



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 Wandana Child Parent Centre and other education or early childhood services, such as Happy Haven Wandana OSHC.

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 Wandana Child Parent Centre 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.

A copy of this procedure will be maintained in digital format within the policy folder on TEAMS, as well as in a site-specific policy folder located at the preschool.

This procedure was informed by a risk assessment for the safe arrival of children (see **attached**).

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.



Procedure

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) (note: these matters are detailed in Appendix A)
- 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 clear understanding of roles, responsibilities, and their common duty of care obligations for children during the period of travel.

Working with other services

To engage effectively with the services that children travel between, we will:

- Jointly complete a risk assessment with Happy Haven Wandana OSHC.
- Ensure site leaders and educators from both services have a clear understanding of their common duty of care obligations during travel periods.
- Establish a clear set of roles and responsibilities within each service
- Provide a copy of the final risk assessment and procedure to Happy Haven Wandana OSHC.

Duty of care and supporting children during travel between services

The below table shows staff members with a duty of care obligation for children's travel between specific services:

Service children leave	Service children arrive at	Personnel with a duty of care obligation (at the service/other service)
Happy Haven Wandana OSHC	Wandana Child Parent Centre	Happy Haven Wandana – Josh Nitschke (Service Co-ordinator) Happy Haven Wandana - Abror Shahrior – (OSHC Educator)
Wandana Child Parent Centre	Happy Haven Wandana OSHC	Happy Haven Wandana – Josh Nitschke (Service Co-ordinator)



		Happy Haven Wandana - Abror Shahrior – (OSHC Educator)
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To support children during travel between services, we will ensure:

- A maximum ratio of 1 adult to 5 children is observed.
- A consistent, pre-planned route is followed to create a predictable routine that helps reduce anxiety and build children's confidence.
- Ensure that a known educator accompanies the children during transitions.
- Conduct regular risk assessments of travel routes to ensure safety.
- Walk at a pace that keeps the group together.

Entering and exiting the premises

To ensure children are accounted for when they arrive at Wandana Child Parent Centre from another education or early childhood service:

- OSHC staff to do a head count of children going to preschool before leaving OSHC premises.
- OSHC to maintain a maximum ratio of 1:5 preschool age children during travel period.
- OSHC staff to make contact with preschool educators and confirm the names and total number of children they will be signing in for the session
- OSHC staff are responsible for signing children in and recording their attendance on the daily attendance sheet located inside the preschool entrance.
- Preschool educators to ensure all children are signed in on the daily attendance sheet.

To ensure children are accounted for when they leave Wandana Child Parent Centre to travel to another education or early childhood service:

- OSHC staff will make contact with a preschool educator and inform them of which children they will be taking to OSHC.
- OSHC staff are responsible for signing out all children attending OSHC on the preschool's daily attendance record located inside the preschool entrance.
- A head count will be conducted by OSHC staff before leaving preschool premises.
- OSHC to maintain a maximum ratio of 1:5 preschool age children during travel period.

Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (e.g. where the service becomes aware a child is not able to be accounted for) the following procedures will be undertaken to ensure children are safe:

- If child is unable to be accounted for OSHC educators to implement their missing child procedure.



- Family of missing child to be contacted by Happy Have OSHC and notify them of the situation.
- Happy Haven OSHC to contact Wandana P-6 to request assistance as soon as possible.
- Happy Haven OSHC to contact 000 if child is still unaccounted for after 5 minutes.

Communicating with families/carers

- *Planned absences:* Families must confirm any planned absences with Happy Haven and inform Wandana Child Parent Centre through one of the following methods: in person, in writing, or by phone.
- *Unexpected absences:* Families are encouraged to notify both the preschool and Happy Haven OSHC of any absences as early as possible, either via telephone or through a Seesaw message.
- *Providing information about individual child's safe travel needs between services:* Families are required to provide both Wandana Child Parent Centre and Happy Haven OSHC with relevant information about their child's individual needs at the time of enrolment. This includes any specific requirements necessary to ensure the child's safety and well-being during transitions between preschool and OSHC, with updates provided as needed.
- *Informing families about procedures for safe travel:* Families will be informed about safe travel procedures between preschool and OSHC and who holds duty of care during travel at time of enrolment or orientation sessions. This is discussed with families to ensure they have a clear understanding of the 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 all educators and staff receive training and induction that includes the service's safe arrival policies and procedures. Relevant tools, such as checklists, will be utilised to support understanding and ensure compliance.
- The nominated supervisor will ensure that educators and staff review the safe arrival policies and procedures annually. This review must be discussed and documented during a scheduled staff meeting
- A copy of this procedure will be maintained in digital format within the policy folder on TEAMS, as well as in a site-specific policy folder located at the preschool.
The Responsible Person in charge will ensure that all casual and relief staff are informed of the service's procedures for the safe arrival of children.



