

ROAD SAFETY POLICY

Traffic related injuries remain one of the leading, preventable causes of death and serious injury for young children. Driveways, car parks, unfenced yards, private roads, and farms are particular danger areas and many young children, predominantly toddlers, are killed or injured each year in their own home driveway (Kids and Traffic, 2014; Kidsafe, 2018).

Our duty of care as an Early Childhood Education and Care Service, is to provide children with an adequate level of care and protection to safeguard their health, safety and wellbeing at all times. Our Service is committed to providing road safety education to help children become responsible road users as pedestrians, passengers and users of bikes, scooters and other wheeled toys.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursions
101	Conduct of risk assessment for excursions
102	Authorisation for excursions
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
136	First Aid Qualifications
s165	Failure to adequately supervise children
167	Failure to take reasonable precautions to protect children from harm and hazards

168	Education and care services must have policies and procedures
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Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Arrival and Departure Policy Acceptance and Refusal Policy Child Safe Environment Policy	Excursion Policy Incident, Injury, Trauma and Illness Policy Safe Transportation Policy Supervision Policy
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PURPOSE

Our Family Day Care Service will ensure best practice guidelines are implemented to ensure that children are kept safe whilst travelling as pedestrians, cyclists, and passengers in vehicles. We encourage families to participate in road safety education with their children to support them to become safe and responsible on and around roads.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, and Educator Assistants, children, families and visitors of the Family Day Care Service.

IMPLEMENTATION

To comply with National Law and National Regulations, Early Childhood Services are required to protect children from harm and hazards likely to cause injury. To ensure compliance, management and educators of the Family Day Care Service will ensure best practice is adhered to, maintaining children's health and safety at all times.

THE APPROVED PROVIDER/COORDINATOR WILL ENSURE

- a written risk assessment is undertaken prior to excursions, including the safest route for travel, method of travel, type of vehicle, required restraints, proposed pick up and destination, process of embarking the means of transport including how each child is to be accounted for upon embarking and disembarking the vehicle
- FDC educators provide annual vehicle car restraint check and vehicle check if a vehicle is used whilst providing education and care for children
- FDC educators receive training on how to correctly install and use child restraints and booster seats
- FDC educators correctly use seatbelts and the correct child restraints when using a bus or car to transport children
- a risk assessment is conducted for regular outings and regular transportation at least every 12 months or whenever the risks of that transportation change
- educators only allow a child to participate in an excursion/routine outing transportation with the written authorisation of a parent/guardian, in accordance with National Regulations (*Refer to Excursion Policy and Safe Transportation Policy*).
- educators and educator assistants have access to regular professional development and training in road safety, complying with National Regulations and standards
- road safety educational resources are available in all FDC residences/venues for educators and families
- road safety education is embedded in the program supporting children's understanding and knowledge (please refer to the <https://www.roadsafetyeducation.vic.gov.au/>)
- parents and guardians are provided with specific road safety information, including:
 - parking safely
 - locking their car and
 - local area speed limits

- parents are provided with general road safety information about transporting children to and from the Family Day Care Service, including:
 - driveway safety
 - child restraint information
 - using the kerb side door to access the car and
 - the importance of role modelling safe road and car park use.
- parents have a clear understanding about our policies in order to keep children safe
- a *Car safety checklist* is carried out on a regular basis and items requiring attention promptly rectified
- children are adequately supervised at all times whilst being educated and cared for within the Family Day Care Service
- Family Day Care educators provide helmets for children to be able to ride bikes and scooters in the outdoor environment safely
- helmets meet Australian/New Zealand Standard 2063 and are fitted correctly
- children are wearing an approved helmet before participating in riding bikes and/or scooters
- FDC educators are aware of their duty of care obligations and understand how to address a situation where they observe parents/families putting children at risk of harm or injury due to unsafe practices for road/car safety-
 - travelling in a car unrestrained
 - parent appears unfit to drive (intoxicated, drug affected)
 - children riding a bike without a helmet
 - parent not supervising children crossing roads
- children under 12 years of age do not travel in the front seat of a vehicle if there are rear seats available (parental consent is required for a child to travel in the front seat)
- notify the regulatory authority within 24 hours of becoming aware of a serious incident (Reg.12).
- maintain a register of vehicles and authorised drivers including:
 - motor vehicle registration
 - insurance and licence details
 - details of any driving offences

THE EDUCATOR/EDUCATOR ASSISTANT WILL:

- take every reasonable precaution to protect children from harm and from any hazard likely to cause injury when transporting children in their own car, by public transport or walking to a destination

