Partnerships with families  
2 to 6 October 2023

Dear Families,

As a part of the continuous improvement required by the National Quality Standard this week we are reviewing weeks 26 to 30 of our professional development activities this year. We always welcome your suggestions and feedback.

This week we’re also 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 Excursionswhen 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