

## Risk assessment and management - Safe transportation of children safety checklist and regular transportation record form

Children can be transported by, or be on transport arranged by, children's education and care services. Approved providers, nominated supervisors, family day care coordinators and educators need to take specific steps to minimise risk and ensure the safety, health and wellbeing of children during periods of transportation.

One way to support this is by using a set of procedures for daily risk identification and management. This can help you to identify, assess and manage the risk of harm, including minimising the risk of children being left in vehicles after being transported.

While these risks apply equally to single trips or during periods of regular transportation, from 1 March 2023, there will be specific new requirements for periods of regular transportation for centre-based services (regulations 102E, 102F, 175 and 177). However, it is good practice for ALL approved providers, nominated supervisors, family day care coordinators and educators to apply the requirements for regular transportation to ALL periods of transportation including single trips.

The checklist and regular transportation record form are not exhaustive but can be used as a starting point and should be adapted to meet the individual needs of your service. These are living documents, to be amended as circumstances change and new risks arise. It is therefore important to schedule regular reviews of these documents to make sure that risks during transportation of children are identified and managed before they cause harm.

- To begin using the checklist and transport record form, discuss as a team or in consultation with your director, team leader or coordinator to determine the procedures required to minimise the risks each time children are transported.



- Adapt the documents to be relevant for your service context, the nature of transportation and the number of trips to be undertaken.
- Make the documents available to service leaders and/or educators to complete each time children are transported.

Build information about this tool into induction programs, service manuals and policies and procedures to embed this important aspect of risk management practices into service operations. Education and care professionals must understand their responsibility to complete the tool each time they are transporting children.

Refer to [ACECQA Information Sheet -Safe transportation of children](#) for more information.

<b>Safety Checklist</b> <b>Week beginning: _____</b>	MON	TUE	WED	THU	FRI
	Staff name and signature	Staff name and signature	Staff name and signature	Staff name and signature	Staff name and signature
Vehicle safety check list completed (including but not limited to ensuring jurisdictional and service requirements relating to seatbelts and safety restraints are met).					
Transportation risk assessment (including route to be taken) is reviewed and packed.					
Any changes to the route to be taken are notified to the nominated supervisor or responsible person present at the service.					
Up-to-date child attendance list ( <i>master attendance list</i> ) packed.					
Up-to-date information about each child's pick up and drop off location packed.  *Any known issues with the planned route (as outlined in the risk assessment) have been considered and changes made as needed.  (This could be included in the <i>master attendance list</i> .)					
Up-to-date emergency contact lists for children packed.					



Up-to-date list of children with allergies and illnesses packed. (This information could be included in the <i>master attendance list</i> .)					
Any required health and risk management plans and medication required packed.					
Up-to-date first aid kits packed.					
Mobile/portable phone packed.					
At least one educator or staff with first aid qualifications and training is in attendance.					
Educator(s) and responsible adult(s) have a valid state-specific working with children or vulnerable person check.					
Correct number of adults (educators and/or staff) required for supervision are present (as per risk assessment).					
Each child is signed in to the transport upon embarking.					
Regular Transportation Record form completed immediately after all the children have embarked.					
Roll call of all children completed once children are secured in their seats.					

<p>Head count and roll call of children completed and documented at each pickup and drop off location (if more than one destination per trip).</p> <p>(Services may establish the timing and location of head counts and roll calls as part of their transport risk assessment).</p>					
<p>Head count and roll call of children completed and documented at destination.</p>					
<p>Each child is signed out of the transport vehicle/education and care.</p>					
<p>Check of the interior of the vehicle to confirm no children remain on the vehicle.</p>					
<p>Regular Transportation Record form completed immediately after all the children have disembarked.</p>					

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Australian Children's  
Education & Care  
Quality Authority

Additional notes:

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
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## Children embarking the vehicle for regular transportation

A staff member or nominated supervisor of the service, who is not the driver of the vehicle, is present when the children embark the vehicle at the education and care premises

Name of the staff member or nominated supervisor responsible for accounting for children (other than the driver)		
Position/Role		
Service name		
	Date record was made	Time record was made
	Signature	
Each child is accounted for	Please tick yes to confirm	<input type="checkbox"/> YES
Details of how each child is accounted for		
Additional notes		



## Children disembarking the vehicle for regular transportation

A staff member or nominated supervisor of the service, who is not the driver of the vehicle, is present when the children disembark the vehicle at the education and care premises AND checks the interior of the vehicle to confirm no children remain on the vehicle.

Name of the staff member or nominated supervisor responsible for accounting for children and checking the interior of the vehicle (other than the driver)		
Position/Role		
Service name		
	Date record was made	Time record was made
	Signature	
Each child is accounted for	Please tick yes to confirm <input type="checkbox"/> YES	
Details of how each child is accounted for		
	The interior of the vehicle is checked <input type="checkbox"/> YES	No children are left on the vehicle <input type="checkbox"/> YES
Additional notes		