

McKay Children's Centre

SAFE ARRIVAL OF CHILDREN PROCEDURE – LDC and OSHC

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 educational facilities and our Service.

Working in conjunction with the *Safe Arrival of Children Policy* this procedure provides detailed steps for educators to follow if arrangements have been made for a child to travel between our Service and an educational facility.

Examples of travel between education or early childhood Services may include, but are 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 or FDC Service or from an OSHC or FDC Service to our Service

Education and Care Services National Law or Regulations (*R. 861 102AAB, 102AAC, 102C, 102D, 158, 160, 168, 170, 171, 172*) NQS QA 2: *Element 2.1.2 and 2.2.2 Health practices and procedures, QA6: Element 6.2 Collaborative partnerships with families and communities and QA7: Element 7.1.2 Governance and Leadership*
Related Policies: *Safe Arrival of Children Policy*.

SAFE ARRIVAL OF CHILDREN PROCEDURE		
1	The approved provider, nominated supervisor and educators will review the Service's <i>Safe Arrival of Children Policy</i> annually	
2	The approved provider and nominated supervisor will ensure all new staff and educators are inducted in the <i>Safe Arrival of Children Policy</i> and procedure	
3	The approved provider, nominated supervisor and educators will ensure ratios are maintained at all times they provide education and care for children	
4	The approved provider, nominated supervisor and educators must ensure children leave our Service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form, in accordance with the <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i>	

5	Families are required to inform the Service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware	
6	Educators will implement the <i>Administration of First Aid Policy</i> and <i>Incident, Injury, Trauma and Illness Policy</i> in the event of a serious incident, injury, trauma or medical emergency	
7	Our Service will ensure accurate attendance records are kept recording: - 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 <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i>	
8	Educators will 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	
9	Families will be advised to notify the Service if their child is going to be absent on a particular day or session	
10	The approved provider and nominated supervisor will ensure a review of practices is conducted following an incident, with areas of improvement identified	

RISK ASSESSMENT		
1	The approved provider and nominated supervisor will complete a comprehensive risk assessment in order to ensure the safe arrival and departure of children who are travelling between our Service and an educational facility	
2	The risk assessment will be developed in consultation with educators, families and, where possible, children	
3	The approved provider and nominated supervisor will review the risk assessment at least once every 12 months	
4	The approved provider and nominated supervisor will review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised.	
5	If a risk concerning a child's travel is identified during the risk assessment, the approved provider and nominated supervisor will update the safe arrival of children policy and procedure as soon as possible.	
6	The risk assessment will contain the information as prescribed within the <i>Safe Arrival of Children Policy</i> , including but not limited to: - 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	

	- o 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 and 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	
7	The nominated supervisor will ensure the <i>Safe Arrival of Children Risk Assessment</i> is stored safely and securely and kept for a period of 3 years	

MISSING OR UNACCOUNTED CHILD		
If the child does not arrive at the Service at the predetermined time the nominated supervisor/responsible person or educator will:		
1	contact the educational facility and confirm that the child left the educational facility at the arranged time	
2	contact the parents or authorised nominee to determine the location of the child	
3	contact the nominated supervisor/responsible person to advise of the situation	
4	where possible, help conduct a search of the route of travel, ensuring supervision of all children within care	
5	liaise with Police, emergency services and parents as required	
6	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, the nominated supervisor/responsible person or educator will:		
7	assist the educational facility to provide details of when the child left the service	
8	where possible, assist in a search of the route of travel, ensuring supervision of all children within care	
9	contact the nominated supervisor/responsible person and advise of the situation	

10	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	
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REVIEW OF PROCEDURE			
Date procedure created	June 2026	To be reviewed	June 2027
Approved by	Governing Council	Signature	
Procedure Reviewed Date	Modifications/Changes		

SAFE ARRIVAL OF CHILDREN RESOURCES

NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
POLICY AND PROCEDURES		
Safe Arrival of Children Policy	The <i>Safe Arrival of Children Policy</i> establishes guidelines and standards required by the National Regulations and relevant legislation to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service	QA2 Policy Library
Safe Arrival of Children Procedure	This procedure provides detailed steps for educators to follow if arrangements have been made for a child to travel between our Service and an educational facility.	Resources > Procedures
Safe Arrival of Children Risk Assessment	National Regulations state a risk assessment must be prepared for the purposes of ensuring the safe arrival of children when travelling between the Service and an educational facility. This risk assessment meets all requirements under Reg. 102AAC.	Resources > Forms
Safe Travel Agreement Form	This form has been developed to provide details of the travel between the Service and educational facility, including authorisations by parents/guardians.	Resources > Forms