

# SAFE ARRIVAL OF CHILDREN POLICY



Under the Education and Care Services National Regulations, Education and Care Services must 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 service and educational facilities such as an Outside School Hours Care service, preschool, school, family day care service or any other service which provides education and care to children.

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY                             |                                   |   |
|--|-----------------------------------|---|
| 2.2  | Safety                            | Each child is protected.  |
| 2.2.1  | Supervision                       | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                         |
| 2.2.2  | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |
| QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES |                                   |   |
| 6.2  | Collaborative partnerships        | Collaborative partnerships enhance children's inclusion, learning and wellbeing.  |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP                                |                                   |   |
| 7.1  | Governance                        | Governance supports the operation of a quality service.   |
| 7.1.2  | Management systems                | Systems are in place to manage risk and enable the effective management and operation of a quality service.                               |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS |  |
|---|--|
| S. 165  | Offence to inadequately supervise children   |
| S. 167  | Offence relating to protection of children from harm and hazards                     |
| S. 175  | Offence relating to requirement to keep enrolment and other documents                |
| 86  | Notification to parents of incident, injury, trauma and illness                      |
| 99  | Children leaving the education and care service premises                             |
| 102AAB  | Safe arrival of children policies and procedures                                     |
| 102AAC  | Risk assessment for the purposes of safe arrival of children policies and procedures |

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|------|--|
| 102C | Conduct a risk assessment for transporting children by the education and care service    |
| 102D | Authorisation for service to transport children  |
| 102E | Children embarking a means of transport – centre-based services                          |
| 102F | Children disembarking a means of transport – centre-based services                       |
| 158  | Children’s attendance record must be kept by the approved provider                       |
| 160  | Child enrolment records to be kept by the approved provider and family day care educator |
| 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   |

## RELATED POLICIES

|   |   |
|---|---|
| Acceptance and Refusal of Authorisations Policy<br>Child Safe Environment Policy<br>Delivery of Children to, and Collection from<br>Education and Care Service Premises<br>Enrolment Policy | Incident, Injury, Trauma and Illness Policy<br>Probation and Induction Orientation Policy<br>Safe Transportation Policy<br>Supervision Policy |
|---|---|

## PURPOSE

Our Service 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 Service.

## SCOPE

This policy applies to the approved provider, nominated supervisor, staff, educators, families, children, students, volunteers and visitors of our Service.

## IMPLEMENTATION

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.

#### **DEFINITION:**

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

Examples of travel between education or early childhood services may include, but is not limited to:

- A child travelling from our Service to school or from school to our Service
- A child travelling from our Service to preschool/kindy or from the preschool/kindy to our Service
- A child travelling from our Service to an OSHC Service or from the OSHC Service to our Service
- A child travelling from our Service to a FDC Service or from the FDC Service to our Service

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

The approved provider, 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 Service and an educational facility.

The risk assessment will be reviewed at least every 12 months 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 as to facilitate continuous improvement in our Service. If a risk concerning a child's travel is identified during the risk assessment, the approved provider 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/MANAGEMENT/NOMINATED SUPERVISOR 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, 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 Service and an educational facility including embarking and disembarking a means of transport
- 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 ~~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 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
- request families complete a *Safe Travel Agreement Form* prior to children travelling between our Service and educational facility
- advise families to inform our 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 the Service
  - the signature of the person who has collected or delivered the child to our Service or the signature of the nominated supervisor or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*.

#### EDUCATORS WILL:

- 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 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 the Service – strategies include conducting a head count
- 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
- ensure families complete a *Safe Travel Agreement Form* prior to children travelling between our service and an educational facility
- communicate any changes to travel routine to family members, educators and the nominated supervisor
- 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 educational facilities (Reg 102E, 102F).

#### 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 (**best practice**)
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly (as required)
- complete a *Safe Travel Agreement Form* detailing circumstances where children will travel between our service and an educational facility.

#### MISSING OR UNACCOUNTED CHILD

Our Service 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 Service staff 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:

- check the *Safe Travel Agreement Form* and any communication from the family if the child does not arrive at our Service at the pre-determined time
- 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 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.

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 and assessment of our current procedures and policy to identify any areas of improvement in our practices.

## CONTINUOUS IMPROVEMENT

Our *Safe Arrival of Children Policy* will be updated and reviewed annually in consultation with families, staff, educators and management to ensure currency.

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

|  |                            |
|--|----------------------------|
| Safe Arrival of Children Procedure       | Safe Travel Agreement Form |
| Safe Arrival of Children Risk Assessment |                            |

## SOURCES

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)  
ACECQA. (2023). Policies and procedures guidelines. [Safe Arrival of Children](#)

ACECQA. (2023). Information Sheet. [Safe Arrival of Children](#)

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023)

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

## REVIEW

|                 |   |                  |                  |
|-----------------|---|------------------|------------------|
| POLICY REVIEWED | APRIL 2025  | NEXT REVIEW DATE | APRIL 2026       |
| VERSION NUMBER  | V3.04.25  |                  |                  |
| MODIFICATIONS   | <ul style="list-style-type: none"><li>• annual policy maintenance</li><li>• additional regulations added- re: children embarking/disembarking transport</li><li>• sources checked and updated as required</li></ul> |                  |                  |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS  |                  | NEXT REVIEW DATE |
| APRIL 2024      | <ul style="list-style-type: none"><li>• annual policy maintenance</li><li>• sources checked and updated as required</li></ul>   |                  | APRIL 2025       |