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 exposure to hazards when travelling between other educational facilities and our OOSH Service.

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

The safety, rights and best interests of children are the paramount consideration in all decisions, actions, procedures and risk assessments relating to the safe arrival of children. Safe arrival procedures are critical child protection measures and support the Service's commitment to child safety, wellbeing and protection from harm.

PROCEDURE:

The Service takes every reasonable precaution 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.

The Service does not tolerate inappropriate conduct, inappropriate discipline, inadequate supervision, or any practice that may place a child at risk of harm. Educators, staff, volunteers and visitors are expected to act in a manner that promotes children's safety, well-being, and dignity at all times.

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.

DUTY OF CARE DURING TRANSITIONS BETWEEN SCHOOL AND OOSH:

The Service recognises that children travelling between school and the OOSH service may be exposed to increased risks. Clear arrangements are therefore in place to identify who holds a duty of care for children during each stage of the transition process.

For children attending Before School Care:

- The OOSH service maintains a duty of care for children from the time they are signed into the service until they are physically handed over to the school or arrive at the designated school collection point in accordance with the service's transition procedures.
- Duty of care transfers to the school when the child has been safely delivered to the agreed location and supervision has been assumed by school staff.

For children attending After School Care:

- The school maintains a duty of care for children until the conclusion of the school day and until the child has been released in accordance with the agreed collection arrangements.
- Duty of care transfers to the OOSH service when the child has been physically collected by OOSH educators from the designated collection point, or when the child arrives at the agreed meeting location and is accounted for on the OOSH attendance record.
- The OOSH service maintains a duty of care until the child is collected by an authorised person or otherwise leaves the service in accordance with Regulation 99 and written authorisations.

Where there is uncertainty regarding a child's whereabouts or attendance during a transition period, educators will immediately implement the Service's Missing or Unaccounted Child procedures and make reasonable enquiries with the school, family and relevant parties to determine the child's location. The safety, rights and best interests of children remain the paramount consideration in all decisions relating to supervision, transitions and duty of care arrangements.

SAFE ARRIVAL OF CHILDREN SPECIFIC RISK ASSESSMENT

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

The risk assessment will be reviewed at least every 12 months or after becoming aware of an incident or circumstance in which the health, safety, or well-being 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 retained for 3 years.

<u>Our risk assessment will consider and include the following information:</u>

- 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
- communication arrangements between the Service and educational facility to verify attendance and respond where a child is unexpectedly absent, missing or unaccounted for
- procedures for confirming a child's attendance where conflicting or unclear information is received from an educational facility
- 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, and 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 OOSH 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 every 12 months or after being aware of an incident or circumstance where the health, safety or well-being 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 procedures
- 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 and that details are recorded on the Incident, Injury, Trauma and Illness Record
- Review practices following an incident involving children travelling between the Service and an educational facility, including an assessment of areas for improvement
- Ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident at the Service
- Ensure the service keeps accurate attendance records, recording the following:
- the time and date children arrive or depart our OOSH 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 and Collection of Children Policy*
- Regularly cross-check children's attendance against accurate attendance records and conduct head counts during transitions, handovers and other key supervision points to ensure all children are accounted for
- Where a child is believed to be absent, educators will take reasonable steps to verify attendance through available records and communication with the educational facility before concluding that the child is not present at school or expected to attend the Service. Educators will not rely solely on verbal advice where attendance information is unclear or conflicting.
- 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 make reasonable enquiries to verify the child's attendance and movements
- 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
- document all actions taken, times of contact, persons notified and outcomes of the search process

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 OOSH 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. A thorough review of the incident will be conducted to identify contributing factors, assess the effectiveness of current procedures and implement corrective actions where required. Children's safety, rights and best interests will remain the paramount consideration throughout any review process.

CONSIDERATIONS:

Education and Care Services National Regulations	**National Quality Standard**	**Other Service policies/documentation**	**Other**
S2A, 3A, 165, 166A, 167, 175 R86, 99, 102AA, 102AAB, 102AAC, 102C, 102D, 158, 160, 161, 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 - Safe Use of Digital Technologies Policy - Child Protection policy - Enrolment Policy - Incident, Injury, Trauma and Illness Policy - Orientation Policy - Transportation Policy - Supervision Policy	- Risk Assessments - Service procedures

ENDORSEMENT BY THE SERVICE:

Approval date: July 2026 Date for review: July 2027