

## 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, 2014; Kidsafe, 2018).

### NATIONAL QUALITY STANDARD (NQS)

| 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 REGULATIONS

|     |  |
|-----|--|
| 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                             |

### PURPOSE

Our Service will ensure best practice guidelines are implemented with children, families, and Educators of the Service, 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, management, and visitors of the Service.

### IMPLEMENTATION

To comply with National regulations and law, Early Childhood Services are required to protect children from harm and hazards likely to cause injury. To ensure compliance, management and Educators of the Service will ensure best practice is adhered to, maintaining children's health and safety.

#### Management will ensure:

- 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).
- A written risk assessment is undertaken prior to excursions, including the safest route for travel.
- Road safety education is provided within the program for children and families.

- Educators have access to regular professional development and training in road safety, complying with national regulations and standards.
- There are ample helmets for the children to be able to ride their bikes and scooters in the outdoor environment safely. Educators will ensure that all children are wearing an approved helmet before participating in riding bikes and/or scooters.
- There are visible signs for families to remind them about keeping children safe. For example, leaving children in the car.
- Parents and guardians are provided with specific road safety information, including parking safely, locking their car, local area speed limits, etc.
- Parents are provided with general road safety information about transporting children to and from the Service, including safety doors, driveway safety, child restraints, and role modelling safe road and car park use.
- Parents have a clear understanding about our policies in order to keep children safe.
- The Educational Leader educates staff about the importance of road safety.
- The *Car park safety checklist* is carried out on a regular basis and items requiring attention promptly rectified.

#### A Nominated Supervisor/ Responsible Person will ensure:

- Children participate in excursions only if they have parent permission.
- A risk assessment is completed prior to excursions to ensure the safest route and minimise or manage any potential risks.
- Children are adequately supervised at all times.
- Educators remain current with roads and traffic professional development.
- Educators have a clear understanding and comprehension of National regulations and standards in regard to keeping children safe in and around traffic.
- Road safety is embedded into the program, supporting children's understanding and knowledge
- Helmets are always set up when the bikes and scooters are made available to children
- They discuss appropriate road safety expectations with family's, including leaving children in the car, intoxication whilst driving etc.

#### Educators will:

- Communicate excursion requirements with the Nominated Supervisor and Management to ensure they have a clear understanding about expectations
- Have a comprehensive understanding of the National Regulations and Standards in regard to keeping children safe.
- 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 gain the 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.
- Adhere to their duty of care to keep children safe.

Important: Parents will be notified as soon as practicable but within 24 hours if their child is involved in an accident at the Service or while under Service care. Details of the incident/accident will be recorded on an Incident, Injury, Trauma and Illness Record.

Important: 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.

Parents are responsible for:

- Reading, signing and dating permission forms prior to excursions to confirm they agree to the excursion conditions.
- 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 Car park safety management sheet).
- 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.

SOURCE:

Australian Children’s Education & Care Quality Authority. (2014).  
 Education and Care National Regulations. (2011).  
 Fair Work: <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time>  
 Guide to the National Quality Standard. (2017).  
 Karen Kearns. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).  
 Revised National Quality Standard. (2018).

REVIEW

| POLICY REVIEWED                 | DECEMBER 2018  | NEXT REVIEW DATE | DECEMBER 2019 |
|---------------------------------|--|------------------|---------------|
| MODIFICATIONS                   | <ul style="list-style-type: none"> <li>• Incorporated references to existing road safety forms.</li> <li>• Additional information added to points.</li> <li>• References added to statistical information.</li> <li>• Points added (Highlighted).</li> <li>• Sources checked for currency.</li> <li>• Sources/references corrected, updated, and alphabetised.</li> <li>• Unnecessary/unrelated references deleted.</li> <li>• Minor formatting (line spacing &amp; paragraph spacing) for consistency throughout policy.</li> <li>• Spellcheck changed to English (Australia).</li> </ul> |                  |               |
| POLICY REVIEWED                 | PREVIOUS MODIFICATIONS   | NEXT REVIEW DATE |               |
| OCTOBER 2017                    | <ul style="list-style-type: none"> <li>• Updated references to comply with the revised National Quality Standard</li> </ul>  | DECEMBER 2018    |               |
| CREATED MAY 2017<br>AUGUST 2017 | <ul style="list-style-type: none"> <li>• New Policy Created</li> <li>• Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> </ul>  | MAY 2019         |               |