- ensure their vehicle is locked and inaccessible to children when not in use
- provide annual child restraint check and vehicle checks to the approved provider for any vehicle used to transport children
- only transport the number of children that can be safely transported in the car
- ensure child restraints, booster seats and seat belts are properly fitted and adjusted
- ensure child restraints, booster seats are safe, clean and in good condition
- ensure any child under 12 years of age does not travel in the front seat unless parental permission is received and there are no other rear seats available
- ensure parents/guardians of children with a disability provide information from a health professional about the appropriate child restraint for their child if required
- children exit the vehicle using the 'safety door'
- conduct a comprehensive transport specific risk assessment at least annually for '*regular transportation*' of children to minimize and manage all potential risks for transporting children [Reg. 102B, 102 D (4)].
- regularly assess and evaluate risk assessments to facilitate continuous improvement
- communicate excursion requirements with the Nominated Supervisor/Coordinator to ensure they have a clear understanding about expectations for children's safety and wellbeing
- ensure children's attendance is checked by the FDC educator before departure from the designated pick up location and marked as present as they disembark from the vehicle
- complete a new risk assessment to identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing for all excursions
- ensure they comply with first aid requirements of Regulation 136 at all times
- hold a current Australian driver's licence
- never leave children unattended in a vehicle at any time
- not refuel a car whilst educating and caring for children
- ensure the vehicle is locked and inaccessible to children when not in use
- maintain and fully insure the vehicle at all times
- have a comprehensive understanding of the National Regulations and Standards in regard to keeping children safe
- educate all children about the importance of road safety, obeying the rules, listening to families, holding hands, pedestrian safety, car safety etc.
- embed road safety guidelines into the program for children to gain a clear understanding and gain the knowledge required to stay safe around roads and traffic

- ensure bike helmets meet Australian/New Zealand safety Standard 2063
- set up helmets when bikes and scooters are made available to children, and ensure all children wear them when participating in this activity
- ensure helmets are fitted properly (remove any hats prior to wearing a helmet)
- discuss road safety expectations and guidelines with families, including making families aware of young children's limited capacity to judge distances and speeds of travelling vehicles
- adhere to their duty of care to protect children from harm and keep children safe
- follow guidelines/procedures for discussing concerns with parents/families or reporting this concern to the Approved Provider or Police (see below)
- follow appropriate procedures in the event of a vehicle accident including children, educators or families, including informing management at the earliest possible convenience
- notify the approved provider as soon as possible in the event of a vehicle crash involving any children whilst under the care of the FDC educator
- notify parents/guardians as soon as practicable but within 24 hours if their child is involved in an accident at the Service or while under Service care. Details of the incident/accident will be recorded on an *Incident, Injury, Trauma and Illness Record* and parents will be required to acknowledge the details upon collection of their child
- contact the approved provider, to notify the regulatory authority within 24 hours, if the incident/accident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child, or if an ambulance was called in response to the emergency (not as a precaution).

Families will:

- read, sign and date permission forms prior to excursions/routine outing or transportation to confirm they agree to the conditions
- read, sign and date permission forms for regular transportation at least annually
- ensure their child/children travels in an appropriate and approved restraint suitable for their age and weight when arriving and departing the Family Day Care Service
- never leave a child/children and/or animal in the car alone at any time
- use the 'safety door' when arriving and departing the FDC Service
- be aware of the Service policy relating to the safe transportation of children to and from the Service. (see: Safe Transportation Policy)
- communicate any concerns relating to their child's wellbeing or safety to the FDC educator or approved provider

Duty of Care

FDC educators have a duty of care to ensure the safety of children at all times. Where a parent or guardian is observed demonstrating unsafe behaviour such as: not securing a child in a suitable restraint, parking incorrectly or driving erratically, not providing a bike helmet for the child to wear on a bike or scooter, crossing roads incorrectly, the FDC educator should-

- talk to the parent about their concerns calmly
- provide a copy of this policy to the parent
- provide information to the parent about safe transportation of their child
- provide information on car restraints and services to install these in the local area
- provide information about the use of helmets when riding to the parent
- inform the coordinator or Approved Provider of the FDC Service

If the parent/guardian arrives at the FDC residence and does not appear fit to take care of the child (intoxicated or under the influence of drugs), the FDC should:

- discuss their concerns with the parent
- suggest that another parent or authorised nominee collects the child
- contact an authorised nominee to collect the child
- notify the police or child protection if they have any concern for the child's safety
- contact the Approved Provider
- document the actions for evidence

(see: Acceptance and Refusal Policy; Arrival and Departure Policy)

USEFUL RESOURCES

Child Road Safety: www.childroadsafety.org.au

Kids and Traffic: <http://www.kidsandtraffic.mq.edu.au/>

Kidsafe Inc: www.kidsafensw.org/road-safety/

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

Road Safety Education Victoria Teaching Resources Early Childhood

<http://www.roadsafetyeducation.vic.gov.au/teaching-resources/early-childhood>

Transportation of children with Additional Needs ELAA <https://elaa.org.au/wp-content/uploads/2016/10/Safe-transport-for-children-with-additional-needs.pdf>

Road safety Education (VicRoads) <https://www.roadsafetyeducation.vic.gov.au/>

Helmet tips for parents & carers <https://www.vicroads.vic.gov.au/safety-and-road-rules/road-safety-education/helmet-tips-for-parents-and-carers>

SOURCE

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 Guide to the National Quality Framework. (2018). (updated Sept., 2020).
 Kids and Traffic: Early Childhood Road Safety Education Program. (2014): <http://www.kidsandtraffic.mq.edu.au/>
 Kidsafe: Child Accident Prevention Foundation of Australia. (2018): <https://kidsafe.com.au/statistics-2/>
 Revised National Quality Standard. (2018).
 CCYP <https://ccyp.vic.gov.au/child-safety/>

REVIEW

POLICY REVIEWED	August 2021	NEXT REVIEW DATE	August 2022
MODIFICATIONS	- policy have been revied under the Victorian child safe standards - Made modification based on state requirements		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
DECEMBER 2020	Policy purchased from childcare desktop		2022