

## Policy Statement

This policy acts to ensure that:

- Our service is committed to the safe arrival of children during travel between a school setting and OSHC or FDC services

## Explanation

Children's safety and wellbeing is of primary importance, and Approved Providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service.

Examples of a child travelling between services could include:

- An Outside School Hours Care Service (OSHC) and School
- A Family Day Care (FDC) Residence or Venue and Preschool/Kindergarten
- A Long Day Care Centre offering School Age Care and School
- An OSHC and Preschool/Kindergarten or Long Day Care Centre
- An OSHC and FDC Residence or Venue

The travel of children to and away from a service requires specific attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during travel between the service premises and other educational settings can be enabled by the creation of effective processes and procedures for their implementation.

**Communication between Families and the Service in regards to children's attendance and changes to routines is a joint responsibility.**

## Goals

- Coordinators, Educators and Staff are provided with the necessary training and support to implement the procedures for the travel of children between the school setting and the service
- Coordinators, Educators and Staff have a clear understanding of who holds the duty of care when children travel between school and the service
- Roles are clearly defined and effective communication is used to ensure that management, Educators and Staff are aware of their responsibilities in relation to the travel of children to and from the service
- Risk Assessments are developed to assist the service in identifying the risks involved during this time of moving between the school setting and the service

Policy Created  
August 2023

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September 2024

Policy Review Date  
August 2025

## **Strategies**

### **Safety of children during travel from Before School Care to School**

- Develop a Safe Arrival of Children Risk Assessment that meets the needs of each individual service
- Review Risk Assessments at least annually, and as required
- Inform families upon enrolment as to the process for releasing children from our service into the schools care
- Duty of Care for children remains the responsibility of the service while the child is signed into their care, once the child has been released from care and signed out of care, the responsibility for the child passes on to the school
- Children attending Before School Care will be signed into care upon arrival by the parents or authorised nominee
- Children will be signed out of care by the Educators at the service upon departure from the service
- Children will be escorted from the service to the school's morning supervision meeting spot
- Educators will sign children out of care once they have sighted the teacher on duty at the school
- Service specific procedures are outlined in the Safe Arrival of Children Risk Assessment

### **Safety of children during travel from Before School Care to School on the School Bus**

- Develop a Safe Arrival of Children Risk Assessment that meets the needs of each individual service
- Review Risk Assessments at least annually, and as required
- Develop a Transporting Children Details Risk Assessment and Management Form and Permission Form
- All children who catch the bus for the service to school must have a completed and signed permission form
- Inform families upon enrolment as to the process for releasing children from our service and onto the school bus
- Duty of Care for children remains the responsibility of the service while the child is signed into their care, once the child has been released from care and signed out of care, the responsibility for the child passes on to the school
- Children attending Before School Care will be signed into care upon arrival by the parents or authorised nominee

- Children attending Before School Care will be signed out of care by the Educators at the service upon departure from the service, once the child has embarked on the bus
- Children will be escorted from the service to the bus stop
- Service specific procedures are outlined in the Safe Arrival of Children Risk Assessment and the Transporting Children Details Risk Assessment and Management for Catching the School Bus

### **Safety of children during travel from School to After School Care**

- Develop a Safe Arrival of Children Risk Assessment that meets the needs of each individual service
- Review Risk Assessments at least annually, and as required
- Inform families upon enrolment as to the process for collecting children from school and into the services care
- Duty of Care for children becomes the responsibility of the service when the child is signed into their care upon release from school
- Children attending After School Care will be signed into care upon arrival by the service Educators
- Children attending After School Care will be signed out of care by the child's parent or authorised nominee upon departure from the service
- Children will be met at a pre-arranged meeting spot on the school grounds
- Children will be escorted by Educators into the service premises once they have been signed into care
- Services will conduct a roll call check once all children have arrived on the services premises to ensure all children are accounted for
- If a child has not turned up to the meeting spot, Educators will follow the Safe Arrival of Children Risk Assessment and Missing Child Procedures
- Service specific procedures are outlined in the Safe Arrival of Children Risk Assessment

### **Safety of children during travel from School to After School Care on the School Bus**

- Develop a Safe Arrival of Children Risk Assessment that meets the needs of each individual service
- Review Risk Assessments at least annually, and as required

- Develop a Transporting Children Details & Risk Assessment and Management Form and Permission Form
- All children who catch the bus from school to the service must have a completed and signed permission form
- Inform families upon enrolment as to the process for children entering the services care from school on the school bus
- Duty of Care for children is the responsibility of the service when the child has disembarked from the bus and is signed into their care
- Children attending After School Care will be signed into care upon arrival by the Service Educators upon disembarking from the bus
- Children will be signed out of care by the child's parents or authorised nominee upon departure from the service
- Children will be met at the bus stop by service Educators
- Educators will escort children into the service premises
- Service specific procedures are outlined in the Safe Arrival of Children Risk Assessment and the Transporting Children Details Risk Assessment and Management for Catching the School Bus

