



# Safe Arrival of Children

## **POLICY STATEMENT:**

Lake Mac Newy OOSH aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between other educational facilities and our OOSH Service.

We will have policies and procedures in place for the safe arrival of children who travel to or from an education and care service premises [ACECQA, 2023]. This may include children traveling between our OOSH service and educational facilities such as school, or any other service which provides education and care to children.

## **PROCEDURE:**

The safety of children enrolled at our Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including when children are travelling between our Service and an educational facility. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

## **SCOPE:**

This policy applies to the approved provider, nominated supervisor, staff, coordinator, educators, families and children of the Outside School Hours Care Service.

## **DEFINITION:**

An education or early childhood service includes a school, an education and care service (including Long Day Care, Family Day Care and Outside School Hours Care), a children's service, or any other service that provides education or care to children.

## **SAFE ARRIVAL OF CHILDREN SPECIFIC RISK ASSESSMENT**

Our Management, in conjunction with educators of the service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between our OSHC Service and an educational facility.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our service.

If a risk concerning a child's travel is identified during the risk assessment, Management must update the safe arrival of children policy and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

### Our risk assessment will consider and include the following information:

- the age, developmental stages and individual needs of children
- the roles and responsibilities of;
  - the nominated supervisor of each service (where applicable)
  - the child's parents/family member
  - an authorised nominee listed on the child's enrolment form
  - a person authorised by a parent or authorised nominee listed on the child's enrolment form (if applicable)

- the role and responsibilities of the service the care of which the child is entering or leaving
- communication arrangements made between the service the child is leaving from, and the service the child is entering, including arrangements if the child is missing or unaccounted for
- procedures to be followed if a child is missing or unaccounted for during travel between services
- educator to child ratios required for adequate supervision during travel between services
- the proposed route and destination, including proximity to harm and hazards
- the process for entering and exiting the service premises and the pickup location or destination (as required)
- procedures to be followed to ensure children only leave the service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form

(ACECQA 2023)

**THE APPROVED PROVIDER/NOMINATED SUPERVISOR/COORDINATOR WILL:**

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure
- ensure all staff and educators are inducted in the Safe Arrival of Children Policy and procedure
- ensure copies of the policy and procedures are readily available and accessible to educators, coordinators, staff and families
- clearly communicate any updates to policies and procedures to educators
- develop a Safe Arrival of Children Procedure to clearly outline roles, responsibilities and obligations for educators, families and the educational facility when children are travelling between services
- conduct a risk assessment to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our OSHC service and an educational facility
- consult with staff, educators, families and children (where applicable) during the preparation of a risk assessment
- consult with the educational facility during the preparation of a risk assessment
- review the risk assessment annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised
- notify families at least 14 days in advance of any changes to policy or procedures - as per regulations
- provide induction training to new educators and staff of this policy and related procedure
- provide ongoing training and information to coordinators, nominated supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- develop open communication channels and strategies between families, our service, educators and the educational facility
- advise families to inform the OOSH service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware
- ensure the Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- ensure the service keeps accurate attendance records recording the following:
  - the time and date children arrive or depart our OSHC service
  - the signature of the person who has collected or delivered the child to our service or the signature of the Nominated Supervisor/Coordinator or educator in accordance with the Delivery of Children to, and collection from Education and Care Service Premises Policy



## **EDUCATORS WILL:**

- refer to specific service procedures for the instructions on school delivery and collection of children in preparation for the commencement and conclusion of their school day.
- implement a risk assessment to identify and manage any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our service and an educational facility
- implement procedures for the safe handover of children between our Service and educational facility is documented correctly and clearly communicated with all stakeholders
- ensure enrolment records are kept up to date for all children, including authorisations from families
- ensure accurate attendance records are kept up to date recording the following:
  - the time and date children arrive or depart our service
  - the signature of the person who has collected or delivered the child to our service or the signature of the nominated supervisor/coordinator/responsible person or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*
- cross check children's attendance against an accurate attendance record showing when children are within the care of our OSHC service
- follow the *Safe Transportation Policy* at all times to ensure regulations are met when children embark and disembark from vehicles during travel between our service and other educational facilities
- implement the *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy* in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- ensure that when leaving our service, children are given into the care of a parent, an authorised nominee named in the child's enrolment form or a person authorised by the parent or authorised nominee; or given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee
- discuss safe travel strategies with children prior to children travelling between our service and the educational facility to ensure children are supported to feel safe and act responsibly
- communicate any changes to travel routine to family members, educators and the nominated supervisor

## **FAMILIES WILL:**

- adhere to the Service's Delivery of children to, and collection from Education and Care Service Premises Policy and Safe Arrival of Children Policy
- communicate any changes in routine and activities that may affect the child's safe arrival or departure as soon as they are aware
- notify the Service if their child is going to be absent on a particular day or session
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly (as required)

## **MISSING OR UNACCOUNTED CHILD**

Our Service, management and educators will develop clear procedures to follow in case of a missing or unaccounted child who is deemed missing whilst travelling to or from our Service from an educational facility. Parents must advise the service as early as possible of any changes to the child's routine or activity.

If the child does not arrive at our Service at the predetermined time the nominated supervisor/responsible person or educators will:

- contact the educational facility and confirm the child left the educational facility at the arranged time
- contact the parents or authorised nominee to determine the location of the child
- contact the Nominated Supervisor/Responsible Person to advise of the situation



- where possible, help conduct a search of the route of travel, ensuring supervision of all children within care
- liaise with Police, emergency services and parents as required
- complete an incident, injury, trauma and accident record as soon as possible

If the child does not arrive at the educational facility at the predetermined time, our service will:

- assist the educational facility to provide details when the child left our OSHC service.
- where possible, assist in a search of the route of travel, ensuring supervision of all children within care.
- contact the Nominated Supervisor/Responsible Person and advise of the situation.
- liaise with parents and the police/emergency services if required.

This policy also applies to students, volunteers, and visitors to our service.

Our Service will notify the regulatory authority within 24 hours of becoming aware of a serious incident, including if a child is missing or unaccounted for when travelling between our Service and an educational facility.

**CONSIDERATIONS:**

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
S165, 175  R86, 99, 102AAB, 102AAC, 102C, 102D, 158, 160, 168, 170, 171, 172	2.2, 2.2.1, 2.2.2 6.2 7.1, 7.1.2  Child Safe Standards 1, 3, 5, 7, 9, 10	- Acceptance and Refusal of Authorisations Policy - Child Safe Environment Policy - Delivery of Children to, and Collection from Education and Care Service Premises - Enrolment Policy - Incident, Injury, Trauma and Illness Policy - Orientation Policy - Safe Transportation Policy - Supervision Policy	- Risk Assessments - Service procedures

**ENDORSEMENT BY THE SERVICE:**

Approval date: April 2024 \_\_\_\_\_

Date for review: April 2025 \_\_\_\_\_