

Children's Health & Safety

# Safe Arrival of Children Policy.

## Our Vision.

To give every child **the best start in life.**

## Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

## Our Values.

### Care

We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.

### Quality

We maintain the highest standards in care and safety and provide exceptional early years education.

### Service

We provide exceptional service and are integral to supporting parents bringing up children.

### Value

We provide outstanding value for our families.



# Safe Arrival of Children Policy.

Busy Bees Early Learning Australia has a responsibility for the safe arrival of children who travel to or from an education and care service premises. This includes 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 STANDARDS (NQS)	
QUALITY AREA 2 – Children's Health and Safety	
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management
QUALITY AREA 6 – Collaborative Partnerships with Families and Communities	
6.2 – Collaborative Partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA – Governance and Leadership	
7.1 - Governance	7.1.2 – Management Systems

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law – 165, 167, 175)
Part 4.2	Children's Health and Safety (Reg – 86, 99, 100, 101, 102, 102A, 102B, 102C, 102D)
Part 4.3	Physical Environment (Reg – 113, 114)
Part 4.7	Governance and Leadership (Reg – 158, 160, 168, 170, 171, 172)

RELATED POLICIES	
Acceptance and Refusal of Authorisations Policy	Health and Hygiene Policy
Child Enrolment and Orientation Policy	Incident, Injury, Trauma and Illness Policy
Child Safe Environment Policy	Safe Transportation Policy
Delivery and Collection of Children Policy	Supervision Policy
Excursion and Incursion Policy	

## PURPOSE

Busy Bees Early Learning Australia 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

Children, Busy Bees Employees, Management, Visitors and Families

## POLICY

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 employees 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 annually 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

## The Approved Provider/Nominated Supervisor Will:

- ensure obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure all employees, visitors, families, children follow this policy and related procedure
- ensure all employees are inducted and trained in the Safe Arrival of Children Policy and procedure
- provide ongoing training and information to nominated supervisors and employees to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- ensure copies of the policy and procedures are readily available and accessible to employees and families
- clearly communicate any updates to policies and procedures to employees
- develop a Safe Arrival of Children Procedure to clearly outline roles, responsibilities and obligations for employees, 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
- consult with employees, 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 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
- develop open communication channels and strategies between families, our service, employees 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 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 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 employee in accordance with the Delivery and Collection of Children Policy

## Employees 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



## Safe Arrival of Children Policy.

- the signature of the person who has collected or delivered the child to our Service or the signature of the Nominated Supervisor or employee in accordance with the Delivery and Collection of Children Policy
- cross check children's attendance against an accurate attendance record showing when children are within the care of the Service
- 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
- implement the 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 families, employees and the nominated supervisor

### Families Will:

- adhere to the Service's Delivery and Collection of 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
- 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 employees 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 there care 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

# Safe Arrival of Children Policy.

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.

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Australian Government Department of Education Skills and Employment](#)

[My Time Our Place: Framework for School Age Care in Australia.](#)

[Early Childhood Australia Code of Ethics.](#)

[Kids and Traffic Early Childhood Road Safety Education Program - Resources](#)

[Road Transport \(Safety & Traffic Management\) Act 1999.](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.