



# Safe arrival of children procedure

## National Quality Standard Area 2 | Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

### Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between our site and other education or early childhood services.

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.

A copy of this procedure is kept in our site's Preschool Policy Compliance folder, which is located in the office.

This procedure applies to all staff at this site.

### Detail

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 our site 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.

### 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.



## Conducting risk assessments

To meet requirements under the National Regulations and to ensure the safety of children arriving at our site, 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.
- > Use the *Risk Assessment - Safe arrival of children TEMPLATE*, which addresses the matters required under regulation 102AAC(4).
- > 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.

## 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 who holds duty of care during the travel period and supervision requirements.
- > Ensure duty of care 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 who holds duty of care.

## Duty of care and supporting children during travel between services

The below table shows who has duty of care for children’s travel between specific services.

Service children leave	Service children arrive at	Service that holds duty of care during travel
Rostrevor Kindergarten	Kidzone Stradbroke school OSCH	Kidzone Stradbroke school OSCH

Educators will closely supervise all children when travel between services. Children will wear high visibility vests and educators will hold children’s hands, or if not practical to do this for all children, implement measures which keep children safe, such as ensuring children hold on to a rope at all times.

Supervision of children will be maintained as per the risk assessment and will consider/include...

- > The needs of children requiring additional support (including medication, health plans, and risk assessments for individual children).
- > Educator to child ratios (the driver will not be included), and the experience, knowledge, and skill of each educator.
- > Age and level of development of children, including:
  - the number and positioning of educators to ensure both visibility and accessibility to children, and
  - children’s abilities to walk/transition safely to and from vehicles.
- > Additional risks associated with the mode of transport, environment, location, or route.



## Entering and exiting the premises

To ensure that each child is accounted for when entering and exiting the premise, educators will ensure that a parent/authorised person signs the daily site attendance record at the point of delivery and collection for each child.

To ensure children are accounted for when they leave [our site] to travel to another education or early childhood service...

- > Children will be signed out on the daily site attendance record by the accompanying educator
- > The accompanying educator will verbally notify the site leader or (nominated responsible person) the child/ren are leaving

To ensure children are accounted for when they arrive at [our site] from another education or early childhood service...

- > Children will be signed in on the daily site attendance record by the accompanying educator
- > The accompanying educator will verbally notify the site leader or (nominated responsible person) the child/ren has returned

## 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.

Each time a child leaves the service with an educator, we will ensure...

- > Emergency contact details for each child are current and brought with.
- > Educators bring their mobile telephones (their own if possible).
- > A travel first aid kit (including site asthma kit and EpiPen) is brought with.
- > Current health care plans and medications are brought with.
- > Current contact information of each adult and emergency services phone numbers are brought with.

## Unaccounted for children

- > One educator looks for unaccounted child while other educators remain with the rest of the children ensuring safe supervision.
- > If ratio of 1:6 can still be maintained 2 educators may go looking.
- > Each educator must take their mobile phone so they can be contacted at all times by the large group.
- > Recheck the vehicle and site visited.
- > If the child remains unaccounted for, the site leader will contact the child's parents to see if they have collected the child from the preschool.
- > If the child has not been collected by the parents or an authorised nominee, and cannot be located, the site leader will notify the SA Police and refer to the *Incident coordination: managing incidents of extreme severity procedure*.

## Communicating with families

The department's safe transportation policy and procedure are available on the Department for Education website, and at the kindergarten for families to access.

Written authorisation for a child to be transported must be given prior to transportation, and by a parent or



other person named in the child’s enrolment record as having authority, given by a parent, to authorise transportation of a child. Site leaders and educators must ensure written authorisation is obtained prior to transportation and as required by the National Regulations, ensure that written authorisations are available upon request for inspection.

The education and care service will ensure authorisation for transportation is completed using an *Authorisation for transportation of children in education and care services*. If a request is made by a parent or other authorised person to transport the child to an address other than the address on the written authorisation, a new authorisation and risk assessment must be completed.

Consider: How do families inform you about planned or unexpected absences of their children? How do families provide relevant information about their child’s safe travel between services (including details about the child’s individual needs and developmental stage, where relevant)? When and how are families informed about the procedures in place to enable safe travel between services, and about who holds duty of care?

