



Transporting of Children Policy

1. INTRODUCTION

Life Skills & Adventures Transport of Children Policy ensures all children are safely transported from one location to another as part of our camping programs, in accordance with the Education and Care Services National Act and Regulations 2011 and relevant State or Territory road safety legislation. This includes the effective use of age appropriate child restraints when travelling by public or private bus or other vehicle, in accordance with nationally agreed amendments to State legislation for children under the age of seven.

2. POLICY

All Life Skills & Adventures' camps will travel in a motor vehicle or bus adopting and abiding by the relevant State Authority's Act and/or Regulations in regards to road safety.

This includes the safe and effective use in particular regards to:

- All persons travelling in any vehicle must travel in a restraint that is properly adjusted and fastened. The restraint will be a child restraint, booster seat or adult seatbelt. The type of child restraint will depend on the person's size and age.
- Children under seven years of age use a child restraint or booster seat when travelling in any vehicle, taking into account the type of restraint required dependent on the age of the child, reflecting legislated standards for the following age groups:
 - Under six months
 - Between six months and under four years
 - Between four years and under seven years
- Only approved child restraints, booster seats or child safety harnesses that comply with the 1995, 2000, 2004 or 2010 versions of the Australian and New Zealand Standard AS/NZS 1754 standard are utilised. This standard (AS/NZS 1754) is one of the most stringent child restraint standards in the world and Life Skills & Adventures complies with this at all times.
- All car seats, restraints and booster seats are approved and fitted in accordance with Australian Standards and all parts, including the instruction booklet, are available.
- Taxis are exempt from the child restraint laws that apply to the carriage of children under seven years in motor vehicles, and as such, are excluded from the above listed requirements. In case of an emergency and where necessary, children under the age of seven years will be transported by a taxi and not a private vehicle.
- LSA Camps comply with the number of licensed places per vehicle at all times, including passengers who are standing, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by private bus, children are permitted to sit more than one passenger per seat in the case of children aged between five and twelve years, depending on the type of vehicle, size and speed that the vehicle is travelling.
- When travelling by a vehicle that has two or more rows of seats, children aged between four and seven years must not travel in the front seat unless all other seats are being used by children under seven years. In this situation, a child may travel in the front seat using an approved booster seat and a properly fastened and adjusted seatbelt.

- When planning to transport children by any method, including walking and public transport, the mode of transport is determined by a risk assessment to ensure transport is suitable and safe for all children and staff.
- Life Skills & Adventures will avoid staff travelling in vehicles with children. However, if this is required, the following safety system must be in place:
 - Staff must be approved by Company Directors
 - Staff must not travel with a child by themselves (at least two staff are required)
- Life Skills & Adventures require external and internal bus hire companies staff to comply with our Practice and Behaviour guidelines.

3. DEFINITIONS

Child restraint: a device, such as a seat belt or small car seat with a seat belt, used to control and protect a child in a motor vehicle.

Approved child restraint, booster seat or child safety harness: comply with the 1995, 2000, 2004 or 2010 versions of the Australian and New Zealand Standard AS/NZS 1754.

4. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy
CEO	Approve the Policy Provide official sign off on the Policy

6. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

7. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- [Australian Competition and Consumer Commission: Product Safety Australia, ChildRestraints](#)
- [Bus Safety Act \(2009\)](#)
- [Bus Safety Regulations \(2010\)](#)
- [Transport Integration Act 2011](#)
- [VicRoads Website](#)
- [Vicroads child restraint and booster seat product tables](#)