



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

SAFE ARRIVAL OF CHILDREN

Date Approved: 30/9/23

Statutory Legislation & Consideration

Links to Education and Care Services National Law:

- Sec. 165 Offence to inadequately supervise children
- Sec. 167 Offence relating to protection of children from harm and hazards
- Sec. 175 Offence relating to requirement to keep enrolment and other documents
- Sec. 167 Offence relating to protection of children from harm and hazards

Links to Education and Care Services National Regulations:

- Education and Care National Regulation: 86, 99, 102AAB, 102AAC, 102C, 102D, 122, 123, 158, 160, 168, 169, 170, 171, 172

Links to National Quality Standards/Elements:

- National Quality Standards for Early Childhood Education and Care and School Age Care: Standard 2.2 Element 2.2.1, 2.2.2, Standard 6.1 Element 6.1.2, Standard 6.2 Element 6.2.1, Standard 7.1, Element 7.1.2

Sources

- Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

INTRODUCTION

Under the Education and Care Services National Regulations, it is the responsibility of staff and families to ensure the safe arrival of children who travel to or from education and care services. An education or early childhood service means a school, an education and care service, a children's service, or any other service which provides education and care to children. The supervision of children during travel to and from Jumbunna is important given the heightened risk to the safety and wellbeing of children during these times.

POLICY STATEMENT

The word, 'Trust' makes up part of Jumbunna's philosophy. This acts as a constant reminder of our commitment to the safety, wellbeing and care of all children who enter the service.

ACTIONS - What we are going to do?

The safety, health and wellbeing of the children at Jumbunna is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from, the service.

Jumbunna's staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings. Being prepared and knowing the risks involved when children travel to or from the service is vital.

PROCEDURES - How it will be done?

- A risk assessment will be conducted to assist us in identifying the risks involved during travelling to or from the service.

Examples of travel between education or early childhood services may include, but is not limited to:

- A child travelling from our preschool to a LDC Service or from the LDC Service to our preschool
- A child travelling from our preschool to a FDC Service or from the FDC Service to our preschool

- 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 preschool. 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 procedures 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 and individual needs of children
 - the roles and responsibilities of;
 - a. the nominated supervisor of each service (where applicable)
 - b. the child's parents/family member
 - c. an authorised nominee listed on the child's enrolment form
 - d. a person authorised by a parent or authorised nominee listed on the child's enrolment form (if applicable)
 - e. the role and responsibilities of the service the care of which the child is entering or leaving
 - f. 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
 - g. procedures to be followed if a child is missing or unaccounted for during travel between services
 - h. educator to child ratios required for adequate supervision during travel between services
 - i. 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 (ACECQA 2023)

The Nominated Supervisor or delegate will ensure that:

- A risk assessment has been developed which assesses the risks posed to the safety, health and wellbeing of any child enrolled at the service
- Information is provided in regards to the safe arrival of children to all staff, including casual staff, during their induction and frequency of ongoing training and information sharing to assist roles being fulfilled effectively.
- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure
- ensure all staff and educators are inducted in the Safe Arrival of Children Policy and procedures
- ensure copies of the policy and procedures are readily available and accessible to educators, staff and families
- clearly communicate any updates to policies and procedures to educators
- develop a Safe Arrival of Children Procedure to clearly outline roles, responsibilities and obligations for educators, 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 preschool and an educational facility
- consult with staff, educators, 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
- provide induction training to new educators and staff of this policy and related procedure

- provide ongoing training and information to nominated supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- develop open communication channels and strategies between families, our preschool, educators and the educational facility
- request families complete a *Jumbunna Bus Authorisation form* and/or *excursion form* prior to children travelling between our preschool and educational facility
- advise families to inform our preschool 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 *Administration of 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 preschool keeps accurate attendance records recording the following:
 - the time and date children arrive or depart the preschool
 - the digital sign in of the person who has collected or --delivered the child to our preschool or the signature/digital sign in of the Nominated Supervisor or educator in accordance with the *Delivery & Collection of Children policy*

Educators 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 preschool and an educational facility
- implement procedures for the safe handover of children between our preschool 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 preschool
 - the signature or digital sign in of the person who has collected or delivered the child to our preschool or the signature/ digital sign in of the Nominated Supervisor or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*
- cross check children's attendance against an accurate attendance record showing when children are within the care of the preschool
- follow the *Safe Transportation Policy* at all times to ensure regulations are met when children embark and disembark from vehicles during travel between our preschool and educational facilities
- implement the *Administration of 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 preschool, 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
- communicate any changes to travel routine to family members, educators and the nominated supervisor

Families will:

- adhere to the preschool's *Delivery & Collection of Children* and *Safe Arrival of Children* policies
- communicate any changes in routine and activities that may affect the child's safe arrival or departure as soon as they are aware
- notify Jumbunna 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 *Jumbunna Bus Authorisation form* detailing circumstances where children will travel between our preschool and an educational facility.

Jumbunna 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 preschool and an educational facility.

CONTINUOUS IMPROVEMENT

Our *Safe Arrival of Children Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

DOCUMENTATION

Documents related to this policy	
Related policies	QA 2b Delivery and Collection of Children QA 2w Transportation of Children QA 2h Excursions QA6a Enrolment and Orientation QA7a Acceptance and Refusal of Authorisation
Forms, record keeping or other organisational documents	QA2k Incident Injury Trauma and Illness

Policy Name:	Safe Arrival of Children	Policy Number:	
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