

Risk assessment– Transporting children (*other than as part of an excursion*)

Children are often transported by educators for reasons other than excursions, for example, transporting to and from the educator's home, other location or a child's home.

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**).

** 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. Any change in circumstances requires a new risk assessment.*

Educator's Name.....

Transport from: to: (e.g. each child's home address or each school)	Start date/day: End date/day:	Proposed number of children and their ages
Activity: e.g. collecting children from school or home	Name/s of any additional adults:	
	Does this travel require a higher educator to child ratio?	
Method of transport: e.g. walking, bus, private car	The child restraint check is current and the vehicle does not exceed the approved passenger capacity	
Estimated time of travel between the different locations E.g. Departing the service, arriving at children's homes or schools and arrival at the service	Proposed route: (attach sheets)	
<input type="checkbox"/> List of children involved	<input type="checkbox"/> First aid kit	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Other items, please list	
<input type="checkbox"/> Medication, health plans and risk assessments for individual children		

<p>Describe the process for entering and exiting your family day care home and the pick-up location or destination (as required). Include how each child is accounted for</p>	
<p>Describe the procedures for embarking and disembarking the vehicle. Include how each child is accounted for in embarking and disembarking</p>	
<p>Any water hazards on proposed route travelled and at each stop? E.g. bridge, causeway, roadside water courses, risk of flooding, beach, lake, dam. How will these be managed in an emergency?</p>	

<p>Risks associated with the activity (eg. cars moving in and out of spaces in the school car park)</p>	<p>Hazards identified (eg. reversing cars not seeing the children)</p>	<p>Risk assessment (use matrix)</p>	<p>Elimination/control measures</p>

*Please use the matrix to determine the excursion's overall risk

Risk Matrix						
	Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High