



Safe arrival of children procedure

Purpose

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

Background

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.

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 Challa Gardens Preschool 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. This procedure was informed by a risk assessment for the safe arrival of children.

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 travelling between services, 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 travelling between services

- use the risk assessment template for the safe arrival of children, 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
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between have a common understanding of roles, responsibilities, and who holds the duty of care for children during the period of travel.

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
Confident Kids	Challa Gardens Preschool	Confident Kids

Entering and exiting the premises

To ensure children are accounted for when they arrive at Challa Gardens from another education or early childhood service

Educator will:

- make sure our sign in/out is implemented every day
- supervise children during entry and exit making sure there is a designated educator on the main gate.
- conduct headcounts before and after travel to ensure all children are present
- communicate clearly with parents/guardians about drop-off and pick-up procedures.

Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (eg 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:

- Contact families
- Contact 000 if need

Communicating with families

Informing About Planned or Unexpected Absences:

- Families can inform the preschool about planned absences through various channels such as phone calls and emails
- For unexpected absences, families should notify the preschool as soon as possible via telephone or Seesaw

Providing Information About Safe Travel Between Services:

- Families are encouraged to provide relevant information about their child's individual needs and developmental stage that may impact their safe travel between services.
- This information can be shared during enrolment or through regular updates to ensure the service is aware of any specific requirements or considerations.

Informing Families About Procedures for Safe Travel:

- Families are informed about the procedures in place for safe travel between services during the enrolment process or through orientation sessions.
- Detailed information about the procedures, including who holds duty of care during travel, is provided in written form and discussed with families to ensure clarity.
- Regular reminders or updates may be sent to families through newsletters, emails, or notices posted in visible areas within the service premises.

Documenting Communication:

- Maintain accurate records of communication with families regarding planned or unexpected absences via EMS teacher toolkit
- Educators to document any relevant information provided by families regarding their child's individual needs and developmental stage to ensure it is taken into consideration during travel arrangements.

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 nominated supervisor will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures and will use relevant tools for ensuring compliance (ie checklists)
- the nominated supervisor will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.