

POLICY AIM

We are committed to the safe arrival of children during travel between the school setting and outside school hours care. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

RATIONALE

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the safe arrival of children who travel between an education and service and any other education or early childhood service.

Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service.

The travel of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during travel between the service premises and other educational settings can be enabled by the creation of policies and procedures and an effective process for their implementation.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Approved Providers / Management
- Educators / Staff
- Families
- Children

NATIONAL QUALITY STANDARD

QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY

- Standard 2.1 (Health) - *Each child's health and physical activity is supported and promoted.*
- Standard 2.2 (Safety) - *Each child is protected.*

QUALITY AREA 7 - GOVERNANCE AND LEADERSHIP

- Element 7.1.2 (Management Systems) - *Systems are in place to manage risk and enable the effective management and operation of a quality service.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Acceptance and Refusal of Authorisations Policy
- Administration of First Aid Policy
- Arrival and Departure Policy
- Child Safe Environment Policy
- Excursion Policy
- Incident, Injury, Trauma & Illness Policy
- Illness Policy
- Safe Transportation of Children Policy (OOSH)

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Law s165 - Offence to inadequately supervise children
- Law s167 - Offence relating to protection of children from harm and hazards
- Law s175 - Offence relating to requirement to keep enrolment and other documents
- Law s167 - Offence relating to protection of children from harm and hazards
- Regulation 99 - Children leaving the education and care service premises
- Regulation 100 - Risk assessment must be conducted before excursion
- Regulation 101 - Conduct of risk assessment for excursion
- Regulation 102 - Authorisation for excursions
- Regulation 102AAB - Safe arrival of children policies and procedures
- Regulation 102AAC - Risk assessment for the purposes of safe arrival of children policies and procedures

- 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 record
- Regulation 168 - Education and care service must have policies and procedures

TERMINOLOGY

- **Authorised nominee** - A person who has been given permission by a parent or family member to collect the child from the service. (*National Law s170*)
- **Authorised person** - Means:
 - (a) a person who holds a current WWCC; or
 - (b) a parent or family member of a child who is being educated and cared for by the service; or
 - (c) an authorised nominee of a parent or family member of a child who is being educated and cared for by the service; or
 - (d) in the case of an emergency, medical personnel or emergency service personnel; or
 - (e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a WWCC. (*National Law s170*)
- **Education or early childhood service** - Means:
 - (a) a school,
 - (b) an education and care service,
 - (c) a children's service, or
 - (d) any other service which provides education or care to children. (*Regulation 102AA*)
- **Enrolment record** - The approved provider must ensure an enrolment record is kept for each child enrolled at the service. Information about what is required in the enrolment form can be found in the *Guide to the NQF*.
- **Parent** - In relation to a child, includes:
 - A guardian of the child; and
 - A person who has parental responsibility for the child under a decision or order of a court.
 - For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child. (*National Law (Definitions)*)
- **Regular outing** - In relation to an education and care service, means a walk, drive or trip to and from a destination—
 - (a) that the service visits regularly as part of its educational program; and
 - (b) where the circumstances relevant to the risk assessment are substantially the same on each outing. (*National Regulations (Definitions)*)
- **Regular transportation** - In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported. (*National Regulations (Definitions)*)
- **Risk assessment** - Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.
- **Transportation** (that is part of the education and care service) - Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school, or a place of excursion. E.g. Sweetpeas OOSH transporting children between the OOSH service and their respective schools.
Examples of transport *not* forming part of a service include:
 - private transport provided by families and carers (i.e. carers not engaged by/registered with a service)
 - transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider
 - transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an

- education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location),
- when a disability service picks up children and transports them to school or an activity.

GLOSSARY OF ABBREVIATIONS

- **WWCC** - Working With Children Check

IMPLEMENTATION AND STRATEGIES

The safety, health and wellbeing of the children at our service 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.

We acknowledge the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for the travel to, and collection from, the service premises.

Our service leaders, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.

We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the travel of children to and from the service.

Being prepared and knowing the risks involved when children travel to or from the service is vital. We develop risk assessments to assist us in identifying the risks involved during this time moving to or from the service.

RISK ASSESSMENTS

Before any transport of children is undertaken by Sweetpeas OOSH, a risk assessment will be developed to identify and assess risks that the travel may pose to the safety, health or wellbeing of any child or educators, and specify how the identified risks will be managed and minimised.

The risk assessment must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between Sweetpeas OOSH and any other education or early childhood service.

The risk assessment will consider:

- a) the age, developmental stage and individual needs of the child/ren,
- b) the role and responsibilities of the following persons (if applicable) –
 - i. in the case of a child who leaves the Sweetpeas OOSH service premises to travel to the 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);

- iii. the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

AUTHORISATIONS

All children being transported as part of regular transportation or for excursions must have a signed authorisation by their parent or authorised nominee.

