



Safe Arrival of Children Policy



Policy Number	QA 2/24	Title	Safe Arrival of Children Policy
Revision	1.0	Written By	Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	N/A	Effective Date	October 2023

The ***Safe Arrival of Children Policy*** should be read in conjunction with related policies, procedures and plans including:

- Acceptance and Refusal of Authorisations Policy
- Safe Environment Policy
- Excursions Policy
- Delivery and Collection of Children Policy
- Transportation Policy

1. Policy Statement

We are committed to the safe arrival of children during travel between the school setting and outside school hours care. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the safe arrival of children who travel between an education and service and any other education or early childhood service.

Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service.

The travel of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during travel between the service premises and other educational settings can be enabled by the creation of policies and procedures and an effective process for their implementation.

3. Procedures

- The safety, health and wellbeing of the children at our service is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from, the service.
- We acknowledge the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for the travel to, and collection from, the service premises.
- Our service leaders, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.
- We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the

travel of children to and from the service.

4. Procedures

4.1. Risk Assessments

Being prepared and knowing the risks involved when children travel to or from the service is vital. We develop risk assessments to assist us in identifying the risks involved during this time moving to or from the service.

Educators will undertake risk assessments to identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child. We will include the following factors:

- the age, developmental stage, and individual needs of the child.
- the roles and responsibilities of:
 - i. The child's parents.
 - ii. An authorised nominee named in the child's enrolment record.
 - iii. A person authorised by the child's parent.
 - iv. The role and responsibilities of the service which the child is entering or leaving.

If a risk assessment reveals a risk relating to a child's travel, we will as soon as practicable update the Safe arrival of children policy and procedures. The approved provider must also keep a copy of the risk assessment.

4.2. Supervision

Given the risks posed by the child's travel, supervision requirements will be met during the period of travel, considering factors such as: the number, ages and developmental level of children; visibility and accessibility of children by the educator; risks inherent in the mode of travel, environment, location or route; the experience, knowledge and skill of each educator; the requirements of the individual children; the capacity of an educator to immediately respond to a situation requiring urgent intervention.

the process is to determine who is responsible for the child's safety during the period of travel to and from an education and care service.

Additional supervision may be required for the period children will be moving between the service and any other education or early childhood service. This will be dependent on

- The proposed route and destination, including any proximity to harm and hazards.
- The procedure to be followed to ensure the child leaves the premises in accordance with regulation 99(4)(b) (i.e. leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee)
- Who is responsible for the child's safety during the period of travel to and from an education and care service.

4.3. Communication and Training

The service communicates with educators and school-based staff to ensure a common understanding of who holds the duty of care for children when they travel between the service, the school and any other education or early childhood service.

Families are made aware of who is responsible for the duty of care for children when they travel between the service, the school and any other activity or provider.

5. Roles and Responsibilities

Approved Provider

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158).
- Ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel.
- Take reasonable steps to ensure that nominated supervisors, educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during travel to or from the service.
- Ensure systems are in place so that children only leave the service premises:
 - If they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee.
 - In accordance with the written authorisation of the child's parent or authorised nominee.
 - If they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee.
 - If they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99).
- Ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- Ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123).
- Should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing

your *Incident, injury, trauma and illness policy and procedures* (regulations 86 and 87).

- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the *Safe arrival of children policy and procedures*.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected or
 - Significantly impact the service's education and care of children or
 - Significantly impact the family's ability to utilise the service.

**Nominated Supervisor/
Responsible Person**

- Implement the *Safe Arrival of Children Policy* and procedures.
- Ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158).
- Ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly state who holds the duty of care for children during these periods of travel.
- Take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.
- Implement systems so that children only leave the service premises:
 - If they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee.
 - In accordance with the written authorisation of the child's parent or authorised nominee.
 - If they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee.
 - If they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another

emergency (regulation 99).

- If they are attending extra-curricular classes on the school site.
- Ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- Ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123).
- Communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to educators and staff.
- Should any incidents occur relating to the safety of children during travel between the service and an education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your *Incident, injury, trauma and illness policy and procedures* (regulations 86 and 87).

Educators

- Must be aware of and follow the *Safe Arrival of Children Policy* and procedures.
- Ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator.
- Must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.
- Should any incidents occur relating to the safety of children during travel between the service and any other education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your *Incident, injury, trauma and illness policy and procedures* (regulations 86 and 87).
- Ensure that, when leaving the service, children are:
 - Given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee.
 - Given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee.

- All supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123).
- Communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor.
- Be aware of the requirements should any incidents occur.

Families

- Be aware of and follow the *Safe Arrival of Children Policy* and procedures.
- Remain up to date with the service's practices related to the travel of children between the service and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel.
- Provide authorisations in their child's enrolment form and ensure the information is kept up-to-date.
- Complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature.
- Communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service.
- Provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.

5. Legislative Requirements

Section 165	Offence to inadequately supervise children
Regulation 167	Offence relating to protection of children from harm and hazards
Regulation 175	Offence relating to requirement to keep enrolments and other documents
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 102	Authorisation for excursions
Regulation 102AAB	Safe arrival of children policies and procedures
Regulation 102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service
Regulation 102D	Authorisation for service to transport children

Revision Chronology

Version Number	Date	Reason for Change
1.0	October 2023	Creation