# *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.

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| Risk assessment template – Safe Arrival of Children | |
| **Service/ Educator name** |  |
| **Activity**  E.g. collecting children from school or home |  |
| **Start date** | **End date** |
| **Name of child** |  |
| **Age, developmental stage and individual needs of child (e.g. is there any developmental delay, does the child require extra support?)** |  |
| **Parent/ guardian name/s** |  |
| **Authorised nominee name/s** |  |
| **Role/ responsibility of service child is entering/ departing** |  |
| **Communication arrangements between service child is leaving, and service child is entering, including arrangements if child is unaccounted for (e.g. email, phone, in person)** |  |
| **Pick-up location and destination(s)**  Include each location travelled to or from  E.g. each child’s home address or each school |  |
| **Estimated time of travel between the different locations**  E.g. Departing the service, arriving at children’s homes or schools and arrival at the service |  |
| **Proposed route**  You can include an image of the route sourced online[[1]](#footnote-2) |  |
| **Means of transport**  E.g. public bus, private bus, coach, private car, taxi, tram |  |
| **Requirements for seatbelts or safety restraints in your state or territory have been met** | Yes / No |
| **Number and full names of each adult involved in the transportation of children** |  |
| **The number of educators / responsible adults, appropriate to provide *supervision* and whether any adults with specialised skills are required**  E.g. for children’s individual needs |  |
| **The number of children being transported** |  |
| **Any water hazards on proposed route travelled and at each stop?**  E.g. Bridge, causeway, risk of flooding, beach, lake, dam | Yes / No  Comment: |
| **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) |  |
| **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) |  |
| Transport checklist – items to be readily available when transporting children  (Please tick) | |
| First aid kit | List of adults involved in transportation |
| List of children involved | Contact information for each adult |
| Contact information for each child | Mobile phone / other means of communicating with the service & emergency services |
|  Medication, health plans and risk assessments for individual children | 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)).

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

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| **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: |  | |

1. 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. [↑](#footnote-ref-2)