

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, skateboards 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	
12	Meaning of a serious incident
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
168	Education and care services must have policies and procedures

170	Policies and procedures to be followed
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

RELATED POLICIES

Acceptance and Refusal Policy Child Safe Environment Policy Death of a Child Policy Delivery of children to, and collection from Education and Care Service Premises Policy	Excursion/Incursion Policy Incident, Injury, Trauma and Illness Policy Safe Transportation Policy Supervision Policy
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PURPOSE

Our Service will ensure best practice guidelines are implemented to ensure that children are kept safe whilst travelling as pedestrians, cyclists, and passengers in vehicles. As educators, 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 children, families, staff, management, Approved Provider, Nominated Supervisor and visitors of the 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 Service will ensure best practice is adhered to, maintaining children’s health and safety.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- road safety education is embedded in the program supporting children’s understanding and knowledge (Kids and Traffic, Vic Roads Primary School roads information)
- the Educational Leader educates staff about the importance of road safety
- road safety education is embedded into the program, supporting children’s understanding and knowledge
- educators have access to regular professional development and training in road safety, complying with National Regulations and National Quality Standards

- children are adequately supervised at all times
- compliance with first aid requirements of Regulation 136 is met at all times, including when on an excursion or regular transportation
- a comprehensive 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 [Reg. 101]
- a comprehensive risk assessment is conducted for regular outings and regular transportation at least every 12 months or whenever the risks of that transportation change- [Reg: 102B, 102C, 102D]
- risk assessments are regularly assessed and evaluated to facilitate continuous improvement
- educators only allow a child to participate in an excursion or any regular outing or regular transportation with the written authorisation of a parent/guardian, in accordance with National Regulations (*Refer to Excursion Policy and Safe Transportation Policy*)
- written authorisation for transportation is filed in the child's enrolment record
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the Service activity or excursion
- the correct use of seatbelts and/or child restraints are implemented when using a bus or car to transport children
- educators receive training on how to correctly install and use care restraints and booster seats
- there are ample helmets for children to be able to ride bikes and scooters in the outdoor environment safely
- helmets are always set up when the bikes and scooters are made available to children
- helmets are fitted properly (hats are removed prior to wearing a helmet)
- helmets meet Australian/New Zealand Standard 2063 and are fitted correctly
- there are visible signs to remind families about keeping children safe including:
 - where to park their car safely
 - hold their child's hand at all times
 - listen for traffic
- parents and guardians are provided with specific road safety information, including:
 - parking safely
 - locking their car
 - local area speed limits

- parents are provided with general road safety information about transporting children to and from the 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.
- appropriate road safety expectations are discussed with families including:
 - not leaving children in the car
 - intoxication whilst driving
 - child restraints are fitted correctly for the size and age of their child
- 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
- parents have a clear understanding about our policies in order to keep children safe
- the *Car park safety checklist* is carried out on a regular basis and items requiring attention promptly rectified
- the regulatory authority is notified within 24 hours of becoming aware of a serious incident that has posed a risk to the safety and wellbeing of the children (Regulation:12)

EDUCATORS WILL:

- take every reasonable precaution to protect children from harm and from any hazard likely to cause injury
- communicate excursion requirements with the Nominated Supervisor and Management to ensure they have a clear understanding about policy and procedures
- ensure written parental permission is received before children leave the Service premises for regular outings, regular transportation or excursions (including Bush Kinder, walks to the library or park)
- have a comprehensive understanding of the National Regulations and National Quality Standard
- educate 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 knowledge required to stay safe around roads and traffic
- set up helmets when bikes and scooters are made available to children, and ensure all children wear them when participating in this activity
- 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
- follow appropriate procedures in the event of a vehicle accident including children, educators or families, including informing management at the earliest possible convenience
- 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)

NOTIFICATION

Parents will be notified 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.

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) the regulatory authority will be notified within 24 hours by the Nominated Supervisor or Approved Provider.

PARENTS/ FAMILIES ARE RESPONSIBLE FOR:

- reading, signing and dating permission forms prior to excursions to confirm they agree to the excursion conditions
- providing written authorisation for regular outings and regular transportation at least annually
- ensuring their child/children travels in an appropriate and approved restraint suitable for their age and weight when arriving and departing the Service
- being aware of and complying with road and car park safety requirements when arriving and departing from the Service (see: *Carpark safety management sheet*)
- never leaving a child/children and/or animal in the car alone at any time
- using the ‘safety door’ when arriving and departing the Service

- being aware of the Service policy relating to 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 an educator or nominated supervisor.

DUTY OF CARE

All 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, educators 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 Nominated Supervisor or Approved Provider

If the parent/guardian arrives at the Service and does not appear fit to take care of the child (intoxicated or under the influence of drugs), educators 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 Nominated Supervisor and/or Approved Provider
- document the actions for evidence

(see: *Acceptance and Refusal Policy; Delivery of children to, and collection from Education and Care Service Premises Policy*)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Road Safety Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

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>

Transport for NSW Centre for Road Safety

<https://roadsafety.transport.nsw.gov.au/aboutthecentre/resources/index.html>

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

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government Department of Education (2009). *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.
 Early Learning Association Australia
 Education and Care National Regulations. (2011).
Education and Care Services National Law Act 2010. (Amended 2018).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 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).

REVIEW

POLICY REVIEWED BY	TRACEY DAVEY	CCOMP	MAY 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	DECEMBER 2023
VERSION NUMBER	V7.12.22		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • Nominated Supervisor/Responsible Person section deleted (merged with AP/NS/Management section) • continuous improvement/reflection section added • Sources checked for currency • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

DECEMBER 2021	<ul style="list-style-type: none"> re-arranged some dot points for better flow- Management section reviewed policy against current Regulations resources and sources checked for currency 	DECEMBER 2022
DECEMBER 2020	<ul style="list-style-type: none"> Additional regulations added (Safe Transportation of children) Written authorisation for regular transportation added Duty of Care section added Additional resources for educators added Sources checked for currency 	DECEMBER 2021
DECEMBER 2019	<ul style="list-style-type: none"> Related policies added Useful resources added additional information added to points 	DECEMBER 2020
DECEMBER 2018	<ul style="list-style-type: none"> Incorporated references to existing road safety forms. Additional information added to points. References added to statistical information. Sources checked for currency. Sources/references corrected, updated, and alphabetised. 	DECEMBER 2019
OCTOBER 2017	<ul style="list-style-type: none"> Updated references to comply with the revised National Quality Standard 	DECEMBER 2018
CREATED MAY 2017 AUGUST 2017	<ul style="list-style-type: none"> New Policy Created Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. 	MAY 2018