

Policy Statement

Our Organisation is committed to the safety of children during travel from OOSH to School and from School to OOSH. Travel means a walk, drive or trip to and from a Service. Children's safety and wellbeing is of primary importance and the Organisation will ensure that appropriate measures are in place to protect children from any harm or hazard, including the time children are transitioning to and from the Service.

Procedures - Roles and Responsibilities

Management will:

- ✓ Through the Organisation's Roster System, ensure Educator:child ratio will be met during delivery and collection of children.
- ✓ Take reasonable steps to ensure that Coordinators, Responsible Persons and Educators are aware of and use the Safe Arrival of Children Risk Assessment to manage risks and maintain the safety of children during travel to and from the Service.
- ✓ Should any incidents occur relating to the safety of children during travel, ensure that the response meets all regulatory requirements including implementing the Organisations Management of Incident, Injury, Illness and Trauma Policy.

Coordinator/Responsible Person will:

- ✓ Ensure that an attendance record is kept with each child's name; the date and time they arrive and depart; and the name of the person who delivers or collects the child on approved CCS software.
- ✓ Ensure systems are in place so that children only leave the Service:
 - 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
- ✓ Communicate any changes to the travel routine (e.g., different walking route is proposed due to inclement weather) to Educators.
Ensure that all Educators and Volunteers follow the Safe Arrival of Children Policy.
- ✓ 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 responsibility for children during these times of travel.

Educators will:

- ✓ Have responsibility for supporting the health, protection, safety and wellbeing of all children from the time a child is sighted and signed into the Service.
- ✓ Ensure that an attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the name of the person or Educator who delivers/collects the child.
- ✓ Ensure Educators are provided with an induction on the correct procedures, including their responsibilities during travel and the safe delivery and arrival of children.
- ✓ Be aware of the Safe Arrival of Children Risk Assessment to manage risks and maintain the safety of children during periods of travel.
- ✓ Ensure they follow the Delivery and Collection of Children Policy procedures for children arriving and leaving the Service.
- ✓ Ensure they follow the Absent and Missing Children Policy on procedures for children that are absent, missing or children that run away.
- ✓ Ensure they follow the Transport Policy – Safe Transportation of Children procedures for regular transportation to and from the Service to School.
- ✓ Ensure they follow the Transporting Children Risk Assessment.
- ✓ Be aware of responsibilities and procedures for the safe arrival of children who travel from Before School Care to their School and must:
 - ensure the safety of all children during the transition from OOSH to School by accompanying children and ensuring that School-based Staff are on duty in School grounds
 - ensure attendance record shows date and time a child is safely delivered to School or regular transport

Families & Community will:

- ✓ Be aware of and follow the Safe Arrival of Children Policy.
- ✓ Remain up to date with the Organisation's practices related to the travel of children to and from the Service and School.
- ✓ Provide authorisations for the child's enrolment record and ensure the information is kept up to date.
- ✓ Complete the attendance record of when the child arrives and leaves, including the child's name, the date and time they arrive and depart. Communicate any changes to their circumstances that may impact the Service's practices related to the travel of children between the Service and School (e.g if the child is absent 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.

Risk Management

- ✓ Identifying and managing risk is an integral part of our Organisation's operations. Policies and Procedures and other relevant Regulations, Laws and Legislation guide the development and implementation of our Risk Assessment and management processes.
- ✓ Risk Assessments will be conducted for daily travel of children to and from the Service.

Considerations

Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
175	Offence relating to requirement to keep enrolment and other documents

Education and Care Services National Regulations

99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting children by the education and care service
102D	Authorisation for service to transport children
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.2 Safety	2.2.1 Supervision 2.2.2 Incident and emergency management 2.2.3 Child protection
QA 6 Collaborative partnerships with families and communities	6.2 Collaborative partnerships	6.2.1 Transitions 6.2.2 Access and participation 6.2.3 Community Engagement
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems 7.1.3 Roles and responsibilities

Activity Centres Inc. Policies and Procedures

Acceptance and Refusal of Authorisation	Excursion/Incursion
Child Safe Environment	Transport Policy-safe transportation of children
Delivery and Collection of Children	

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 2</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing

Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their emerging autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing

Legislation

Commission for Children and Young People	ACECQA – Safe arrival of children

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 1 October 2023

Safe Arrival of Children Policy is to be reviewed by the 1 October 2024