

YMCA Geelong – Transport of Children in Children's Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 160-O	04/04/2014 29/02/2016	July 2011 29/02/2016	APPROVED- CEO

1. TRANSPORT OF CHILDREN IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

The YMCA Geelong Transport of Children Policy ensures all children are safely transported from one location to another as part of an Education and Care program, in accordance with the Education and Care Services National Act and Regulations 2011 and relevant State or Territory road safety legislation. This includes the effective use of age appropriate child restraints when travelling by public or private bus or other vehicle, in accordance with nationally agreed amendments to State legislation for children under the age of seven.

3. POLICY

All YMCA Children's Services will travel in a motor vehicle or bus adopting and abiding by the relevant State Authority's Act and/or Regulations in regards to road safety.

This includes the safe and effective use in particular regards to:

- All persons travelling in any vehicle must travel in a restraint that is properly adjusted and fastened. The restraint will be a child restraint, booster seat or adult seatbelt. The type of child restraint will depend on the person's size and age.
- Children under seven years of age use a child restraint or booster seat when travelling in any vehicle, taking into account the type of restraint required dependent on the age of the child, reflecting legislated standards for the following age groups:
 - Under six months
 - Between six months and under four years
 - Between four years and under seven years
- Only approved child restraints, booster seats or child safety harnesses that comply with the 1995, 2000, 2004 or 2010 versions of the Australian and New Zealand Standard AS/NZS 1754 standard are utilised. This standard (AS/NZS 1754) is one of the most stringent child restraint standards in the world and the YMCA complies with this at all times.
- All car seats, restraints and booster seats are approved and fitted in accordance with Australian Standards and all parts, including the instruction booklet, are available.
- Taxis are exempt from the child restraint laws that apply to the carriage of children under seven years in motor vehicles, and as such, are excluded from the above listed

requirements. In case of an emergency and where necessary, children under the age of seven years will be transported by a taxi and not a private vehicle.

- YMCA services comply with the number of licensed places per vehicle at all times, including passengers who are standing, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by private bus, children are permitted to sit more than one passenger per seat in the case of children aged between five and twelve years, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by a vehicle that has two or more rows of seats, children aged between four and seven years must not travel in the front seat unless all other seats are being used by children under seven years. In this situation, a child may travel in the front seat using an approved booster seat and a properly fastened and adjusted seatbelt.
- When planning to transport children by any method, including walking and public transport, the mode of transport is determined by a risk assessment to ensure transport is suitable and safe for all children and Educators
- YMCA will avoid staff travelling in vehicles with children. However, if this is required, the following safety system must be in place:
 - Staff must be approved by CEO
 - Staff must not travel with a child by themselves
 - Parents must be notified prior and authorisation provided in writing (via email, SMS, forms)
- YMCA Geelong require external and internal bus hire companies staff to comply with our Practice and Behaviour guidelines as outlined in YMCA Geelong Contractor Induction Package V1 on www.geelong.ymca.org.au

4. DEFINITIONS

Child restraint: a device, such as a seat belt or small car seat with a seat belt, used to control and protect a child in a motor vehicle.

Approved child restraint, booster seat or child safety harness: comply with the 1995, 2000, 2004 or 2010 versions of the Australian and New Zealand Standard AS/NZS 1754.

5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	<p>YMCA Nominated Supervisor and/or Service Management will oversee the implementation and service adherence to this policy (i.e. policy compliance).</p> <p>Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All Educators are responsible for the daily implementation of the policy when directly supervising children.</p>
Community Programs Co-ordinator	<p>Is responsible for:</p> <ul style="list-style-type: none"> - ensuring suitable resources and support systems to enable compliance with this policy. - driving the consultation process and provide leadership and advice on the continuous improvement of the policy. - the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. - facilitating annual policy training for the Children’s Services Educators on the appropriate implementation and use of policy.
CEO	<p>Approves the Policy</p> <p>Provides official sign off on the Policy</p>

7. MONITORING, EVALUATION AND REVIEW

The Transport of Children Policy in Children’s Services Policy will be reviewed three years from the date of initial approval.

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Coordinator in accordance with the requirements of the audit and compliance framework, including external and internal audit, peer review and self-assessment.

The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users’ comments where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [Australian Competition and Consumer Commission: Product Safety Australia, Child Restraints](#)
7. [YMCA Risk Assessment Template](#)
8. [YMCA Hazard Identification Report Form](#)

Victorian Legislation and Resources

9. [Bus Safety Act \(2009\)](#)
10. [Bus Safety Regulations \(2010\)](#)
11. [Transport Integration Act 2011](#)
12. [VicRoads Website](#)
13. [Vicroads child restraint and booster seat product tables](#)

Approved by: Chief Executive Officer

Effective date: 29/02/2016

Review date: 29/02/2019

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Amendment History:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	29/02/2016	Shona Eland	Inserted "YMCA Geelong require external and internal bus hire companies staff to comply with our Practice and Behaviour guidelines as outlined in YMCA Geelong Contractor Induction Package V1 on www.geelong.ymca.org.au ." into Section 3 Policy

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc.