ECECP Procedure 17.1

Safe Arrival of Children

Controlled Document

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Policy attached to this procedure	Safe Arrival of Children Policy

Our Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between educational facilities and our Service. Working in conjunction with the *Safe Arrival of Children Policy* this procedure provides detailed steps for educators to follow if arrangements have been made for a child to travel between our service and an educational facility.

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

- A child travelling from our OSHC Service to school or from school to our OSHC Service
- A child travelling from our OSHC Service to preschool/kindy or from the preschool/kindy to our OSHC Service
- A child travelling from our OSHC Service to a FDC or LDC Service or from the FDC or LDC Service to our OSHC Service

Education and Care Services National Law or Regulations (R. 861 102AAB, 102AAC, 102C, 102D, 158, 160, 168, 170, 171, 172) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures, QA6: Element 6.2 Collaborative partnerships with families and communities and QA7: Element 7.1.2 Governance and Leadership

SAFE ARRIVAL OF CHILDREN PROCEDURE		
1	The Approved Provider/Leadership Team will review the Service's *Safe Arrival of Children Policy* regularly	
2	The approved provider and nominated supervisor will ensure all new staff and educators are inducted in the *Safe Arrival of Children Policy* and procedure	
3	The approved provider, nominated supervisor and educators will ensure arrangements are made, in writing, prior to children traveling between our service and an educational facility.	

4	The approved provider, nominated supervisor and educators will ensure ratios are maintained at all times they provide education and care for children	
5	The approved provider, nominated supervisor and educators must ensure children leave our Service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form, in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*	
6	Families are required to inform the service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware	
7	Educators will 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	
8	Our Service will ensure accurate attendance records are kept recording: • the time and date children arrive or depart our service • the signature of the person who has collected or delivered the child to our service or the signature of the Nominated Supervisor or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*	
9	Educators will 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	
10	Families will be advised to notify the Service if their child is going to be absent on a particular day or session	
12	The approved provider, nominated supervisor and Leadership Team will ensure a review of practices is conducted following an incident, with areas of improvement identified	

RISK ASSESSMENT		
1	The approved provider and nominated supervisor will complete a comprehensive risk assessment in order to ensure the safe arrival and departure of children who are travelling between our Service and an educational facility.	
2	The risk assessment will be developed in consultation with educators, families and, where possible, children	
3	The approved provider and nominated supervisor will review the risk assessment at least once every 12 months	
4	The approved provider and nominated supervisor will review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised.	

5	If a risk concerning a child's travel is identified the approved provider and nominated supervisor will update the safe arrival of children policy and procedure and risk assessment as soon as possible.	

6	The risk assessment will contain the information as prescribed within the *Safe Arrival of Children Policy,* including but not limited to:
	• the age, developmental stages and individual needs of children
	• the 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 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
	• procedures to be followed if a child is missing or unaccounted for during travel between services
	• educator to child ratios required for adequate supervision during travel between services
	• 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	

7	The nominated supervisor will ensure the *Safe Arrival of Children Risk Assessment* is stored safely and securely and kept for a period of 3 years	

MISSING OR UNACCOUNTED CHILD		
If the child does not arrive at the Service from the educational facility at the predetermined time the nominated supervisor/ responsible person or educator will:		
1	ask children from the child's class if they have seen the child and check for any known information about their whereabouts	
2	speak with the child's teacher and/or school office staff to confirm whether the child is present at school	
3	contact the child's parent/guardian to confirm whether the child should be attending the Service	

4	where the parent/guardian confirms the child should be in attendance, conduct a search of the school grounds and relevant areas with the assistance of school staff	
5	immediately notify the school principal or delegate of the situation	
If a child is considered missing and cannot be located within 5 minutes, an educator or staff member will follow the serious incident procedure including:		
6	Contact the child's parents	
7	Notify other educators/management/relevant stakeholders (school for OSHC) to inform them of the missing child	
8	Ensure that other children remain appropriately supervised	
9	Contact the police by dialling 000, if the child cannot be located or the parent cannot be contacted to confirm their intended whereabouts.	
10	Notify the regulatory authority within 24 hours of becoming aware of a serious incident	
11	Complete an incident, injury, trauma or illness record as soon as possible	
12	If the child is located, educators will immediately inform the parent/guardian.	
13	The incident must be reported internally to the Team Leader or relevant leadership staff as soon as practicable (within one hour), with notification to the regulatory authority within 24 hours where required.	
If the child does not arrive at the educational facility at the predetermined time, the nominated supervisor/ responsible person or educator will:		
1	assist the educational facility to provide details of when the child left the service	
2	where possible, assist in a search of the route of travel, ensuring supervision of all children within care	
3	contact the nominated supervisor/responsible person and advise of the situation	
4	Our Service 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 Service and an educational facility	