



# Regular Transport Risk Assessment

## Transporting children to the bus stop in before school care

This risk assessment supports the safety and wellbeing of children travelling to the bus stop on foot, escorted by educators, on each occasion when they attend in before school care. This constitutes regular transport, as defined in the Education and Care Services National Regulations. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children. Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child/children (*other than as part of an excursion*\*).

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if it is '*regular transportation*\*\*'.

This risk assessment will be updated at least annually and following a serious incident involving the before school care journey to the bus stops, as part of a process of assessing the risks and taking steps to improve safety for children.

*\* Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children.*

*\*\* Regular transportation is transport by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same each time the child is transported. [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.]*

*All route changes are accounted for.*

<b>Service name</b>	Tanderra Out Of School Hours Care
<b>Reason for Regular Transport</b>	Taking children to the bus stop each morning to see them onto the bus to go to school  For BEFORE SCHOOL CARE
<b>Departure Point</b>	Tanderra, 14 Raymond Road, Springwood
<b>Stops along the route</b>	Nil
<b>Destination</b>	Telstra Park, Macquarie Road, Springwood
<b>How frequently is this journey expected to occur?</b>	Every day during the school term
<b>Which day(s) of the week will children be transported?</b>	Monday, Tuesday, Wednesday, Thursday, Friday
<b>Time of Journey</b>	08:15 for children attending Ellison PS and St Thomas Aquinas PS, 08:45 for children attending Springwood PS
<b>Estimated Length of journey</b>	Walk time 5 – 10 minutes  Entire journey including waiting for the bus: up to 20 minutes
<b>Mode of Transport</b>	Walking
<b>Route (1)</b> See map attached marked Route (1)	Depart from Tanderra OOSH, 14 Raymond Road, Springwood. Cross Raymond Road opposite the Centre. Walk down David Road/Springwood Avenue to the bottom of the hill, opposite the start of Petite Lane. Cross Springwood Avenue and walk up Petite Lane. Then choose either:  a. turn left to the Fraser Memorial Church. Walk up through the churchyard to Macquarie Road. Cross the pedestrian crossing on Macquarie Road and walk 10 metres to the right to get to Telstra Park.  Or

	b. Cross Springwood Avenue and walk up Petite Lane. Cross at the car park and walk up the walkway leading through the shopping mall to get to Macquarie Road. Cross the pedestrian crossing on Macquarie Road and walk 10 metres to the right to get to Telstra Park.		
<b>Alternative Route in adverse weather or other conditions (2)</b> See map attached marked Route (2)	Depart from Tanderra OOSH, 14 Raymond Road, Springwood. Cross Raymond Road opposite the Centre. Walk down David Road/Springwood Avenue to the bottom of the hill, opposite the RMS building. Cross Springwood Avenue and turn right to Raymond Road. Walk up Raymond Road under the shop awnings. Cross at the driveway to Raymond Mall. Cross at Raymond Lane and continue to Macquarie road. Turn left at Macquarie Road and continue to pedestrian crossing. Cross the pedestrian crossing on Macquarie Road and walk 10 metres to the right to get to Telstra Park.		
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	Nil Comment: Service responsibility for the children ends at the last point of contact when the children get onto the bus		
<b>Anticipated Number of Children on this Journey</b>	Between 5 and 30		
<b>Anticipated Number of Adults in Attendance</b>	1 - 2		
<b>Anticipated Staff in Attendance</b>	Suzanne Allnut Pheobe Knox Sharon Fairbairn	Simone Knox Dallas Bigelow Callum Nichols	Brodie Santas
<b>Number of Additional Adults in Attendance</b>	None		
<b>Any water hazards on proposed route travelled and at each stop?</b>	No		

