



Safe Arrival of Children Procedure

Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between Mark Oliphant College Children's Centre and other education or early childhood services.

Background

This procedure addresses the requirements in regulation 168 of the Education and Care Services National Regulations (National Regulations) for education and care services to have policies and procedures in place for the safe arrival of children who travel between an education and care service and any other education or early childhood services. Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are travelling between Mark Oliphant College Children's Centre and other services that provide education or care to children. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

A copy of this procedure will be kept in our Policies and Procedures Folder.

This procedure was informed by a risk assessment for the safe arrival of children (see **attached**).

Legislative requirements

In relation to the safe arrival of children, the National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of safe arrival of children policies and procedures (regulation 102AAB)
- provide for risk assessment requirements, including when risk assessments must be conducted, what matters must be considered, and record keeping requirements (regulation 102AAC)
- require any necessary updates to be made to policies and procedures following risk assessments (regulation 102AAC).

An extract of regulations 102AA, 102AAB and 102AAC and a list of other relevant legislation is at Appendix A for reference.

Procedures

Conducting risk assessments

To meet requirements under the National Regulations and to ensure the safety of children travelling between services, we will:

- conduct risk assessments at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children travelling between services
- use the [risk assessment template for the safe arrival of children](#), which addresses the matters required under regulation 102AAC(4) (note: these matters are detailed in Appendix A)





- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- keep a copy of all completed risk assessments
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between, have a clear understanding of roles, responsibilities, and their common duty of care obligations for children during the period of travel.

Working with other services

To engage effectively with the services that children travel between we will:

- Complete a draft risk assessment and provide the draft to other services via email to seek input and agreement to details, including ensuring there is a clear understanding of the common duty of care obligations of each service during the travel period and supervision requirements.
- Ensure common duty of care obligations during the travel period is agreed between relevant services during the risk assessment process, which all services must sign off on.
- Provide a copy of the final risk assessment and procedures to relevant services as a record of roles, responsibilities and common duty of care obligations.

Duty of care and supporting children during travel between services

The below table shows who has duty of care obligation for children's travel between specific services:

Service children leave	Service children arrive at	Personnel with a duty of care obligation (at the service/other service)
Mark Oliphant College YMCA Out of School Hours Care (OSHC)	Mark Oliphant College Children's Centre	Mark Oliphant College YMCA Out of School Hours Care (OSHC)
Mark Oliphant College Children's Centre	Mark Oliphant College YMCA Out of School Hours Care (OSHC)	Mark Oliphant College YMCA Out of School Hours Care (OSHC)
Stepping Stone Munno Para Childcare & Early Development Centre	Mark Oliphant College Children's Centre	Stepping Stone Munno Para Childcare & Early Development Centre
Mark Oliphant College Children's Centre	Stepping Stone Munno Para Childcare & Early Development Centre	Stepping Stone Munno Para Childcare & Early Development Centre

To support children during travel between services, we will ensure:

- That children's age and/or developmental stage is taken into consideration, and any additional support required is provided to children during their travel between services.





Entering and exiting the premises

To ensure children are accounted for when they arrive at Mark Oliphant College Children's Centre from another education or early childhood service:

- OSHC or Childcare staff will ensure that all preschool children are closely supervised during the walk to the Children's Centre
- OSHC or Childcare staff will remind children to stay together with the group and use walking feet.
- OSHC or Childcare staff check all children on their list have arrived safely at the Children's Centre entrance before entering.
- OSHC or Childcare staff help children to put their belongings away, sign children in to the Children's Centre on the preschool attendance record, and advise preschool staff that those children have arrived to pass over duty of care.

To ensure children are accounted for when they leave Mark Oliphant College Children's Centre to travel to another education or early childhood service:

- OSHC or Childcare staff member will use up-to-date booking information to advise preschool staff which children are booked in that afternoon. Any discrepancies will be investigated by preschool staff by checking with child's parents before child is collected by OSHC or Childcare.
- Preschool staff member will hand over duty of care to OSHC or Childcare staff member.
- OSHC or Childcare staff member will sign out children booked into their service on the preschool attendance record.
- OSHC or Childcare staff member will gather children at the exit, confirm all children on booking list are present, remind children to stay together and walk to OSHC or Childcare.
- OSHC or childcare staff member will closely supervise children during travel, and support them to follow arrival procedures.

Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (e.g. where the service becomes aware a child is not able to be accounted for) we will undertake the following procedures to ensure children are safe:

- OSHC or Childcare staff will ensure all children on their booking sheet depart OSHC or Childcare and arrive at the Children's Centre while being closely supervised at all times
- OSHC or Childcare staff will ensure all children on their booking sheet depart the Children's Centre and arrive at OSCH or Childcare while being closely supervised at all times
- If a child goes missing during the walk between services, and cannot be accounted for on the booking sheet, OSHC or Childcare staff member will immediately deliver remaining children to their service, and go searching for the missing child with support from other OSHC or Childcare staff members or Mark Oliphant College Children's Centre staff members.





Communicating with families

- Families are required to provide consent for OSHC or Childcare staff members to collect their child from preschool on the child's preschool enrolment form – "Authority to Collect" are asked to inform the preschool of planned or unexpected absences of their children via email, SMS or in person
- Families are asked to provide information about children's individual needs that might impact on their safe travel between services
- Families are informed about the procedures for safe arrival of children during their induction to preschool, and that OSHC or Childcare educators have duty of care between services

Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

- the site leader will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures and will use relevant tools for ensuring compliance (i.e. checklists)
- the site leader will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.

