



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.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
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

The Farmhouse Montessori School will ensure best practice guidelines are implemented with children, families and Educators of the Service, to ensure children are kept safe whilst travelling as pedestrians, cyclist and passengers in vehicles. As Educators, we encourage children and families to participate in road safety education to help them become safe and responsible road operators.

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 School 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. (Please Refer to The school 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 visible signs for families to read 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 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 modeling safe road 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

A Nominated Supervisor/ Certified Supervisor 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
- They remain up to date with roads and traffic professional development
- They have a clear understanding and comprehension of national regulations and standards in regards to keeping children safe
- 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 with families appropriate road safety expectations, 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 regards 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 keep safe
- Discuss road safety expectations and guidelines with families
- Follow appropriate procedures in the event of a vehicle accident including children, educators or families, informing management.
- 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 School or while under the Schools care. Also, 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 School
- Being aware of safety locations and general road safety requirements when arriving and departing from the School
- Never leaving a child/children and/or animal in the car alone at any time
- Using the safety door when arriving and departing the School
- Being aware of the School policy relating to safe transportation of children to and from the service.

1. Education Programs

- a) Parents and educators are the ideal models to assist children to understand how to use a road safely. Day to day experiences will be used to educate children on the dangers of the road, as well as how to use the road safely.
- b) Staff and educators will promote positive and appropriate road safety messages to children and families.
- c) The school will provide current and relevant information to families about road safety through posters, pamphlets and newsletters. Families can use these tools to talk to their children.
- d) Staff and educators will incorporate road safety within the program on a regular basis in all key areas such as passenger safety, pedestrian safety, safe play, heat stress in cars and transport safety (including bike, scooter and skateboard).
- e) Staff and educators will use road safety kits, which include books, CD's, posters and discussion charts in educating children on road safety.
- f) Staff and educators will use excursions and outings as an opportunity to discuss these issues with children.
- g) Staff and educators will model appropriate road safety tips including talking to children about holding an adults hand, stop, look, listen and wait along with walking on the footpath and across the road.
- h) Educators will have opportunities to attend road safety training on various key road safety messages.

2. Pedestrian Safety Information

- a) This involves crossing the road, developing an awareness of vehicles, using designated pedestrian crossing. Kidsafe recommend that children are closely supervised by an adult when near or crossing roads until they are at least ten years of age.
- b) Prior to this age children are vulnerable as they:
 - Are easily distracted
 - Are smaller making it harder for drivers to see
 - Are unpredictable in nature and act inconsistently in and around traffic
 - Do not have the developmental ability to judge the speed and distance of a moving object, nor the direction of sounds or changes in traffic conditions.
 - Are unable to identify safe places for crossing the road.

Please see: Walking-Cycling to School Alone Policy link below:-

[..\Extras to be included\Completed Extra Policies\Walking-Cycling to School Alone-Policy-Extra \(2\).docx](#)

3. Passenger Safety

- a) All children up to 7 years of age must be safely restrained into an approved restraint that is right for their age and size. (Effective from 1 March 2010)
- b) Parents are required to restrain their child in their vehicle prior to leaving the School. It is illegal for a person to be unrestrained in a vehicle.

- c) Travelling in the front seat – Children under 4 years must not travel in the front seat of a vehicle that has two or more rows. Children aged between 4 and 7 years must not travel in the front seat of a vehicle that has two or more rows unless all the other back seats are occupied by children who are also under 7 years travelling in an approved child restraint.

4. Safe Parking

The school has strict requirements for parking and are clearly outlined on the school website as follows:

Nth Balgowlah Campus

- a) All parking in the school car park is nose to curb only.
- b) An adult should accompany the child to and from the car and remain with them at all times.
- c) There is a 5 minute parking limit during peak times – please see notice in car park.
- d) Do not carry items that would prohibit you from holding onto your child's hand. Bring your child to the classroom first and return to the car to get any other items if necessary. All children are expected to carry their own bag upon their back from the car in both the toddler and pre-primary class.
- e) Children CANNOT be left unattended in the car. This is a criminal offence. Staff at the school are mandatory reporters of children at risk of harm and are required by law to report a child left unattended in the car. If your child is asleep or unwilling to come out of the car, ask someone you know to stand by your car while you pick up /drop off your child.
- f) During peak times exiting the car park is left turn only at North Balgowlah
- g) When driving in please stop at the end of entrance driveway to check for spaces. Please note that when the car park is full, you will need to find a place on the street to park your car. The car park was never intended to accommodate everyone.
- h) Car parking areas are always dangerous areas. Anyone who does not comply with the car park requirements will not be permitted to use our car park and will have to park on the street.
- i) If you are parked across the road please note you MUST go to the pedestrian crossing to cross over. This is not only for the safety of you and your child but also as a model to your child and other children coming to school

Nth Head Campus

- a) All parking at the Nth Head Campus Primary is under the control of Sydney Harbour Trust so parents are asked to please obey all road sign. There is a 5 minute parking limit during peak times in the car spaces at the front of the building. – Please see posted signs in car park. Unlimited car parking spaces are available if you follow the Parking signs posted.
- b) Parking is restricted to designated car parks;
- c) An adult should accompany the child to and from the car and remain with them at all times.
- d) Children CANNOT be left unattended in the car. This is a criminal offence. Staff at the school are mandatory reporters of children at risk of harm and are required by law to report a child left unattended in the car. If your child is asleep or unwilling to come out of the car, ask someone you know to stand by your car while you pick up /drop off your child at the Primary school.
- e) Car parking areas are always dangerous areas. Anyone who does not comply with the car park requirements and or signs maybe fined by Sydney Harbour Trust.
- f) Check under cars before driving off (particularly at dawn and dusk).
- g) Drive within speed limits and watch out for fauna on the roads
- h) Dogs and other domestic animals are not permitted on any part of North Head Sanctuary, Manly. (Even if they stay in a locked car in the carpark).
- i) no bicycles, skateboards, scooters on footpaths and bush tracks;
- j) Report immediately any sightings of foxes, dogs or cats to Harbour Trust Rangers or Security.

Source

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Roads and Traffic Authority Website
- NCAC Newsletter
- National Law
- Child Protection Act
- Mandatory Reporting Guide

QA 2 Road Safety Policy

Policy Review Date	Modification	Next Review Date
Written: 7 November 2011 Dec 2012 Feb 2014		Reviewed: November 2012 Reviewed: March 2014 Reviewed: May 2016
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