<p><b>Describe the process for exiting the service premises and arriving safely at the pick-up destination:</b> (include how each child’s wellbeing is safely accounted for)</p>	<p>The educators will instruct the children to line up at the front gate or in the front room if raining.</p> <p>One educator will complete a face-to-name check against the checklist (on paper or via the portal accessed on a mobile phone) before setting out from the premises. The list of children must be accurate before departing and must remain with an educator for the duration of the journey.</p> <p>The lead educator will set out from the front gate with an educator at the front of the group. Children will be instructed to remain behind the educator at all times. If 2 educators are present, the other educator will remain at the rear.</p> <p>The lead educator will stop at all roads, driveways and pedestrian crossings to ensure the group is together before proceeding. At each stop the lead educator will do a head count.</p>
<p><b>Describe the procedures for embarking the vehicle:</b> (include how each child is accounted for in embarking)</p>	<p>When the bus arrives to collect the children, the lead educator will instruct the children to line up at the silver communications pole, a distance of approx. 2 metres from the edge of the road with an educator at the head of the line.</p> <p>When the bus stops, the educator will guide the children onto the bus and mark them off on the roll via the online portal.</p> <p>When all children on the list are on the bus, the educator(s) can return to the service and/or complete their duties for the session.</p>
<p><b>Transport checklist – items to be readily available when transporting children</b></p>	
<p><input type="checkbox"/> First aid kit</p>	<p><input type="checkbox"/> List of children in attendance</p>
<p><input type="checkbox"/> Contact information for each child (in Kidsoft)</p>	<p><input type="checkbox"/> Mobile phone</p>
<p><input type="checkbox"/> Medication, health plans and risk assessments for individual children (in Kidsoft)</p>	<p><input type="checkbox"/> Hi-Vis clothing worn by educators</p>
<p><input type="checkbox"/> Medication for children with medical conditions (if req)</p>	

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Educator to keep group of children in a tight group without large gaps and to instruct children to be calm and not noisy</li> </ul>	All educators	During journey
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Educator : child ratio must be maximum 1:15 with consideration for additional educators on a needs basis</li> </ul>	Responsible Person	Prior to departing
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Children to remain behind the educator at all times and to walk in single file or not more than 2 abreast</li> </ul>	All educators	During journey
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Educator to stop at every road/ change of direction/ pedestrian crossing to do a head count</li> </ul>	All educators	During journey
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Educator to follow up any ongoing behaviour issues with Responsible Person and/or Nominated Supervisor</li> </ul>	All educators	As required
Walking to the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Address ongoing behaviour issues with children and families as needed</li> </ul>	Responsible Person/Nominated Supervisor	As required
Walking to the bus stop and playing at the park	Getting Lost / child absconding	Medium	<ul style="list-style-type: none"> <li>Educator to keep children within sight at all times</li> </ul>	All educators	During journey


Walking to the bus stop and playing at the park	Getting Lost / child absconding	Medium	<ul style="list-style-type: none"> <li>Educator to undertake headcounts at regular intervals (before crossing roads, pedestrian crossings, when getting onto the bus)</li> </ul>	All educators	During journey
Walking to the bus stop and playing at the park	Getting Lost / child absconding	Medium	<ul style="list-style-type: none"> <li>Educator will carry a list of children present which they will use to verify that all children are present at regular intervals and when children depart on the bus (paper or portal via mobile phone)</li> <li>Educator will call 000 if child is missing and can't be found</li> </ul>	All educators	When the bus arrives
Walking to the bus stop and playing at the park	Having a dispute, altercation or problem with a member of the public	Low	<ul style="list-style-type: none"> <li>Educator will keep all children within their sights at all times</li> </ul>	All educators	During journey and at the park
Walking to the bus stop and playing at the park	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> <li>Educator will step in to manage/arbitrate any situation arising with a member of the public</li> </ul>	All educators	During journey and at the park
Playing at the park	Child running into the road and getting hit by a car	Very High	<ul style="list-style-type: none"> <li>Educator will ensure children play in the park and not on the footpath and position themselves where they can see all children at all times. Children may stand at or near the bus shelter and surrounds but not on the footpath or close to the road. The educator will be positioned on or near the footpath AT ALL TIMES to ensure children don't go near the road and that they remain seated or standing calmly if near the bus shelter.</li> </ul>	All educators	While at the park

