
	Management Area: Children's Services	Version No: 4.0 Pages: 4
	Category of Policy: Operational	Approval Date: 14/07/2023 Policy Approver: Head of Children's Services
Policy Title: Transport Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

Transport Policy

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1. Purpose


The following policy is designed with the intended purpose of moving children within the care service safely on and off the transport and ensuring that all children are accounted for before and after being transported.

2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

3. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

4. Definitions

Authorised person

A child's parent or guardian or anyone whom they nominate to act on their behalf as part of the enrolment process and is recorded on the child's enrolment form.

Excursion

An outing organised by an education and care service outside of the approved premises.

Routine or Regular Outing

A walk, drive, or trip to and from a destination:


- a) That the service visits regularly as part of its education program; and
- b) Where the circumstances relevant to the risk assessment are the same on each outing

Risk assessment

A document that outlines possible risks that may occur, and things we can do to mitigate the risk to either reduce or remove potential hazard outcomes.

5. Key Relevant Documents

- Transport risk assessment

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- Transport Procedure
- Excursion procedure
- Incident and injury procedure
- YMCAs Excursions Policy
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Care Services National Amended Regulations 2022
- Educations Standard Board – New children's safety requirements during transport commencing 1st March 2023

6. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

7. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	24/08/2020	Update of regulatory requirements.	24/02/2020	24/08/2022
3.0	03/03/2022	Review and update.	16/05/2022	02/05/2025
4.0	14/07/2023	Review and update.	14/08/2023	July 2025
5.0	26/05/2025	Updated policy name – removed bus and taxi. Updated responsible person, employee, volunteer and students roles and responsibilities. Removed expired references. Removed duplicate information.	26/05/2025	May 2027