



Regular Transport Risk Assessment

Transporting children from the bus stop in After School Care

This risk assessment supports the safety and wellbeing of children travelling from the bus stop on foot, escorted by educators, on each occasion when they attend in after 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 after 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.

Service name	Tanderra Out Of School Hours Care
Reason for Regular Transport	Collecting children from the bus stop each afternoon from school to convey them to the centre for AFTER SCHOOL CARE
Departure Point	Bus stop at Westpac Bank, Macquarie Road, Springwood
Stops along the route	Nil
Destination	Tanderra, 14 Raymond Road, Springwood
How frequently is this journey expected to occur?	Every day during the school term
Which day(s) of the week will children be transported?	Monday, Tuesday, Wednesday, Thursday, Friday
Approximate Time of Journey	15:05 (Ellison PS), 15:35 (St Thomas Aquinas PS), 15:45 (Springwood PS)
Estimated Length of journey	Walk time 5 – 10 minutes
Mode of Transport	Walking
Route (1) See map attached marked Route (1)	Children alight from the bus stop at the Westpac Bank in Macquarie Road, Springwood. Walk towards the Town Square and turn left down the side of the Town Square, towards the lower carpark. Traverse directly through the carpark at the footpath at the left side. Traverse through to Springwood Avenue. Turn left and walk along Springwood Avenue to Petite Lane. At Petite Lane, cross to the opposite side of Springwood Avenue. Walk up Springwood Avenue towards Raymond Road. At the corner of Springwood Avenue and Raymond Road, cross the road to Tanderra.
Alternative Route in poor weather or other adverse conditions (2) See map attached marked Route (2)	Children alight from the bus stop at the Westpac Bank in Macquarie Road, Springwood. Walk along Macquarie Road towards Tanderra and turn right at Raymond Road. Walk down Raymond Road and turn right at Springwood Avenue. Cross at Springwood Avenue outside the RMS building. Traverse directly up Springwood Avenue towards Tanderra. Cross Raymond Road to get to the centre.

Requirements for seatbelts or safety restraints in your state or territory have been met	Nil Comment: Service responsibility for the children commences at the first point of contact when the children get off the bus
Anticipated Number of Children on each Journey	Between 5 and 30
Anticipated Number of Adults in Attendance	1 - 2
Anticipated Staff in Attendance	Name of Educators: Suzanne Allnutt Simone Knox Callum Nichols Pheobe Knox Dallas Bigelow Brodie Santas Sharon Fairbairn
Number of Additional Adults in Attendance	None
Any water hazards on proposed route travelled and at each stop?	No
Describe the process for disembarking the bus and walking to the Centre: (include how each child's wellbeing is safely accounted for)	<p>The leading educator will count the children as they alight from the bus, standing near to the open bus doors. This educator will not move away from the doors until the last child has dismounted. The other children will be instructed to line up as far from the roadside as possible as they dismount. If another educator is present, he/she will supervise the children and instruct them to line up against the far wall. Once all children have dismounted from the bus, the lead educator at the front of the line will undertake a face-to-name check using a bus list (paper or online via mobile phone).</p> <p>If there are any children who are not present at the bus stop when expected and not found to be on the bus, educators will contact the parent/guardian/emergency contact as soon as possible once back at the Centre. If educators are concerned for the child's whereabouts, they may call staff at Tanderra to undertake this as soon as possible.</p> <p>The lead educator will lead the group to Tanderra and ensure that children remain behind him/her at all times. If there are 2 educators, the other educator will remain at the back of the line and ensure that children remain in front of him/her at all times.</p>

<p>Describe the procedures for entering the Centre: (include how each child is accounted for)</p>	<p>On arrival at the Centre, the lead educator will count the children in at the gate to ensure the same number of children have arrived as were collected at the bus stop. If 2 educators are present, the other educator will be the last person to enter the premises. If any discrepancy exists between the number of children marked on the roll and the headcount through the gate, an educator will undertake a face-to-name roll call inside the centre.</p>
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Transport checklist – items to be readily available when transporting children	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of children involved
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Hi-Vis clothing worn by educators
<input type="checkbox"/> Medication for children with medical conditions (if req)	

The table below identifies and assesses risks to the safety, health or wellbeing of children being transported, and specifies 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
Getting off the bus	Children falling down the bus steps or getting caught in bus doors or other injury while dismounting	Medium	Educators to ensure the last child has dismounted safely from the bus before walking away from the bus	All educators	Getting off the bus