Roles and responsibilities

Roles	Responsibilities
Nominated Supervisor (Principal)	<ul style="list-style-type: none"> Ensure all procedures and policies are followed. Communicates with both services regarding any updates or issues.
Happy Haven OSHC Service Coordinator	<ul style="list-style-type: none"> Identifies, in consultation with the OSHC Director, clearly defined roles and responsibilities for the OSHC and preschool, specifically in relation to the safe travel of children between the two settings. Ensures OSHC staff communicate any changes to travel routine to the preschool leader. Ensures supervision requirements are met during delivery of children to, and collection from, the preschool.
Preschool Leader	<ul style="list-style-type: none"> Identifies, in consultation with the OSHC Director, clearly defined roles and responsibilities for the OSHC and preschool, specifically in relation to the safe travel of children between the two settings. Ensure preschool risk assessment and procedure are completed and reviewed.
OSHC Educators	<ul style="list-style-type: none"> Responsible for and have duty of care for the safe transportation of children travelling between OSHC and preschool. The designated staff are responsible for, and hold duty of care in relation to, the safe transportation of children between the OSHC and preschool services. OSHC staff are responsible for signing in (on arrival) and out (on departure) all children attending OSHC on the preschool's daily attendance record. OSHC staff to make contact with preschool educators and confirm the names and total number of children they will be signing in for the session.
Preschool Educators	<ul style="list-style-type: none"> Ensure the daily attendance record is completed when children arrive and leave preschool. Are responsible for receiving children travelling from OSHC to preschool in accordance with attendance procedures. Ensure that parents have provided written authorisation for their child to be collected by OSHC. Are aware of and follow the services safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel. Share relevant information regarding a child's well-being and any factors that may have impacted their day at preschool with OSHC educators to support continuity of care.
Parent or authorised nominee named in child's enrolment record	<ul style="list-style-type: none"> Must provide written authorisation for their child to be dropped off and collected by OSHC educators. Is aware of the service's safe arrival of children policy and procedures, including who holds duty of care for children during periods of travel. Communicate any changes in circumstances that may affect the service's procedures for their child's travel between preschool and OSHC, including notifying the service if their child will not be attending.

Procedure creation and revision record

Version:	1
Policy / Procedure created/reviewed by	Daniela Gambaro Early Years Coordinator
Approved by site leader:	Robyn McLachlan
Date of approval:	28.05.25
Date Approved by Governing Council:	25/07/25



Wandana

Preschool – Year 6

Respect • Belonging • Learning

Date of next review:	May 2028
Amendments(s) Modifications made:	Nil



APPENDIX A

Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations

Education and Care Services National Regulations (2011 SI 653), Division 6A—Safe arrival of children

102AA Definition

In this Division—

education or early childhood service means—

- (a) a school; or
- (b) an education and care service; or
- (c) a children's service; or
- (d) any other service which provides education or care to children.

102AAB Safe arrival of children policies and procedures

- (1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.
- (2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—
 - (a) staff of the service; and
 - (b) parents of children being educated and cared for by the service; and
 - (c) children being educated and cared for by the service (if applicable).

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.
Penalty: \$2200.
Note A compliance direction may be issued for failure to comply with subregulation (1).
- (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 subregulation (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

Other legislative requirements

Legislative requirements under the [National Law](#) that are relevant to the safe arrival of children include:

- Section 165 – offence to inadequately supervise children
- section 167 – Offence relating to protection of children from harm and hazards
- section 175 – Offence relating to requirement to keep enrolment and other documents

Legislative requirements under the [National Regulations](#) that are relevant to the safe arrival of children include:

- Regulation 99 – Children leaving the education and care services premises
- Regulation 102C – Conduct of risk assessment for transporting children by the education and care service
- Regulation 102D – Authorisation for service to transport children
- Regulation 122 – Educators must be working directly with children to be included in ratios
- Regulation 123 – Educator to child ratios
- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 168 – Education and care services must have policies and procedures
- Regulation 170 – Policies and procedures to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies and procedures