



# SAFE ARRIVAL OF CHILDREN POLICY

Under the Education and Care Services National Regulations, Outside School Hours Care (OSHC) 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 include children traveling between OSHC and school.

## 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	
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
Sec. 175	Offence relating to requirement to keep enrolment and other documents
Sec. 167	Offence relating to protection of children from harm and hazards
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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
102C	Conduct a risk assessment for transporting children by the education and care service
102D	Authorisation for service to transport children
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

## PURPOSE

Our Outside School Hours (OSHC) Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from an 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 school and OSHC.

## SCOPE

This policy applies to the approved provider, nominated supervisor, staff, coordinator/director, educators, families, children and visitors (including contractors) of the Outside School Hours Care Service.

## IMPLEMENTATION

The safety of children enrolled at OSHC 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 OSHC and school. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.





#### SAFE ARRIVAL OF CHILDREN SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the service, are expected to 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 OSHC and school.

The risk assessment is expected to 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 are expected to 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, 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 are expected to 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 OSHC and Nailsworth Primary School , including arrangements if a child is missing or unaccounted for
- procedures to be followed if a child is missing or unaccounted for during travel between OSHC and the classroom
- 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 ARE EXPECTED TO:

- ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- take reasonable steps to ensure educators, visitors, families, children follow this policy and related procedure
- ensure 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 NPS Staff 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 OSHC and the classroom
- consult with staff, educators, families and children (where applicable) during the preparation of a risk assessment
- consult with the NPS leadership 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 OSHC 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 of the time and date children arrive or depart OSHC

#### EDUCATORS ARE EXPECTED TO:

- 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 OSHC and school
- implement procedures for the safe handover of children between OSHC and school 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 OSHC
  - the electronic signature of the person who has collected or delivered the child to our OSHC 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*
- cross check children's attendance against an accurate attendance record showing when children are within the care of OSHC
- 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 OSHC, 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 OSHC and the classroom to ensure children are supported to feel safe and act responsibly
- communicate any changes to routine to family members, educators and the nominated supervisor

#### FAMILIES ARE EXPECTED TO:

- 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 OSHC 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:

NPS OSHC and educators will develop clear procedures to follow in case of a missing or unaccounted child who is deemed missing whilst travelling between OSHC and the classroom. 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 OSHC at the predetermined time the nominated supervisor/responsible person or educators will:

- check Sentral, and contact the class teacher and NPS admin to confirm the child did not leave school prior to the end of the day
- 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 classroom at the predetermined time, our service will:

- assist NPS to provide details when the child left OSHC.
- 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.

NPS OSHC will notify the regulatory authority and complete an IRMS report within 24 hours of becoming aware of a serious incident, including if a child is missing or unaccounted for when travelling between OSHC and the classroom.

#### CONTINUOUS IMPROVEMENT

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

#### SOURCE

Australian Children's Education & Care Quality Authority. (2014).  
ACECQA. (2023). Key NQF changes for centre-based services from 2023  
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)  
Guide to the National Quality Framework. (Amended 2023).

#### MONITOR, REPORT, REVIEW

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