Waiting at the bus stop prior to leaving to go to the centre	Children running onto the road and being hit by a car	Very High	<ul style="list-style-type: none"> Educators to keep children close together in group and supervise closely 	All educators	Waiting at the bus stop prior to leaving to go to the centre
Waiting at the bus stop prior to leaving to go to the centre	Children running onto the road and being hit by a car	Very High	<ul style="list-style-type: none"> Educators to instruct children to line up at the side of the footpath furthest from the road 	All educators	Waiting at the bus stop prior to leaving to go to the centre
Waiting at the bus stop and walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Educators to guide children to remain calm and to not be too noisy 	All educators	Waiting at the bus stop and walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Educators to keep group of children in a tight group without large gaps 	All educators	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Ratio must be 1:15 maximum with consideration for an additional educator depending on the assessed needs of the children 	Responsible Person	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Children to remain behind the leading educator and in front of the back educator (if present) at all times 	All educators	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> The children will be guided to walk in single file or 2 abreast but not 3 or more abreast throughout the journey 	All educators	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Leading educator to stop at every road/ change of direction/ pedestrian crossing to do a head count 	All educators	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Educators to follow up any ongoing behaviour issues with Responsible Person and/or Nominated Supervisor 	All educators	Walking from the bus stop

Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Address ongoing behaviour issues with children and families as needed 	Responsible Person/Nominated Supervisor	Walking from the bus stop
Walking from the bus stop	Being hit by a car	Very High	<ul style="list-style-type: none"> Consideration will be given to increasing the number of educators present so that 1 educator is at the front while another is at the rear and can see the group up ahead depending on abilities of children. Springwood and St Thomas PS collections can be combined to support this 	Responsible Person	Prior to journey
Walking from the bus stop	Getting Lost or absconding	Medium	<ul style="list-style-type: none"> Educators to keep children within sight at all times. 	All educators	Walking from the bus stop
Walking from the bus stop	Getting Lost or absconding	Medium	<ul style="list-style-type: none"> Educators to undertake headcounts at regular intervals 	Leading educator (at the front of the group)	Walking from the bus stop
Walking from the bus stop	Getting Lost or absconding	Medium	<ul style="list-style-type: none"> Educators will carry a list of children present to refer to which they will use to verify that all children are present at regular intervals (paper or portal via mobile phone) Educator will call 000 if child cannot be found or called back to the group 	Leading educator (at the front of the group)	Walking from the bus stop
Walking from the bus stop	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	High	<ul style="list-style-type: none"> Educator check for hazards while walking and decide on appropriate actions needed if encountering an unexpected hazard such as heavy rain, lightning, glass on footpath etc 	All educators	Walking from the bus stop

Walking from the bus stop	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> Educators will keep all children within their sights at all times 	All educators	Walking from the bus stop
Walking from the bus stop	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> Educators will step in to manage/arbitrate any situation arising with a member of the public 	All educators	Walking from the bus stop
Walking from the bus stop	Child sustaining injury while walking	Medium	<ul style="list-style-type: none"> If more than 1 educator is present, 1 educator is to maintain supervision while the other attends to injured child If only 1 educator is present, he/she will keep the supervise the other children while attending to the injured child If necessary, call another educator at the service to provide additional 	All educators	Walking from the bus stop
Walking from the bus stop	Children suffering a medical illness or injury due to a medical condition	High	<ul style="list-style-type: none"> Children with medical conditions will have their medication in their bags on each occasion at the centre Educators will have a first aid kit equipped with asthma medication Educators will have access to a copy of the medical management plans for all children present with medical conditions 	Responsible Person	Walking from the bus stop
Getting off the bus	Children falling down the bus steps or getting caught in bus doors or other injury while dismounting from the bus	High	<ul style="list-style-type: none"> Educators to ensure the last child has dismounted safely from the bus before walking away from the bus 	All educators	Getting off the bus

Children playing with items during walk	Children getting distracted and not following safe behaviour during walk	High	<ul style="list-style-type: none"> 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) 	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"> 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) 	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"> Educators will remind children frequently to stay behind them at all times, including when getting ready to cross a road Educators will follow up on any incident where children are not listening properly to this instruction 	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"> Educators will ask children to carry their own bags and belongings Exceptions will be in the case of injury, disability, child with heavy item to carry 	All educators	During journey
Children not listening well due to distraction and noise when getting off the bus	Children not lining up at the wall and being at risk of moving close to or into the road	High	<ul style="list-style-type: none"> Remind children frequently to go straight to the wall when getting off the bus Remind children in discussions back at the centre when reinforcement of message is needed 	All educators	On arrival Later on arrival at the centre

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