

EARLY YEARS POLICY

Early Years Services Family Day Care Transport/Vehicle Use Authorisation	Policy No:	QA 3.4
	Document No:	D15/35333
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	7 May 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

To minimise the risk of injury to children within the Surf Coast Shire Council Family Day Care Service through compliance with Victoria's child restraint and road rules.

2. Scope

Evidence of the link to National Quality Standards: 2.2

Evidence of the link to Education & Care Service National Regulations: 99, 165, 167

3. Application

All Surf Coast Shire Family Day Care educators and children accessing the service.

4. Definitions

Not applicable.

5. Policy

At all times while participating in the program Family Day Care children shall be transported only in a vehicle that:

- is currently authorised for this purpose by the Surf Coast Shire Family Day Care Service.
- has had all child restraints checked by an authorised restraint fitter, and
- is registered and maintained in a roadworthy condition. (*Refer to vehicle authorisation section 5.1 of this policy*).

If retro fitted additional seating is installed, the seats and fittings should comply with *VSB5, National Code of Practice* for that vehicle model. The seat should be front or rear facing with upper body restraints. This seating can only be used for children aged four to 7 years, provided the seat is suitable for children's height and weight and a lap sash seatbelt or seatbelt with a child safety harness is used (written permission from parent must be obtained before transporting children in a retro fitted seat).

It is the responsibility of the Family Day Care Educator to ensure that every Family Day Care child is transported only in *AS/NZS 1754:2013, AS/NZS 1754:2010 and AS/NZS 1754:2004* approved restraints, appropriate to their age and weight, according to the law and VicRoads guide "Choosing and Using Child Restraints and Booster Seats." *See guide below.*

Educators transporting Family Day Care children will hold either a full or probationary licence.

At no time shall more than one child use an individual restraint.

Children shall never be left in a vehicle unattended at any time.

Family Day Care Educators must refuel their registered vehicles outside of family day care hours.

All required documentation must be completed prior to transporting Family Day Care children; i.e. excursion forms and risk assessment forms.

USE THIS GUIDE IN CONJUNCTION WITH VICROADS “CHOOSING AND USING CHILD RESTRAINTS AND BOOSTER SEATS”

APPROX. WEIGHT	AGE	RESTRAINT
Up to 9 to 12kg or 700mm-850mm long	Up to 6 months	Approved rearward-facing child restraint with inbuilt harness
8 to 18 kg	6 months to 4 years	Approved forward facing child restraint with inbuilt harness
14 to 26 kg	Approx 4 to 7 years	Must use either <ul style="list-style-type: none"> • A properly fastened and adjusted forward facing approved child restraint with inbuilt harness or • An approved booster seat and be restrained with a properly fastened and adjusted seat belt or child harness.
Over 26 kg or eyes are level with top of vehicle seat	7 to 12 years	<ul style="list-style-type: none"> • An approved booster seat and be restrained with a properly fastened and adjusted seat belt or child harness.
Retro fitted additional seating has weight restrictions. See #3 above. Please attach a copy of manufacturer’s instructions. NOTE: due to various sizes/design of additional seating, seek advice from a restraint fitter as to the correct restraints that can be used.		
This is to be documented by the restraint fitter on the Family Day Care – Vehicle Use Authorisation Form (If a child aged between 4 and 7 is able to sit in the retro fitted additional seating due to their size and weight, parent/guardian permission must be sought in writing prior to transporting the child.		
FAMILY DAY CARE CHILDREN ARE NOT PERMITTED TO BE TRANSPORTED IN A LAP ONLY SEAT BELT		

Note: Exception to the table above

If all seats other than the front seats are being used by children under 7 years, children aged between 4 and 6 (inclusive) may travel in the front seat, provided they use an approved booster seat that does not need to be anchored. (If a child is to sit in the front seat of a vehicle, parent/guardian permission must be sought in writing prior to transporting the child). Parents must be informed that airbags are present in the educators vehicle and identify the locations in the parent permission form, identifying strategies that you will follow to minimize the risk of harm to the child by the air bags. Please refer to manufacturing guidelines for guidelines and safety in regards to airbags and transporting young children.

Note: Please refer to and comply with manufacturer’s instructions.

Note: This guide ensures a minimum standard, however, children vary in size, so larger or smaller children may not suit the restraint for their age.

Please seek advice from Co-ordination Unit staff or Restraint Fitter.

5.1 Vehicle Use Authorisation

Child restraints in the vehicle need to be checked annually by an authorised vehicle child restraint fitter. A Family Day Care – Vehicle Use Authorisation form needs to be completed by the authorised child restraint fitter. This is to be conducted outside of Family Day Care operating hours, unless the fitter is attending the premises of the Educator.

Family Day Care educators are required to make appointments with a registered child restraint fitter for the aforementioned processes (please note that the FREE car restraint fittings done across the Surf Coast Shire is not recognised).

If the Restraint Fitter deems the vehicle unsafe for any reason, the Family Day Care educator will be advised. Restraint Fitter will record the issue and discuss with the Family Day Care Team Leader or Support Officer. If the vehicle is deemed to be unsafe the certificate will not be signed until the vehicle is made safe.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Family Day Care Vehicle Use Authorisation Form	Records	7 years	Off-site
Family Day Care Home Safety Checklist Template	Records	7 years	Off-site
Family Day Care Regular Excursion Authority	Records	7 years	Off-site
Family Day Care Non Regular Excursion Authority	Records	7 years	Off-site
Early Years Risk Assessment Management Plan	Records	7 years	Off-site

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies

Not applicable

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D14/108189	Family Day Care Vehicle Use Authorisation Form
D14/28577	Family Day Care Supervision of Children Work Instructions
D17/51029	Family Day Care Home Safety Checklist Template
D18/29066	Family Day Care Regular Excursion Authority
D14/48378	Family Day Care Non Regular Excursion Authority
D14/87971	Early Years Risk Assessment Management Plan

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/06/2016	Approved by:	Manager Aged and Family
Amendment/Review 2:	21/06/2018	Approved by:	Manager Aged and Family
Amendment/Review 3:	07/11/2019	Approved by:	Manager Community Strengthening
