

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; Kidsafe).

Our duty of care as an Out of School Hours Care (OSHC) Service, is to provide children with an adequate level of care and protection to safeguard their health, safety and wellbeing at all times. Our OSHC 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 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1	Program	The educational program enhances each child's learning and development.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.
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	
S.165	Failure to adequately supervise children
S.167	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
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
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
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Acceptance and Refusal of Authorisation Policy Child Safe Environment Policy Delivery of children to, and collection from Education and Care Service Premises Policy Educational Program Policy Excursion/Incursion Policy	Incident, Injury, Trauma and Illness Policy Safe Arrival of Children Policy Safe Transportation Policy Supervision Policy Unexpected Death of a Child or Staff Member at a Service Policy
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PURPOSE

Our Out of School Hours Care (OSHC) 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, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

To comply with the National Law and Regulations Education and Care services are required to protect children from harm and hazards likely to cause injury. To ensure compliance, management, staff, educators, students and volunteers of the OSHC Service will ensure best practice is adhered to, maintaining children's health and safety at all times.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy
- families are aware of this *Road Safety Policy*
- regular discussions are held with feeder schools to ensure consistency in road safety education and procedures between schools and our OSHC Service
- 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
- educators have access to regular professional development and training in road safety, complying with National Regulations and National Quality Standard
- a comprehensive risk assessment is conducted at least annually for 'regular transportation' of children 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. 102B, 102C, 102D]
- written parental consent for regular transportation of children to and from school is provided during the enrolment process as part of our *Safe Transportation Policy*
- a comprehensive risk assessment is conducted at least annually to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between our Service and an educational facility [Reg. 102AAC] (Refer to *Safe Arrival of Children Policy*)
- children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC Service. The record of attendance must record the time that the child arrives and departs the OSHC Service and signed by the nominated supervisor or educator.

- comprehensive written risk assessments are undertaken prior to excursions, including information about 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]
- educators only allow a child to participate in an excursion with the written authorisation of a parent/guardian, in accordance with National Regulations (*Refer to Excursion policy*).
- educator to child ratio requirements is maintained at all times, including when children are being transported as part of the Service activity or excursion
- adequate supervision is provided at all times children are transported
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- all risk assessments are regularly assessed and evaluated as to facilitate continuous improvement in our service
- children exit the vehicle if being transported to and from other educational sites using the 'safety door'
- there are ample helmets for children to be able to ride bikes and scooters in the outdoor environment safely
- bike helmets meet Australian/New Zealand Standard (2063:2020) and are fitted correctly
- there are visible signs to remind families about keeping children safe including:
 - where to park their car safely when delivering/collecting children
 - speed limits
 - holding their child's hand (age appropriate)
 - listening for traffic
 - use traffic lights (if applicable)
- parents and families are provided with specific road safety information, including:
 - parking safely
 - locking their car
 - local area speed limits.
- parents and families 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 *Carpark Safety Checklist* is carried out on a regular basis and items requiring attention promptly rectified.
- any educator responsible for driving a vehicle for the Service holds a current Australian Drivers licence
- the vehicle used to transport children is registered and maintained (tyres, engine) and has correctly fitted child restraints and seat belts
- the vehicle used to transport children has enough fuel to complete the journey
- 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 (Reg. 12)
- critical reflection on the incident is conducted with staff and educators to inform required changes to policy, procedures, practices (including supervision) and risk assessments.

EDUCATORS WILL:

- implement and adhere to this *Road Safety Policy*
- have a comprehensive understanding of the National Regulations and National Quality Standard
- participate in regular professional development/training in road safety, safe transportation legislation and procedures
- 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
- 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
- follow guidelines/procedures for discussing safety concerns with parents/families or reporting this concern to the approved provider or Police (see Duty of Care section below)

NOTIFICATION

Parents will be notified as soon as practicable but within 24 hours if their child is involved in an accident at the OSHC Service or whilst under our 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 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 their child to be transported to and from the OSHC Service as 'regular transportation' at least annually
- ensuring their child/children travels in an appropriate and approved restraint suitable for their age and weight
- being aware of and complying with road and car park safety requirements when arriving and departing from the Service (see *Car park safety management* sheet).
- never leaving a child/children and/or animal in the car alone at any time
- using the 'safety door' (closest to the kerb) when arriving and departing the Service
- being aware of the Service policy relating to the safe transportation of children to and from the OSHC Service (see: Safe Transportation Policy)

- communicating any concerns relating to their child's wellbeing or safety to an educator or nominated supervisor.

DUTY OF CARE

The approved provider, nominated supervisor and 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 (under 7 years of age), 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 about the use of helmets when riding to the parent
- inform the nominated supervisor or approved provider

If the parent/guardian arrives at the OSHC 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 evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Car Park Safety Checklist Car Park Safety Management Guide	Outdoor Environment and Playground Safety Audit
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USEFUL RESOURCES

[Car Seats Save Lives](#)

[Child Road Safety](#)

[Kids and Traffic](#)

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

[Kidsafe Road Safety](#)

[Road Safety Education Victoria Teaching Resources Early Childhood](#)

[Transport for NSW Centre for Road Safety](#)

[Transportation of children with Additional Needs ELAA](#)

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 Children's Education & Care Quality Authority. (2025). [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 2025)

[Education and Care Services National Regulations](#). (Amended 2025)

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/>

REVIEW

POLICY REVIEWED BY	Libby Haines	Director	December 2025
POLICY REVIEWED	DECEMBER 2025	NEXT REVIEW DATE	DECEMBER 2026
VERSION NUMBER	V7.12.25		
MODIFICATIONS	<ul style="list-style-type: none"> annual policy maintenance no major changes to policy sources updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
DECEMBER 2024	<ul style="list-style-type: none"> annual policy maintenance 	DECEMBER 2025	

	<ul style="list-style-type: none"> • added QA1 to NQS section- re: educational program for Road Safety • information related to <i>Safe Arrival of Children</i> added • added related policies and resources • updated sources as required 	
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