Authorisation must be given for each excursion. Where the authorisation is for 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

The authorisation must include the following:

- child's name;
- reason for transportation;
- for regular transport, a description of when child is to be transported;
- for transport that is not regular, the date of transportation;
- description of collection/delivery locations;
- means of transport;
- timing and duration of transportation;
- number of children being transported;
- number of supervising adults;
- requirements for seatbelts or safety restraints;
- notification that the prepared risk assessment and the *Safe Transportation of Children Policy* and Procedures are available to view at the service.

For regular transportation, authorisation will be obtained annually or when the risk assessment is amended. For transport that is not regular, authorisation will be obtained each time transport is to be used.

PROCEDURES

See the Sweetpeas *Safe Transportation of Children Policy* for all transport procedures.

As Sweetpeas OOSH is established and Risk Assessments are carried out, further procedures may be developed to communicate safe practices to all stakeholders.

RESPONSIBILITIES

THE APPROVED PROVIDER(S) WILL:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met;
- ensure that an attendance record is kept with:
 - each child's name;
 - the date and time they arrive and depart; and
 - the signature of the person who delivers or collects the child, a nominated supervisor or educator (Regulation 158)
- ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel;
- take reasonable steps to ensure that nominated supervisors, educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during travel to or from the service;
- ensure systems are in place so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee;
 - in accordance with the written authorisation of the child's parent or authorised nominee;
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee;
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (Regulation 99);

- ensure that an enrolment record is kept for each child which contains the information set out in Regulations 160 and 161, including authorisations from families;
- ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (Regulations 122 and 123);
- should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing *Incident, Injury, Trauma and Illness Policy* and procedures (Regulations 86 and 87).
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the *Safe Arrival of Children Policy* and procedures;
- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection;
- notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected; or
 - significantly impact the service's education and care of children; or
 - significantly impact the family's ability to utilise the service.

THE NOMINATED SUPERVISOR(S) / RESPONSIBLE PERSON(S) WILL:

- implement the *Safe Arrival of Children Policy* and procedures
- ensure that an attendance record is kept with:
 - each child's name;
 - the date and time they arrive and depart; and
 - the signature of the person who delivers or collects the child, a nominated supervisor or educator (Regulation 158);
- ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel;
- take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel;
- establish relationships with local schools and their staff to ensure strong communication links;
- implement systems so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee;
 - in accordance with the written authorisation of the child's parent or authorised nominee;
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee;
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (Regulation 99);
- ensure that an enrolment record is kept for each child which contains the information set out in Regulations 160 and 161, including authorisations from families;
- ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (Regulations 122 and 123);
- should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing *Incident, Injury, Trauma and Illness Policy* and procedures (Regulations 86 and 87).

EDUCATORS MUST:

- be aware of and follow the *Safe Arrival of Children Policy* and procedures
- ensure that an attendance record is kept with:
 - each child's name;
 - the date and time they arrive and depart; and
 - the signature of the person who delivers or collects the child, a nominated supervisor or educator (Regulation 158);
- be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel;
- should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing *Incident, Injury, Trauma and Illness Policy* and procedures (Regulations 86 and 87).
- ensure that, when leaving the service, children are:

- given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee;
- given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee;
- ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (Regulations 122 and 123);
- communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor;
- be aware of the requirements should any incidents occur.

FAMILIES WILL:

- be aware of, and follow, the *Safe Arrival of Children Policy* and procedures;
- remain up to date with the service's practices related to the travel of children between the service and the local schools, including knowledge of who holds the duty of care for children during periods of travel;
- provide authorisations in their child's enrolment form and ensure the information is kept up to date;
- complete the *HubHello* attendance record when their child arrives and leaves (i.e. sign their child in and out);
- communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service;
- provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.

REFERENCES

- ACECQA - <https://www.acecqa.gov.au/>
- ACECQA - Policy and procedure guidelines - https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_SafeArrivalofChildren_0.pdf
- ACECQA - Safe arrival of children | Information sheet - https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_SafeArrivalOfChildren.pdf
- ACECQA - Safe transportation of children | Information sheet - https://www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet_SafeTransportationOfChildren.pdf
- ACECQA - Risk assessment template: Excursions - <https://acecqa.gov.au/media/22736>
- Child Car Seats - <https://www.childcarseats.com.au/>
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Guide to the NQF - <https://www.acecqa.gov.au/nqf/about/guide>
- Kids and Traffic - <https://www.kidsandtraffic.mq.edu.au/>
- Kids Safe NSW (Road Safety) - <https://www.kidsafensw.org/safety/road-safety/>
- Sweetpeas Philosophy
- Transport for NSW (Centre for Road Safety) - <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/index.html>

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none">• Policy drafted for the establishment of Sweetpeas OOSH Cranebrook• Procedures currently all located within <i>Safe Transportation of Children Policy (OOSH)</i>	February 2025	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)