## **Roles and Responsibilities**

### **Approved Provider /Nominated Supervisor**

- Ensure that an attendance record is kept with each child's name, the date and time they arrive and depart the service, and the signature of who has collected or delivered the child
- Ensure a Risk Assessment is conducted for each service to identify and address any risks that a child's travel between the school setting and the service may pose, and that these Risk Assessments are reviewed at least annually, and as required
- Risk Assessments clearly state who holds the duty of care for children during these periods of travel between the school setting and the service
- Take reasonable steps to ensure that Nominated Supervisors, Educators and Staff are aware of, can access and use the risk assessments to manage risks to maintain the safety of children during travel between the school setting and the service
- Ensure systems are in place 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

- 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
- Ensure that an enrolment record is kept for each child which contains the information set out in Regulations 160 and 161, including authorisations from families
- Ensure all supervision requirements are met during the delivery of children to, and collection of children between the school setting and the service premises, including relevant Educator to child ratios
- If any incidents occur relating to the safety of children during travel between the school setting the service, ensure that the response meets all regulatory requirements
- Take reasonable steps to ensure that the Nominate Supervisor, Educators, Staff and volunteers follow the Safe Arrival of Children Policy and Risk Assessments
- Follow up directly with a reminder and policy guidelines to Guardians who have not provided notice of their child's absence to a booked session of care.
- Enforce penalties to Guardians who fail to notify of their child's absence to a booked session of care:
  - Written reminder after the first instance
  - A week's suspension from care after the second instance
  - Termination from care after the third instance
- Please note penalties for non-notification of an absence are made at the discretion of the Approved Provider. Penalties for non-notification of an absence will be enforced on a case by case basis, depending on the surrounding circumstances

### **Responsible Person/Educators**

- Ensure that the attendance record is completed when children arrive and depart the service
- Be aware of access and use the Risk Assessment to manage risks and maintain the safety of children during periods of travel between the school setting and the service
- Take reasonable steps to ensure that all Educators, Assistant Educators, students and volunteers are aware of access and use the Risk Assessment to manage risks

and maintain the safety of children during travel between the school setting and the service

- Ensure that an enrolment record is kept for each child which contains the information set out in Regulations 160 and 161, including authorisations form families
- If any incidents occur relating to the safety of children during travel between the school setting and the service (e.g. a child cannot be accounted for), ensure that the response meets all regulatory requirements
- Ensure that when leaving the service children are:
  - Given into the care of a parent, an authorised nominee named on 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
- Ensure all supervision requirements are met during the travel to and from the school setting and the service premises, including Educator to child ratios
- Communicate any changes to the travel routine to all Educators and Staff
- Report the names of any Guardians who did not notify the Service of their child's absence for a Session to the Nominated Supervisor or Approved Provider

## Families

- It is the responsibility of the Parent/Guardian to notify the Service if their child is going to be absent from a booked session of care prior to the commencement of the session. Failure to notify if a child is going to be absent may result in the suspension or termination of the child's enrolment
- Remain up to date with the Services' practices relating to the travel of children between the school setting, service and any other education or early childhood service, including who holds the duty of care for children during the periods of travel
- Provide authorisations in their child's enrolment form and ensure the information is kept up to date
- Sign their child in/out of care when their child arrives at and leaves the service
- Communicate any changes to their circumstances that may impact the services practices related to the travel of children between the school setting, the service and any other education or early childhood service
  - If their child will be absent from care and not attending the service, notify the service by marking them absent in the portal, or by sending a text to the service phone
- Provide written authorisation should they require a person (other than people listed in the enrolment record) to collect their child from the service
- Acknowledge that on- notification of an absences may result in penalties being enforced.

**LINKS TO:**

- **Education & Care Services National Law**  
Section 165, 167, 175
- **Education & Care Services National Regulations**  
99, 100, 101, 102, 102AAB, 102AAC, 102C, 102D, 122, 123, 160, 161, 162, 168, 169, 170, 171, 172
- **National Quality Standards/Elements:**  
2.2 , 6.2, 7.1
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## **Continual Monitoring and Improvement**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

## **SOURCES**

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- ACECQA – Safe Arrival of Children Information Sheet
- ACECQA – Safe Arrival of Children Policy Guidelines

**LINKS TO OTHER POLICIES:**

- Acceptance & Refusal of Authorisations
- Child-Safe Environment
- Delivery & Collection of Children
- Enrolment & Orientation
- Incident, Injury, Trauma & Illness
- Regular Outing & Excursions
- Safe Transportation of Children