



CENTRE PROCEDURES

46 Health and safety practices Standard: General

Licensing Criteria: HS17, HS18

CHILD TRANSPORT POLICY

Purpose:

To ensure the safety of children and the driver during transport before, after or during attendance at a Treetops ELC centre by a Treetops ELC staff member and/or in a Treetops ELC vehicle.

Guidelines:

1. Parental permission must be obtained prior to any child being transported unless it is a medical or civil defense emergency.
2. Any vehicle used to transport tamariki must have at least two adults who have been safety checked in the vehicle.,
3. A signed consent form must have the names of the staff who are authorised by the parent/guardian to collect or drop off Tamariki. Only staff members who have parental authorisation are able to transport tamariki at any time.
4. Tamariki must not be seated in the front seat of the car if there is an airbag unless they are over 148cm tall.
5. Tamariki must remain seated at all times while the vehicle is turned on and must be restrained in a safety approved over the shoulder restraint as required by clause 7.6 of the Land Transport (road user) Rule 2004.
6. Tamariki must not be left alone in the vehicle at any time.
7. Only drivers holding a current full driving license will be permitted to transport tamariki.
8. All vehicles must carry a stocked first aid kit.
9. The driver must have a mobile phone and access to contact details and emergency contact details for all tamariki being transported.
10. It is the responsibility of the CM to ensure that any work vehicles for their centre are properly maintained, serviced and kept in a clean and tidy condition.

If the vehicle is involved in an accident:

- Ensure tamariki are safe and not hurt
- Seek medical advice/call 111 if required
- If another driver is involved, collect the following information (once it has been confirmed all tamariki are safe and unhurt)
 - Name, phone number and address of the owner
 - Vehicle type
 - Vehicle registration
 - Insurance company
 - If they admit fault, record precise words
 - Name, phone number of any witnesses
 - Report to your CM, who will inform CD immediately.

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Link to policy	RAMS
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