant staff must practice using the relevant forms and other practical training, including routine rehearsals. These rehearsals should be recorded and must be undertaken every three months.

#### **4. Contact**

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact School Operations on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

#### **5. Monitoring and review**

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

#### **6. Complaints**

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
- the school principal in the first instance;
  - the Directorate Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
  - ACT Education's Regulatory Authority, Children's Education and Care Assurance on (02) 6207 1114 or [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au).
- 6.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

#### **7. Related Policies and Implementation Documents**

- Regular Transport Check Form
- Emergency and Evacuation Practice and Regular Transport Policy Rehearsal Record

## 8. References

- [Education and Care Services National Regulations](#)