## Transportation of children and Safe Arrival - Risk Assessment template (for transportation only – not as part of an excursion)

Children are sometimes transported by, or on transport arranged by, children’s education and care services. For example, this might include transport to and from the service premises or other location and a child’s home. Family day care educators need to take specific steps to ensure the health, safety and wellbeing of children.

Under the Education and Care Services National Regulations, a transport risk assessment must be conducted before a family day care educator can transport a child / children (*other than as part of an excursion*).

A risk assessment is only required to be completed at least once for a 12-month period if it is *regular transportation* unless there are changes to the circumstances relating to the transport.

*Regular transportation is transport by the educator or arranged by the educator (other than as part of an excursion) of a child being educated and cared for by the family day care service, where the circumstances relevant to a risk assessment are substantially the same each time the child is transported. Regular transportation can be taking children to school, preschool, child care or home. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.]*

# Educator details

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| Educator name: |  | Scheme name: |  |
| Educator address: |  | Date of assessment: |  |

# Transportation details

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| Reason for transportation:  eg: collecting children from school or home |  | | | | | | | | | | | | | | | | | |
| Description of transportation details per day:   * start time and finish time/period of time child is to be transported * pick up location/starting point * destinations * proposed routes   You can include an image that has been sourced online  Note: Educator to identify risk for each location in the risk assessment section below | | | Monday |  | | | | | Monday | | |  | | | | | | |
| Tuesday |  | | | | | Tuesday | | |  | | | | | | |
| Wednesday |  | | | | | Wednesday | | |  | | | | | | |
| Thursday |  | | | | | Thursday | | |  | | | | | | |
| Friday |  | | | | | Friday | | |  | | | | | | |
| Saturday |  | | | | | Saturday | | |  | | | | | | |
| Sunday |  | | | | | Sunday | | |  | | | | | | |
| Start date:  (if regular transportation) |  | | | | End date:  (if regular transportation) | | |  | | Date the child/ren are to be transported – single journey | | | | | |  | | |
| Method and details of transport to be used:  eg: public bus, train, private car, taxi |  | | | | | | | Any water hazards? | | | | | no yes | | | | | (NB if answering YES ensure water is covered in risk assessment) |
| Is there a requirement for seatbelts or safety restraints | no yes | | | | | | | If yes, does the vehicle used for transport have the required seat belts and/or child restraints? | | | | | no yes | | | | |  |
| Provide details of the seat belts and safety restraints to be used:  eg type of child car restraint according to the child age and size,  where will it be fitted in the vehicle  safety restraints meet AS  the age of the safety restraint |  | | | | | | | | | | | | | | | | | |
| Describe the process for entering and exiting the FDC service and the pickup location or destination:  (include how each child is accounted for) |  | | | | | | | | | | | | | | | | | |
| Describe the procedures for embarking and disembarking the vehicle:  (how each child is accounted for) |  | | | | | | | | | | | | | | | | | |
| Full name and contact details of other adults involved in supporting the transportation: |  | | | | | | | Number of children being transported: |  | | | Number of educators/ responsible adults to provide supervision:  Details if any adults with specialised skills are required to support children’s individual needs | | | | |  | |
| Items taken when transporting children: |  | First aid kit | |  | | Mobile phone |  | Emergency contact information for each child | | | | | |  | List of children attending the excursion | | | |
|  | Food / water | |  | | Sun safety items |  | Medical information for each child | | | | | |  | Medication if needed | | | |
|  | Personal identification (something to identify you as a Family Day Care educator) | | | | |  | Other eg drinks, resources (list as needed) | | |  | | | | | | | |

# Safe Arrival of Children Details

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| **Safe arrival to another education and care service:**  The procedure for ensuring children are safely onsite and/or in the care of a responsible adult at the authorised destination (school, preschool or other education and care service): | The procedure to be followed if the child is missing or cannot be accounted for: |
| The communication arrangements between you and the service the child is leaving and entering: | Roles and responsibilities; child’s parents/caregivers, the education and care service the child is attending. |
| Risk assessment to be evaluated and reviewed on (date):  A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). A risk assessment must be undertaken prior to obtaining written authorisation. Both the risk assessment and written authorisation must be completed prior to transportation.  If the transport is for 'regular transportation'\*, a risk assessment must be undertaken at least annually. | |

**Risk Assessment**

| Risk assessment | | | | |
| --- | --- | --- | --- | --- |
| **Identified risk / hazard**  *(people, information, physical assets & finances, reputation)* | **PRELIMINARY RISK ASSESSMENT** | **Control measures to minimise risk** | | **LEVEL OF RISK** |
| **(no measures in place)**  (using risk matrix - consequence x likelihood) | |  | **(with control measures in place)**  (using risk matrix - consequence x likelihood) | |
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| Overall preliminary risk assessment = |  | Overall level of risk = |

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| Non-negotiable elements of this risk (determined after the risk assessment): |
| Comment if needed: |
| Review plan: |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** |

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| Risk matrix |

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| **Likelihood** | **Almost Certain** | Possibility of occurrence more than 75% - expected to occur |  | **Consequence** | **Critical** | * Critical incident (eg death or permanent disability of adult or child; high level of distress to other parties) * Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective |
| **Likely** | Possibility of occurrence between 50% and 75% - probably will occur |  | **Major** | * Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety and welfare liability incident/issue * Major incident which damages public or parent confidence |
| **Possible** | Possibility of occurrence between 25% and 50% - may occur at some time |  | **Moderate** | * Serious injuries and/or illness * Complex welfare and/or health care issue * Serious disruption or incident, resulting in distress to children and adults |
| **Unlikely** | Possibility of occurrence between 5% and 25% - could occur at some time |  | **Minor** | * Minor first aid or minor occupational health safety & welfare liability incident/issue (eg minor cuts, bruises, bumps) |
| **Rare** | Possibility of occurrence less than 5% - may never occur |  | **Insignificant** | * No treatment required |

**Level of Risk**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Likelihood** | | | | |
| **Consequence** | |  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Critical | Moderate | High | High | Extreme | Extreme |
| Major | Moderate | Moderate | High | High | Extreme |
| Moderate | Low | Moderate | Moderate | High | High |
| Minor | Low | Low | Moderate | Moderate | Moderate |
| Insignificant | Low | Low | Low | Moderate | Moderate |

ADDITIONAL RISK ASSESSMENT PAGE