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 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 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.165A	Offence relating to children leaving the education and care service premises unauthorised
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 Authorisations 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

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, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

To comply with the Education and Care Services 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, staff, educators, students and volunteers of the 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*
- 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
- educator to child ratio requirements is maintained at all times, including when children are being transported as part of the Service activity
- educator's knowledge remains 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
- educators have access to regular professional development and training in road safety, complying with National Regulations and National Quality Standard
- 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] (Refer to *Excursion/Incursion Policy*)
- a comprehensive risk assessment is conducted of children to minimize and manage all potential risks for transporting children for regular outings and regular transportation at least every 12 months or whenever the risks of that transportation change- [Reg. 102B, 102C, 102D]
- 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*)
- 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/Incursion Policy, Acceptance and Refusal of Authorisations Policy and Safe Transportation Policy)*

- children participate in excursions or regular outings/ regular transportation, only if they have written parent authorisation
- written authorisation for transportation is filed in the child's enrolment record
- authorisation for regular transportation is provided at least every 12 months and filed in the child's enrolment record
- 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 car restraints and booster seats
- 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 Reg. 136 is met at all times
- there are ample helmets for children to be able to ride bikes and scooters in the outdoor environment safely
- helmets are securely and correctly fitted and always set up when the bikes and scooters are made available to children
- 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 at all times in the car park area
    - listening for traffic
    - service expectations that children will not be left in cars when visiting service
- parents and families are provided with specific road safety information, including:
    - parking safely
    - locking their car
    - local area speed limits
    - not leaving children in the car
    - intoxication whilst driving
    - child restraints are fitted correctly for the size and age of their child

- 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
- 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 and families 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 (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
- ensure written parental authorisation is received before children leave the Service premises for regular outings, regular transportation or excursions (including Bush Kinder, walks to the library or park)

- educate children about the importance of road safety, obeying the rules, listening to parents/families/carers, holding hands, pedestrian safety, using car seats correctly, 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, wheeled toys and scooters are made available to children, and ensure helmets are securely and correctly fitted when children are participating in this activity
- hats are removed prior to wearing a helmet
- 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 Service or whilst 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 Checklist)*
- 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 and Safe Arrival of Children Policy*)
- communicate any concerns relating to their child's wellbeing or safety to an educator or nominated supervisor.

DUTY OF CARE

The approved provider, nominated supervisor, staff, students, volunteers 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, 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 evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or incidents 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 Procedure	Outdoor Environment and Playground Safety Audit

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

SOURCES

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REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] office admin	[DATE] 25/06/2026
POLICY REVIEWED	DECEMBER 2025	NEXT REVIEW DATE	DECEMBER 2026
VERSION NUMBER	V10.12.25		

MODIFICATIONS	• annual policy review • no major changes to policy • sources updated as required	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
DECEMBER 2024	• annual policy maintenance • updated safety standard for bicycle helmet added • updated sources as required	DECEMBER 2025