

Details		
1. Details of person /entity to whom the enforcement action relates	Approved Provider	Guppys ELC Pty Ltd ATF Parkross Family Trust – PR-40000815
	Service type	Centre Based Service
	Service name	Guppys Early Learning Centre
2. Service address	32 Jubilee Street, Caboolture, Queensland, 4510	
3. Nature of Enforcement Action	Compliance Notice	
4. Reason for Compliance Notice	<p>On 31 August 2021, the Approved Provider submitted to the Regulatory Authority a transportation risk assessment and transport authorisation forms when requested as part of a telemonitoring process.</p> <p>The documentation provided failed to comply with the following Education and Care Services National Regulations relating to the transportation of children:</p> <p>(a) Regulation 102B (1) – the approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D is sought to transport a child; and</p> <p>(b) Regulation 102D (1) – The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given under sub-regulation (4).</p> <p>These transportation related breaches occurred approximately five months after the Approved Provider was successfully prosecuted on 23 March 2021, for leaving a child locked in a bus for approximately 90 minutes in November 2019.</p>	
5. Date of Compliance Notice	8 October 2021	
6. Steps taken by the approved provider to remedy	<p>The Approved Provider submitted evidence to the Regulatory Authority that they had:</p> <ul style="list-style-type: none"> • Updated the Transportation Risk Assessment to meet the requirements of regulation 102C; • Updated the authorisations to transport children to meet the requirements of regulation 102D(4); 	

- Reviewed and updated policies, procedures and templates used by the service in relation to the safe transportation of children;
- Provided training to the nominated supervisor, educators and staff members in relation to the updated transportation risk assessment, authorisations to transport children and the policies and procedures relating to the safe transportation of children;
- Implemented processes to ensure that policies, procedures and documentation relating to the transportation of children is regularly audited for completeness and to ensure that it meets with the legislative requirements;
- Reviewed the induction process for bus drivers, supervisors and checkers to ensure that all staff members involved in the transportation of children are aware of the policies, procedures, risk assessments and authorisations and have a thorough understanding of their roles and responsibilities; and
- Reviewed and implemented processes to ensure that staff receive regular training in regards to their roles and responsibilities when transporting children to and from the service and that staff knowledge and understanding of their roles and responsibilities is regularly tested.