

Safe Arrival of Children

Policy/Procedure Number: **QA2 – 15A**

Policy/Procedure Requirement: National Quality Standards 2, 6 & 7; Regulations 86, 99, 100-102, 102AA, 102AAB, 102AAC & 168

Policy Statement

The Service is committed to the safe arrival of children during travel between the FDC residences and preschool/ school/ early childhood services. Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the safe arrival of children who travel to or from education and care service premises.

Rationale

This Policy provides guidance on the safe arrival of children who travel between the Family Day Care residence and school or other educational service where transportation is provided by the Educator.

Strategies and Practices

FDC Educators may provide transportation to a child to and from a school, preschool, or early childhood service. In providing transportation it is important to ensure that appropriate planning and implementation measures are in place to protect children from harm or hazard.

Planning

- When planning for children to travel to or from the FDC service to or from school or another education and care service, the health safety and wellbeing of all children must be considered
- The Service and Educator will work in partnership with families to accommodate requests for transportation to and from FDC residence to school/ preschool/ early childhood service to ensure safe arrival/departure of children
- The risks and hazards associated with each child's arrival/departure will be assessed as part of the approval process
- Effective risk management strategies must be agreed between the Service, Educator and parent/guardian for the travel to be permitted
- The Educator will collaborate with the parent/ guardian and determine:
 - how the child is travelling – e.g., third party transport or walking
 - when and where the child is traveling from or to
 - who is responsible for the child at each stage
 - how the safety of the child and the FDC group will be managed

Risk Assessment

Educators providing transportation between their FDC residence and another education service will conduct a comprehensive risk assessment to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between FDC residence and an education service.

The risk assessment is prepared in consultation with the parents and educational facility and 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 to facilitate continuous improvement in our service.

The risk assessment must be stored safely and securely and kept for a period of 3 years. The risk assessment will consider and include the following information:

- Age, developmental stages and individual needs of children
- 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 between the Educator, the parent/ guardian, and preschool/ school/ early childhood service including any communication arrangements if the child is missing or cannot be accounted for during the child's travel
- Procedures to be followed if a child is missing or unaccounted for during travel between services
- Educator to child ratios to be maintained during travel between services
- Proposed route and destination, including proximity to harm and hazards
- Process for entering and exiting the FDC residence and the pickup location or destination (as required)
- Procedures to be followed by the Educator to ensure children only leave the FDC residence in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form

Responsibilities of Nominated Supervisor/ Coordinator

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met
- Ensure all 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, Coordinators, staff and families
- Review and approve the risk assessment prepared by the Educator for the safe arrival of children travelling between the FDC residence, and another education facility
- Review the risk assessment annually or after being aware of an incident or circumstance
- Notify families at least 14 days in advance of any changes to policy or procedures
- Provide ongoing training and information to Coordinators, 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 service, Educators and the educational services
- Advise families to inform the Educator and 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 *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy* are 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 Educator keeps accurate attendance records recording the following:
 - the time and date children arrive or depart the FDC residence
 - the electronic and/or manual signature of the Educator or the person who has collected or delivered the child to the FDC residence or the preschool/ school/ early childhood service

Responsibilities of Educators

- Educators must ensure that children travelling between the FDC residence, and another education or early childhood service arrive safely, are accounted for at all times, and that written authorisations and risk assessments are in place in accordance with **Regulations 102AA, 102AAB and 102AAC**
- Consult with Coordinator, families and children (where applicable) and educational facility (where applicable) during the preparation of a risk assessment
- Implement the 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 FDC residence and an educational facility
- Ensure procedures for the safe handover of children to and from an educational facility is documented correctly, clearly communicated with all stakeholders, and complied with
- Discuss safe travel strategies with children prior to children travelling between FDC residence 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 FDC residence and an educational facility
- Communicate any changes to travel routine to family members, Coordinators and the Nominated Supervisor
- All children in the Educator's care **must accompany** the Educator during the transportation and during the drop off or collection of a child from school, preschool or early childhood service:
 - conduct a roll check and head count to ensure all children are accounted for, before recommencing the journey
 - repeat the above process for each subsequent stop
 - if travelling by a vehicle, it must be parked in a safe location, and all children must disembark and accompany the Educator
 - conduct a visual check of the vehicle after removing all children
 - ensure a child collected from or dropped off at an educational facility is safely delivered and where applicable, **into the care of a specific person** (e.g., preschool teacher) as authorised by the parent and signed in that service's attendance register

- if collecting a child from an education/ early childhood service, the Educator must sight the receiving staff member and where required, sign the child out of that service's records
- a thorough **check of the vehicle**, a roll check and head count must be completed after each trip to ensure all children are accounted for and that no child is left behind
- Educators must supervise children at all times during transport and transfer
- Non-ambulatory children must be transported using appropriate prams or evacuation cots if walking is unsafe
- 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 FDC residence
 - the electronic and/or manual signature of the Educator and/or the person who has collected or delivered the child to the FDC residence and/or the educational facility

Responsibilities of Parents

- Adhere to the Service's 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 and the Educator 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 FDC residence and an educational facility

Missing or Unaccounted Child

- The Service and Educators will follow clear procedures in case of a missing or unaccounted child who is deemed missing whilst travelling to or from FDC residence to an educational facility
- If the child is **not at the educational facility** at the predetermined time, and **parents have not advised** the Service of the child's absence or of any changes to the child's routine or activity, the **Educator will** immediately:
 - check with the educational facility if the child attended the facility
 - contact parents to check if child attended the educational facility (e.g., preschool/ school) and inform the parent that the child is not at the collection point
- If a child is unaccounted for at any time, the **Educator must**:
 - conduct an immediate head count and search the vehicle and surroundings
 - if not located within **5 minutes**, contact emergency services (000)
 - notify the Nominated Supervisor and parents immediately
- Educator and the Nominated Supervisor will liaise with Police, emergency services and parents as required
- Educator must complete an incident, injury, trauma and accident record as soon as possible

- The Service will notify the Regulatory Authority **within 24 hours** if a serious incident occurs, including if a child is missing or unaccounted for when travelling between FDC residence and an educational facility

Resources and Further Readings

- ACECQA (2023) Guide to the National Quality Framework
- ACECQA (2023) Policies and procedures guidelines: *Safe arrival of children policy and procedure guidelines*
- ACECQA (2023) Information Sheet: *Safe Arrival of Children*
- Education and Care Services National Law Act 2010 (Amended 2023)
- Education and Care Services National Regulations (Amended 2023)

Related FDC Policies, Procedures & Documents

- Delivery and Collection of Children Policy (QA2-13)
- Excursions and Regular Outings Policy (QA2-14)
- Safe Transportation Policy (QA2-15)
- Risk Assessment & Authorisations for Safe Arrival of Children between Education Services
- Safe Travel Agreement Form
- Child ID Cards
- Medical Management Plans

Last Reviewed: October 2025

Next Review: October 2026