

POLICY 57: SAFE ARRIVAL OF CHILDREN POLICY AND PROCEDURE

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) recognises that families may sometimes require support for their child/ren to attend education or early childhood service and where possible, service Educator can deliver and collect children these locations.

CRITICAL INFORMATION:

OVFC requires all parents/guardians to give permission for a Family Day Care Educator to take children routinely to an education or early childhood service. A Risk Management Plan for Transporting children (other than as part of an excursion) will be completed for the parent/guardian review and consent.

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PURPOSE:

The purpose of this policy is to provide clear guidelines for the delivery and collection of children to and from education and care service premises.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health (SCCH) is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities,

those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

<p>Education or early childhood service</p>	<p>Means- (a) a school; or (b) an education and care service; or (c) a children’s service; or (b) any other service which provides education or care to children.</p>
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PROCEDURES:

OVFC requires all parents/guardians to give permission for a Family Day Care Educator to take children routinely to an education or early childhood service. A Risk Management Plan for Transporting children (other than as part of an excursion) will be completed for the parent/guardian review and consent.

The OVFC Risk Management Plan for Transporting children Part A and OVFC Part B is completed annually and in accordance with regulatory requirements for the purposes of safe arrival of children.

During the initial parent interview, all the details relating to the collection of the child/ren from kindergarten or school will be provided by the Parent/Guardian. The details of the requirements will include:

- Time of collection
- Location of the education or early childhood service.

Upon enrolment the booking is discussed and will be recorded within harmony which is agreed upon by both Educator and Parent/Guardian.

If the child:

- Is feeling generally unwell, education or early childhood service staff can call the Family Day Care Educator whose duty is to inform the Parent/Guardian and arrange for the family to collect the child.
- Shows signs of a contagious illness whilst at education or early childhood service, the Parent/Guardian or emergency contact is contacted by the education or early childhood service staff to collect their child.

A Parent/Guardian must notify the Family Day Care Educator if there is to be any change to the child’s booking regarding the collection of the child from education or early childhood service. E.g., If the child has been collected early by the parent or the child was ill and did not attend education or early childhood service.

Our Village Family Day Care Educators will:

- Complete a Risk Management Plan for Transporting children to all education or early childhood service annually and as soon as practical 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.

- As per Division 6A – Safe arrival of Children (Education and care National regulations current version October 1, 2023)

Regulation 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.

(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 sub regulation (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.

- Deliver children inside the education or early childhood service or grounds. Prep children are to be delivered and collected from their classroom, unless otherwise directed by the school or Parent/Guardian
- Deliver children to kindergarten in time to settle in before the session starts, and arrive at school no more than 15 minutes before the bell signals the start of the school day, but with adequate time to settle in
- Sign the child out and in through the Harmony software system, as well as in and out of the kindergarten as required.
- Collect children from inside the kindergarten room at the end of each session and be at the school when the bell signals the end of the school day in a designated place to meet the child.

When a Child Cannot Be Found

In the instance that the child cannot be found or is not at the agreed collection point, the Family Day Care Educator must:

- Remain at the education or early childhood service.
- Confirm with the education or early childhood service staff if they are aware of any changes to the arrangements regarding the child's collection. E.g., Child was absent or was collected early.
- Contact the Parents/guardians of the child and seek further information and clarification
- Contact the Coordination Unit and advise them of the situation. If the child is deemed as missing the Police will be contacted by the Coordination Unit after further consultation with the education or early childhood service.

Following the Incident Educators will:

- Complete the Incident, Illness, Trauma, and Injury form for all incidents. This form must be signed by the parent/guardian of the child and submitted to the Co-ordinator or Manager within 24hrs.
- Contact the office and advise them of what has happened (as soon as is practicable) but within 24hrs.
- Support the Co-ordinator or Manager in the completion of all service forms and the provision of information for DET serious incident notification.

Coordination Unit will:

- Ensure Notification to the Department of Education is made within 24hrs via the NQAITS portal.

- Follow SCCH Polices and Procedures to ensure all line managers are notified.

APPENDICES:

- Risk Management Plan for Transporting children (other than as part of an excursion) Part A
- Risk Management Plan for Transporting children (other than as part of an excursion) Part B

REFERENCES:

- [Education and Care National regulations \(Current Version October 1, 2023\) Division 6A – 102AA,102AAB, 102AAC](#)
- [ACECQA – Risk Assessment and Management Tool](#)
- [ACECQA – Risk Assessment and management template – Transporting children \(other than as part of an excursion\)](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Road Safety and Transport Policy and Procedure - 41
- Active Supervision Policy and Procedure - 52
- Excursions - 16
- Health and Safety – Sun Protection Policy and Procedure– 38
- Incident, Injury, Trauma and Illness Policy and Procedure – 14

VERSION CONTROL AND LEGISLATION:

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