



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 LAW AND NATIONAL REGULATIONS	
S165	Failure to adequately supervise children
S167	Failure to take reasonable precautions to protect children from harm and hazards
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	Excursion/Incursion Policy
Child Safe Environment Policy	Incident, Injury, Trauma and Illness Policy
Delivery of children to, and collection from	Safe Transportation Policy
Education and Care Service Premises Policy	Supervision Policy

PURPOSE

Langwarrin Community Centre 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 will ensure best practice is adhered to, maintaining children's health and safety.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- 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: 102C]



- 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*)
- the correct use of seatbelts and/or child restraints are implemented when using a bus or car to transport children
- the regulatory authority is notified within 24 hours of becoming aware of a serious incident (Regulation:12)
- to regularly assess and evaluate risk assessments to facilitate continuous improvement
- children are adequately supervised at all times
- children's attendance is checked against an accurate attendance record showing when children are within the care of the service. The record of attendance must record the time that the child arrives and departs the service and signed by the nominated supervisor or educator
- compliance with first aid requirements of Regulation 136 is met at all times
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the Service activity
- educators remain current with roads and traffic professional development
- educators have a clear understanding and comprehension of National Regulations and National Quality Standard in regard to keeping children safe in and around traffic
- road safety is embedded into the program, supporting children's understanding and knowledge
- there are visible signs to remind families about keeping children safe including:
 - holding their child's hand at all times in the car park area
 - service expectations that children will not be left in cars when visiting service

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
- 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 Langwarrin Community Centre or while under our 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 Langwarrin Community Centre.
- being aware of and complying with road and car park safety requirements when arriving and departing from the Langwarrin Community Centre.
- 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 Langwarrin Community Centre 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*)

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://elaa.org.au/wp-content/uploads/2016/10/Safe-transport-for-children-with-additional-needs.pdf>

SOURCES

Australian Children's Education & Care Quality Authority. (2020). [Safe Transportation of Children](#)

Australian Children's Education & Care Quality Authority. (2023). [Changes to Regular Transportation of Children Commencing 1 March 2023](#)

Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

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/>

PEVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	April 2025
POLICY REVIEWED	April 2025	NEXT REVIEW DATE	August 2027
MODIFICATIONS	<ul style="list-style-type: none"> policy maintenance updated sources as required 		
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POLICY REVIEWED BY:	Carol Hopkins	CSO	April 2023
POLICY REVIEWED	April 2023	NEXT REVIEW DATE	April 2024
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