Playing at the park	Child sustaining injury while playing	High	<ul style="list-style-type: none"> <li>• The educator must maintain supervision of other children while attending to injured child</li> <li>• If necessary, the educator will stop the children from playing and keep them in 1 area while attending to injured child</li> <li>• The educator will not play or organise games with the children but will supervise and be watchful, recognising that the risks to children at the park are higher</li> </ul>	All educators	While at the park
Playing at the park	Other children joining the group who are not enrolled in the centre for that session	High	<ul style="list-style-type: none"> <li>• Children who are attendant at the park but not within the service's duty of care for that session may pose a higher risk to the service as their interaction may cause educators to have their attention diverted away from the within the service. The educator will not encourage play with other children. If such children interact with children in our care, the educator will ensure the safety of our children as paramount at all times and may decide to cease play and have all children seated or standing while waiting for the bus</li> </ul>	All educators	While at the park
Getting onto the bus	Children getting injured while getting onto the bus as the bus doors close	Medium	<ul style="list-style-type: none"> <li>• Educator to ensure the last child has entered the bus and walked away from the door, and that the doors have shut before leaving the site</li> </ul>	All educators	When children are getting onto the bus

Playing at the park	Children getting hurt by another child who is not enrolled in the service on that occasion	Low	<ul style="list-style-type: none"> <li>Educator to supervise children's interactions and step in to support/guide/arbitrate any incident arising</li> </ul>	All educators	During journey and at the park
Playing at the park	Children getting hurt by another child who is not enrolled in the service on that occasion	Low	<ul style="list-style-type: none"> <li>If necessary, educator may decide to have the children not engage in play while waiting for the bus in order to best manage a given situation</li> </ul>	All educators	During journey and at the park
Playing at the park	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	High	<ul style="list-style-type: none"> <li>Educator checks park for hazards prior to allowing the children to enter. If deemed unsafe, children must remain in the bus shelter or nearby</li> </ul>	All educators	On arrival at the park
Getting onto the bus	Children running onto the road	Very High	<ul style="list-style-type: none"> <li>Educator to instruct children to line up minimum 2 metres from the roadside</li> </ul>	All educators	When the bus arrives
Getting onto the bus	Children running onto the road	Very High	<ul style="list-style-type: none"> <li>Educator will guide the children onto the bus and remain at the front of the line at all times as children get onto the bus</li> </ul>	All educators	When the bus arrives
Walking to the bus stop and playing at the park	Children suffering a medical illness or injury due to a medical condition	High	<ul style="list-style-type: none"> <li>Children with medical conditions will have their medication in their bags on each occasion at the centre</li> <li>Educator will have a first aid kit equipped with asthma medication</li> <li>Educator will have access to a copy of the medical management plans for all children present with medical conditions (via KS)</li> <li>An educator will be present on duty who has a current first aid certificate including asthma and anaphylaxis training</li> </ul>	Responsible Person	Prior to leaving



Children playing with items during walk	Children getting distracted and not following safe behaviour during walk	High	<ul style="list-style-type: none"> <li>Children will be reminded to not play with items on walk or play with each other (strategies include frequent reminders, stopping the group when needed, follow up later when back at service if needed)</li> </ul>	All educators	During journey
Children petting unknown dogs in the street and at park	Children getting hurt by frightened or aggressive dog	High	<ul style="list-style-type: none"> <li>Children will be reminded not to approach unknown dog unless staff member first gives permission after ensuring all safety checks have been established (check with owner, is it a safe moment)</li> </ul>	All educators	During journey
Children trying to walk alongside or in front of educators, particularly when waiting to cross a road	Children may wrongly anticipate time to leave kerbside and walk into the path of a car	Extreme	<ul style="list-style-type: none"> <li>Educators will remind children frequently to stay behind them at all times, including when getting ready to cross a road</li> <li>Educators will follow up on any incident where children are not listening properly to this instruction</li> </ul>	All educators	During journey
Children asking educators to carry their belongings	Educators won't have hands free to manage emergency incidents, hold a child's hand etc	Medium	<ul style="list-style-type: none"> <li>Educators will ask children to carry their own bags and belongings</li> <li>Exceptions will be in the case of injury, disability, child with heavy item to carry</li> </ul>	All educators	During journey

Plan and Review		
<b>Prepared by (name and role):</b> Suzanne Allnutt, Nominated Supervisor	<b>Signature:</b> 	<b>Date:</b> 28.03.2024
<b>Developed in consultation with (name/s of staff):</b> Simone Knox, Brodie Santas, Pheobe Knox, Callum Nichols		
<b>Communicated to all relevant staff:</b> Yes, via team social media group		
<b>Vehicle safety information reviewed and attached:</b> N/A	<b>Comment if needed:</b> N/A	
<b>Next Review Date:</b> 28.03.2025		
<b>Staff consulted in review:</b>		