Partnerships with families  
4th October to 8th October 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing the weeks 26 to 30 of our professional development activities this year. These activities included learning more about:
  + supervision practices
  + health, hygiene and safe food practices
  + our child protection responsibilities
  + professional development benefits and opportunities
  + supporting children to learn about environmental responsibility and sustainability
* reviewing our Transport Policy. A summary follows:

**Transport Policy**

Children will not be transported unless parents authorise this. The Policy outlines what the Authorisation must include.

The Nominated Supervisor or educators will complete a risk assessment before children are transported unless it is ‘regular transportation’ (circumstances are substantially the same) and a risk assessment has been completed within the last 12 months. Policy outlines what the risk assessment must include.

The Nominated Supervisor will:

* nominate the driver (service operated vehicles), lead educator and person responsible for checking vehicle at end of trip
* update risk assessments and obtain new authorisations if circumstances change
* ensure drivers meet the fitness and licensing requirements outlined in Policy
* ensure child restraints/booster seats in vehicles meet Australian standards
* follow recognised service schedules and organise an annual mechanical inspection, or sight evidence vehicle has had mechanical inspection within the last 12 months

The Nominated Supervisor and staff will:

* ensure and all children are appropriately restrained as required by Australian laws and outlined in Policy
* complete a risk assessment and implement measures to remove or control the risks posed by any car park on the premises.

To ensure children’s safety educators will:

* implement the **Transport Procedure** or **Transport Procedure Excursions** when transporting children to and from destinations
* closely supervise children when outside the service near roads
* regularly integrate learning about road safety into the curriculum.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor