

## *Safe Arrival of Children Risk Assessment*

### RISK ASSESSMENT ACTION PLAN – SAFE ARRIVAL OF CHILDREN

The Education and Care Services National Law and Regulations require the approved provider to conduct a risk assessment for the purposes of preparing the safe arrival of children policies and procedures (regulation 102AAC). The Education and Care Services National Law requires services to ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury (Section 167) (ACECQA 2023).

Working in conjunction with the *Safe Arrival of Children Policy*, this Risk Assessment identifies potential risks and hazards that may be present as children travel between Armidale Family Day Care Services and school or other early childhood services. that may or are likely to pose a risk to the safety, health or wellbeing of children attending care within the service. Harm or hazards are identified and assessed, and actions specified to minimise or manage the impact of any risk as children are travelling to or from the service and another educational facility.

Children are sometimes transported by, or on transport arranged by, children's education and care services. For example, this might include transport to and from the service premises or other location and a child's home. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.



Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child / children (*other than as part of an excursion\**). Regulation 102E and 102F also include legislative requirements that require a staff member or nominated supervisor of the service to be present when a child is embarking or disembarking a vehicle. This movement between the vehicle must be recorded to ensure that every child is accounted for. This may form part of your risk assessment and management process for transporting children.

ACECQA has prepared this template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before transporting children, which services may wish to incorporate within their own risk assessment material.

*Note: A risk assessment is only required to be completed at least once for a 12 month period if it is 'regular transportation\*\*'.*

*\* Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children. **A separate template** to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before an excursion can be found [here](#).*

*\*\* Regular transportation is transport 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 each time the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.]*

Risk assessment template – Safe Arrival of Children	
<b>Service name</b>	
<b>Activity</b> E.g. collecting children from school or home	
<b>Start date</b>	<b>End date</b>
<b>Pick-up location and destination(s)</b> Include each location travelled to or from E.g. each child’s home address or each school	
<b>Estimated time of travel between the different locations</b> E.g. Departing the service, arriving at children’s homes or schools and arrival at the service	
<b>Proposed route</b> You can include an image of the route sourced online <sup>1</sup>	
<b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram	

<sup>1</sup> Note: Consider matters such as privacy and family violence situations, and decide how much detail should be recorded. It is likely not appropriate nor necessary to include street addresses for children’s homes in the risk assessment document, however street addresses for services and schools are more likely to be included. In some circumstances, a much more generic description of a pickup location within the risk assessment will be the only appropriate option, as opposed to a child’s street address.

<p>Requirements for seatbelts or safety restraints in your state or territory have been met</p>	<p>Yes / No</p> <p>Comment:</p>
<p>Number and full names of each adult involved in the transportation of children</p>	
<p>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</p> <p>E.g. for children's individual needs</p>	
<p>The number of children being transported</p>	
<p>Any water hazards on proposed route travelled and at each stop?</p> <p>E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p>Yes / No</p> <p>Comment:</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)</p>	
<p>Describe the procedures for embarking and disembarking the vehicle; (include whether a staff member or nominated supervisor is present, and include how each child is accounted for in embarking and disembarking eg: by making a record of each child ensuring they are accounted for)</p>	

Transport checklist – items to be readily available when transporting children (Please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised (regulation 102C(1)).

Risk Assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

(Press tab to add more rows)

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review		
Plan prepared by:	Full name: Signature: Role/Position:	Date:
Prepared in consultation with:	Full name: Signature: Role/position:	
Communicated to all relevant staff:	Yes / No Comment if needed:	
Vehicle safety information reviewed and attached	Yes / No Comment if needed:	
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> ', a risk assessment must be undertaken <i>at least</i> annually. In accordance with National Regulations 102E and 102F, a record that accounts for each child as they embark and disembark from transportation must be made each time a child moves between a vehicle.		