## 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...

- > 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).
- > Educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.

## Roles and responsibilities

Roles	Responsibilities
Site leader/nominated responsible person/nominated supervisor	As per the procedure... <ul style="list-style-type: none"> <li>&gt; The nominated supervisor or an educator may sign the child’s arrival or departure time, where this has not been completed by a parent, guardian, or authorised nominee.</li> </ul>
Educators	As per the procedure... <ul style="list-style-type: none"> <li>&gt; Personally receive children into and farewell children from the kindergarten.</li> <li>&gt; Ensure the parent/authorised person who delivers/collects the child, records the arrival/departure time and initials this on the attendance record.</li> <li>&gt; Record any absence and the reason for the absence on the daily attendance record.</li> <li>&gt; Ensure that children are collected by authorised persons. When this is not possible (i.e., due to unforeseen circumstances) the authorised person will need to provide details and a description of the person who will collect the child.</li> <li>&gt; If unknown to the service, the nominated authorised adult collecting the child/ren is to provide photo identification.</li> </ul>
Parents/caregivers/authorised	As per the procedure...



Roles	Responsibilities
adults/families	<ul style="list-style-type: none"> <li>&gt; Record the arrival and departure time (within nearest 5 minutes) and initial each entry on the attendance record.</li> <li>&gt; Discuss appropriate alternative arrangements with the nominated responsible person if unable to personally deliver or pick up their child.</li> <li>&gt; Provide permission to the educator for an authorised adult to deliver or pick up their child if they are unable to do so.                             <ul style="list-style-type: none"> <li>○ If this person is unknown to the service, photo identification must be shown when child/ren is collected.</li> </ul> </li> <li>&gt; Provide the educator with information about their child’s health and wellbeing which may impact on their kindergarten experience.</li> </ul>

## Supporting information and resources

- > Safe arrival policy and procedure guidelines (ACECQA) | [https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines\\_SafeArrivalofChildren\\_0.pdf](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_SafeArrivalofChildren_0.pdf)
- > Safe arrival information sheet (ACECQA) | [https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet\\_SafeArrivalOfChildren.pdf](https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_SafeArrivalOfChildren.pdf)
- > Acceptance and refusal of authorisations policy | <https://edi.sa.edu.au/library/document-library/shared/acceptance-refusal-authorisations-policy.pdf>
- > Safe transportation of children policy | [https://edi.sa.edu.au/\\_data/assets/pdf\\_file/0009/472095/safe-transportation-of-children-policy.pdf](https://edi.sa.edu.au/_data/assets/pdf_file/0009/472095/safe-transportation-of-children-policy.pdf)
- > Safe transportation of children procedure | [https://edi.sa.edu.au/\\_data/assets/pdf\\_file/0007/472093/safe-transportation-of-children-procedure.pdf](https://edi.sa.edu.au/_data/assets/pdf_file/0007/472093/safe-transportation-of-children-procedure.pdf)
- > Safe arrival of children | <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/safe-arrival-of-children>
- > Information and response management system (IRMS) | <https://edi.sa.edu.au/operations-and-management/emergency-management/irms>
- > Parent or guardian authorisations in education and care services | <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/parent-or-guardian-authorisations>
- > Attendance recording procedure for preschools | <https://edi.sa.edu.au/library/document-library/controlled-procedures/preschool-attendance-recording-procedure>
- > Incident coordination: managing incidents of extreme severity procedure | <https://edi.sa.edu.au/library/document-library/controlled-procedures/incident-coordination-managing-incident-of-extreme-severity-procedure.pdf>
- > Attendance, delivery, and collection of preschool children | <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/attendance-delivery-and-collection>
- > EYS Guide to record attendances | <https://edi.sa.edu.au/library/document-library/system-performance/data/eyys-4010-record-attendances-and-absences.pdf>
- > Camps and excursions | <https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/camps-and-excursions>



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## 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

**Other legislative requirements under the National Law and the National Regulations 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
- > 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 112 – 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

