



Wesley Out of School Hours Care Policy

Transportation

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure the safety of children and Educators involved in transporting children to and from the Wesley OOSH service.

2. Scope

This policy applies to the staff, educators, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
QA6	6.2.1	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities

National Regulations

r99	Children leaving the education and care premises
r100	Risk assessment must be conducted for excursion
r101	Conduct of risk assessment for excursion
r102	Authorisation for excursion
r168	Education and care service must have policies and procedures

My Time, Our Place:

LO1	Children feel safe, secure and supported
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3. Policy Statement

Wesley OOSH will use the transportation Policy and Guidelines to educate children, families and the community on safely transporting children, road and pedestrian safety.

Educators will assist motor vehicle drivers and bus drivers to ensure each child is transported safely at all times. Wesley OOSH understands that the driver maintains ultimate responsibility for road safety and ensuring each child is properly seated and restrained according to current Australian standards. All educators have an equal responsibility to assist the driver and check that each child is seated and restrained appropriately. Under no circumstances will any child be transported if this is not met.



4. Principals

The safety of each child and all educators is paramount at all times. This includes those children and accompanying educators who travel in Wesley OOSH motor vehicles or on chartered transport vehicles.

Proper restraint systems will be used according to current Australian Standards. Wesley OOSH vehicles will be maintained according to Australian Standards.

5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

6. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinator/s, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.