

## PROCEDURE 26: TRANSPORTING CHILDREN

Child passenger safety is an important aspect of road safety education, which is a shared responsibility between the school and parents. This procedure is targeted to support the school's overall road safety procedure, help reduce risk of injury, and support student wellbeing.

### Purpose:

1. To support road safety awareness at all levels throughout the school.
2. To encourage road safety and injury prevention behaviours among children as they travel to and from school.
3. To encourage parents to model and reinforce messages taught at school.

### Guidelines:

School staff, parents, caregivers, and students travelling on school related trips will be guided by the following procedures:

1. Child restraints are mandatory for all children under seven (until their seventh birthday) when travelling on school related trips in privately owned motor vehicles, including minivans and shuttle buses.
2. For children who are 7 or older, but under the height of 148 cm, it is recommended by Safekids NZ that they also be in a booster seat. It will be Whareorino School parents' responsibility to supply a booster seat should they wish to, for school related trips when travelling in privately owned motor vehicles, including privately owned minivans and shuttle buses.
3. Booster seats must meet an approved standard and be appropriately sized and fitted in the vehicle.
4. Children must travel in the back seats unless these are already occupied by other children. The tallest child should travel in the front seat, and the seat should be moved as far back as possible, and if possible, the airbag should be turned off.
5. School staff will support drivers of any privately-owned vehicles transporting children on school related trips to ensure that all children are seated appropriately in a child restraint if under 7 years old or:
  - Child restraint if 7 or under (parents to supply)
  - Booster seat if parents have requested (parents to supply)
  - Three-point seat belt if child 148 cm or taller.
6. Children will remove packs whilst seated in the vehicle. Bags will be safely stored either on the floor or in the vehicle boot/storage facility.
7. Seat belts must remain fastened until the vehicle is safely parked.
8. If children are travelling in privately owned motor vehicles, completion of the school's child passenger safety contract is part of the school trip planning procedure.
9. If parents don't provide a booster seat for their child travelling in a private vehicle, then the child will be unable to travel to that event. Similarly, if parents of children over 7 have stipulated that they wish

their child to travel in a booster seat, but do not provide one, then their child may not be able to travel to that event.

### **Related Documents**

- Procedure 6: Police Vetting
- Procedure 10: Managing Accidents and Treatment
- Procedure 27: Health and Safety
- Procedure 39: Curriculum Delivery
- Board Policy Part D: 1 Responsibilities of the Principal
- Board Policy Part D: 2 Curriculum Delivery
- Board Policy Part D: 6 Health and Safety

A handwritten signature in blue ink, appearing to read 'L. Stone', is written over a light blue rectangular background.

PRINCIPAL

Dated: February 1, 2022