

Policy title	2.20 Use of Transport in Family Day Care Services
Policy type	Management
Group	Family and Children

Rationale

While there are no specific requirements about child seats or restraints under the *Education and Care Services National Law 2010* and *Education and Care Services National Regulations 2011*, the *Guide to the National Quality Standard* offers some instruction about using car seats, restraints and booster seats in accordance with the Australian Standard (AS/NZS 1754). Each state and territory applies the standard under its own law.

The purpose of this Policy is to ensure that children transported in vehicles while enrolled in a Council Family Day Care education and care service are safe at all times.

Policy statement

Moonee Valley City Council is committed to:

- ensuring children are safe at all times when enrolled and attending the Council's family day care education and care service
- ensuring children are safely transported by the family day care educator/contractor during education and care program hours
- monitoring child restraints in vehicles used by family day care educators/contractors to ensure they comply with Australian Standards and Victorian road safety laws and rules

The health, safety and wellbeing of all children enrolled with the Council's Family Day Care (FDC) service is of paramount importance. The following procedures must be adhered to at all times to ensure the safe transportation of children while in the care of the family day care educator/contractor.

Group	Responsible Manager	Document No	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport in Family Day Care Services	17/150841	August 2017	August 2019

Procedure	2.20 Use of Transport in Family Day Care Services Procedure
Policy type	Management
Group	Family and Children

Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
All Council Family Day Care educators/contractors are responsible for ensuring that when transporting children as part of their education and care program, the children are safely transported in accordance with requirements under Victoria's road safety laws and rules, as well as the Australian Standards for child restraints.		✓	✓		r.168-172 r.103 r.99-102	s.167 s.165 s.169 s.175	r.33 r.46-47 r.61 r.69-70 r.73-75 r.85 s.26 s.27 s.32B s.44
Oversee and guide staff and educators/contractors to ensure adherence to this Policy and Procedures.	✓	✓	✓		r.170	s.167	s.26
Ensure that all educators/contractors are kept up to date with current information about road safety education and the laws applicable to child restraints.	✓	✓	✓		r.172	s.167	s.26
Maintain a duty of care at all times.	✓	✓	✓		r.168-172 r.103	s.167 s.165 s.169	s.26 s.27

Group Family and Children's Services	Responsible Manager Michele Leonard	Document No 2.20 Use of Transport in Family Day Care Services	Document No 17/150841	Approval Date August 2017	Review Date August 2019
--	---	---	---------------------------------	-------------------------------------	-----------------------------------

Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
					r.110 r.99-102	s.175	
Ensure work practices comply with the <i>Education and Care Services National Regulations 2011</i> , the Australian Standard (AS/NZS 1754), the <i>Victorian Road Safety Act 1986</i> , the Road Safety Road Rule 266 and this Policy and Procedures at all times.	✓	✓	✓		r.168-172 r.103 r.110	s.167 s.165 s.169	s.26
All children must be encouraged to enter and exit the car by the 'safety door' (the door next to the footpath).			✓		r.99-102	s.167 s.165 s.169	s.26 s.27
Vehicles used to transport children within family day care must be registered, roadworthy and insured. The driver must hold a current Victorian driver's licence and be registered with Council's Family Day Care Service.	✓	✓	✓		r.168-172 r.103	s.167	s.26
All child safety restraints must be checked annually by a licensed vehicle restraint provider and fitter. They must be installed according to the manufacturer's instructions, meeting Australian Standards. Monitor the condition of any child restraints used while the children are in care and ensure that these are in good working order.			✓		r.168-172 r.103 r.99-102	s.167	s.26 s.27

Group	Responsible Manager	Document No	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport in Family Day Care Services	17/150841	August 2017	August 2019

Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Council's Family Day Care Coordination Unit must be notified if the educator/contractor changes the vehicle or licensing details after commencing with the family day care service.		✓	✓		r.168-172 r.103	s.167	s.26
Educators/contractors who change vehicles are to contact the Family Day Care Coordination Service to provide details of the vehicle, and to discuss arrangements for checking of the restraint anchor points and the fitting of equipment		✓	✓		r.168-172 r.103 r.99-102	s.167	s.26
A roadworthy certificate may be requested by the Family Day Care Coordination Service to ensure the vehicle's safety for transporting children in care.		✓	✓		r.168-172 r.103	s.167	s.26
In accordance with state legislation, when transported in a motor vehicle, each child is to be restrained in a restraint or seat belt that complies with Australian Standards, and is appropriate for each child's height and weight.	✓	✓	✓		r.168-172 r.103	s.167	s.26
At no time will more than one child use an individual restraint. The number of children to be transported at any one time must not exceed the registered carrying		✓	✓		r.168-172 r.103 r.99-102	s.167 s.165 s.169	s.26 s.27

Group	Responsible Manager	Document No	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport in Family Day Care Services	17/150841	August 2017	August 2019

Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
capacity of the vehicle.							
Council's Family Day Care Coordination Service must be notified as soon as possible of any car accident in which family day care children are involved and within 24 hours.		✓	✓		r.168-172 r.103	s.167	s.26
Family day care children are not to travel in any vehicle other than that driven by a registered educator/contractor or driver registered with the family day care service except in an emergency, eg. ambulance, police, emergency contact vehicle or council-authorized staff.		✓	✓		r.168-172 r.103	s.167	s.26
Vehicles are to be kept locked and inaccessible to children when not being transported.			✓		r.168-172 r.103	s.167	s.26
Educators/contractors must ensure there are no loose or sharp objects inside the car that could cause injury if an accident occurs. Any goods carried in a vehicle, especially a hatch-back or station wagon, are to be stored safely below the level of the rear seat. The rear parcel shelf, dashboard and car interior are to be clear of all loose objects and the cigarette lighter removed.			✓		r.168-172 r.103 r.99-102	s.167 s.165 s.169	s.26 s.27

Group	Responsible Manager	Document No	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport in Family Day Care Services	17/150841	August 2017	August 2019

Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Mobile phones are not to be used whilst driving at any time.		✓	✓		r.168-172	s.167	s.26
At no time shall a family day care educator/contractor leave a registered child alone or with an unauthorised person in a vehicle. This includes leaving children in a car while paying for petrol, and delivering or collecting other children from kindergarten/school.		✓	✓		r.168-172 r.110	s.167 s.165 s.169	s.26 s.27
Regularly communicate with the family day care educator/contractor about appropriate transport requirements for children, including adequate restraints.				✓	r.168-172 r.103	s.167	s.26
Communicate any issues or concerns related to a child's safety and wellbeing to the Family Day Care Coordination Unit and educator/contractor.				✓	r.168-172 r.103	s.167	s.26

Group	Responsible Manager	Document No	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport in Family Day Care Services	17/150841	August 2017	August 2019

Link to Council policies

Council's *Transport Safety Strategy 2016–26* and *Integrated Transport Plan* prioritise safety for car users and pedestrians. These plans aim to reduce car accidents and death for passengers and to educate the community on safe transportation of children. Goal 4.4 of the *Road Safety Plan* relates to the correct fitting of child restraints and outlines regular promotion of checking child restraints.

Resources and useful websites

Australian Competition and Consumer Commission, Product safety Australia –
www.productsafety.gov.au/content/index.phtml/itemId/973975

For more information about Australian Standards, contact Standards Australia or visit their website: www.standards.org.au

VicRoads: Road Safety Education/Early Childhood –
<https://www.vicroads.vic.gov.au/safety-and-road-rules/road-safety-education/early-childhood>

Group	Responsible Manager	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.20 Use of Transport Procedure	August 2015	June 2016