Roles and responsibilities

Roles	Responsibilities
School Principal	<ul style="list-style-type: none">Identifies, in consultation with the Head of Children's Centre, roles and responsibilities for the OSHC and for the preschool, regarding children travelling between the OSHC and the preschoolensure that obligations under the Education and Care Services National Law and National Regulations are metensure 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 travelTake 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 serviceTake 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, educators and staff, and available for inspection
Head of Children's Centre	<ul style="list-style-type: none">Identifies in consultation with the school principal, roles and responsibilities for the OSHC, Childcare and preschool regarding children travelling between the OSHC, Childcare and preschool servicesEnsures all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123)Ensures 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





	<ul style="list-style-type: none">• Ensures 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)• Implements 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• Ensures that 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)• Ensure OSHC and Childcare staff are aware of any closure days or special events which will impact the services.
OSHC Director	<ul style="list-style-type: none">• Identifies, in consultation with the principal, preschool director, roles and responsibilities for the OSHC and for the preschool, regarding children travelling between the OSHC and the preschool.• Ensures all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123)• Ensures 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)• Ensures that 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)• Ensures OSHC staff communicate any changes to the travel routine to the preschool• Provides the names and photos of staff who will be collecting children authorised to attend their service• Communicates the name of the staff member collecting children authorised to attend their service daily• Communicates the name of children booked in for the afternoon session each morning during drop off
OSHC educators	<ul style="list-style-type: none">• Responsible for transportation of children travelling between OSHC and Children's Centre, and children exiting and entering the Children's Centre and OSHC premises in accordance with attendance procedures• Have duty of care for children travelling between OSHC and the Children's Centre• Ensure an educator has a mobile phone with them in case of emergency• Responsible for ensuring preschool children are safe while travelling to and from the OSHC service• Ensures that 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)
Stepping Stone Munno Para Childcare & Early Development Centre Director	<ul style="list-style-type: none">• Identifies, in consultation with the principal, Head of Children's Centre, roles and responsibilities for Munno Para Childcare & Early Development Centre and for the preschool, regarding children travelling between Munno Para Childcare & Early Development Centre to the Children's Centre





	<ul style="list-style-type: none">• Ensures all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123)• Ensures 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)• Ensures that 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)• Ensures Munno Para Childcare & Early Development Centre staff communicate any changes to the travel routine to or from the preschool• Provides the names and photos of staff who will be collecting children authorised to attend their service• Communicates the name of the staff member collecting children authorised to attend their service daily• Communicates the name of children booked in for the afternoon session each morning during drop off
Stepping Stone Munno Para Childcare & Early Development Centre Educators	<ul style="list-style-type: none">• Responsible for transportation of children travelling between Childcare and the Children's Centre and children exiting and entering the Children's Centre and Childcare premises in accordance with attendance procedures• Have duty of care for children travelling between Childcare and the Children's Centre• Ensure an educator has a mobile phone and first aid kit with them in case of emergency• Responsible for ensuring preschool children are safe while travelling to and from the Childcare service• Ensures that 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)

Revision Register

Version Number	Details of Changes Made	Date Issued
1	Policy creation	April 2024





APPENDIX A

Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations

[Education and Care Services National Regulations \(2011 SI 653\)](#), Division 6A—Safe arrival of children

102AA Definition

In this Division—

education or early childhood service means—

- (a) a school; or
- (b) an education and care service; or
- (c) a children's service; or
- (d) any other service which provides education or care to children.

102AAB Safe arrival of children policies and procedures

- (1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.
- (2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—
 - (a) staff of the service; and
 - (b) parents of children being educated and cared for by the service; and
 - (c) children being educated and cared for by the service (if applicable).

102AAC Risk assessment for the purposes of safe arrival of children policies and procedures

- (1) For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation.

Penalty: \$2200.

Note A compliance direction may be issued for failure to comply with subregulation (1).

- (2) The approved provider must conduct a risk assessment—
 - (a) at least once every 12 months; and
 - (b) as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.
- (3) A risk assessment must—
 - (a) 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; and





- (b) specify how the identified risks will be managed and minimised.
- (4) Without limiting subregulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—
- (a) the age, developmental stage and individual needs of the child;
 - (b) the role and responsibilities of the following persons (if applicable)—
 - (i) in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service;
 - (ii) the child's parent;
 - (iii) an authorised nominee named in the child's enrolment record;
 - (iv) a person authorised by—
 - (A) the child's parent; or
 - (B) an authorised nominee named in the child's enrolment record;
 - (c) the role and responsibilities of the service the care of which the child is entering or leaving;
 - (d) the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;
 - (e) the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;
 - (f) given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;
 - (g) the proposed route and destination, including any proximity to harm and hazards;
 - (h) the process for entering and exiting—
 - (i) the service premises; and
 - (ii) the pick-up location or destination (as required);
 - (i) the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).
- (5) If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable.





(6) The approved provider must keep a record of each risk assessment conducted under this regulation

Other legislative requirements

Legislative requirements under the [National Law](#) that are relevant to the safe arrival of children include:

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

Legislative requirements under the [National Regulations](#) that are relevant to the safe arrival of children include:

- Regulation 99 – Children leaving the education and care services premises
- Regulation 102C – Conduct of risk assessment for transporting children by the education and care service
- Regulation 102D – Authorisation for service to transport children
- Regulation 122 – Educators must be working directly with children to be included in ratios
- Regulation 123 – Educator to child ratios
- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 168 – Education and care services must have policies and procedures
- Regulation 170 – Policies and procedures to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies and procedures

