

ARMIDALE OUT OF SCHOOL HOURS CARE

SAFE ARRIVAL OF CHILDREN POLICY AND PROCEDURE

Related documentation Policies:	Providing a Child Safe Environment, Child Safe Policy, Delivery and Collection of Children and Parental Access, Administration of First Aid, Authorisations and Refusals, Dealing with Medical Conditions, Enrolment and Orientation, Emergency Evacuation and Lockdown.
National Regulations/ Standards:	Education and Care Services National Regulations 86, 99, 102, 158, 160, 168, 170 – 172. National Quality Standards 2.2 & 7.1.
Related procedures:	Workplace Health and Safety
References:	NSW Office of the Children’s Guardian ACECQA Kids and Traffic Early Childhood Road Safety Education Program
Date effective	July 2025
Date for review	July 2026
Purpose	To ensure the safe and secure arrival of all children travelling from another education facility into Armidale Out of School Hours Care
Responsibility	Board of Directors, Management, Nominated Supervisors, Responsible Persons and Educators

Policy Statement:

Armidale Out of School Hours Care (OSHC) is committed to the safe arrival of children while they are travelling between school setting and outside school hours care. We have detailed processes, procedures and practices in place to assist us to minimise risks and potential hazards. We will use our best endeavours to ensure children are not placed at risk of harm when travelling between other educational facilities and Armidale OSHC service.

Key information:

The safety and wellbeing of children enrolled in Armidale OSHC is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our risk assessment process to ensure supervision is adequate at all times, including when children are travelling between Armidale OSHC and an educational facility. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

Procedures and Responsibilities:

Approved Provider

- To ensure that Armidale OSHC's obligations under the Education and Care Services National Law and National Regulations are met.
- To 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 and collects the child, the Nominated Supervisor, Responsible Person or Educator.
- To 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 periods of travel.
- To take reasonable steps to ensure that Nominated Supervisors, Responsible Person and Educators are aware of, access, and use the risk assessment to manage risks and maintain the safety of children during travel to or from services.
- To 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.
- To ensure that all relevant supervision requirements are met during the delivery to and collection of children from Armidale OSHC, including relevant Educator to child ratios.
- To ensure that a *Safe Arrival Risk Assessment* is developed and utilised in conjunction with this policy.
- To ensure, should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) that the response meets all regulatory requirements, including implementing the *Administration of First Aid and Incident, Injury, Trauma and Illness policies* and procedures (Regulations 86 and 87).
- To take reasonable steps to ensure that Nominated Supervisors, Responsible Persons and Educators follow the *Safe Arrival of Children Policy* and its procedures.
- To ensure that copies of this policy is readily accessible to Nominated Supervisors, Responsible Persons and Educators and available for inspection.
- To 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.

Nominated Supervisor/ Responsible Person

- To implement the *Safe Arrival of Children Policy* and its procedures.
- To make sure that families are aware of the *Safe Arrival of Children Policy*.
- To 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).
- To ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose; the risk assessment must clearly state who holds the duty of care for children during these periods of travel.

- To take reasonable steps to ensure that Educators are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.
- To 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.
- To ensure that all relevant supervision requirements are met during travel to and from Armidale OSHC, including relevant Educator to child ratios (Regulations 122 & 123).
- To ensure, should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) that the response meets all regulatory requirements, including implementing the *Administration of First Aid and Incident, Injury, Trauma and Illness policies* and procedures (Regulations 86 and 87).

Families

- To be aware of and follow the *Safe Arrival of Children Policy*.
- To remain up to date with Armidale OSHC practices related to the travel of children between our service and other educational facilities, including knowledge of who holds duty of care for children during periods of travel.
- To provide all required authorisations in their child's enrolment form and to ensure the information is kept up to date.
- To complete attendance records when their child arrives and leaves Vacation Care and when they leave After School Care, including their child's name, the date and time they depart and their signature.
- To communicate any changes to their circumstances that may impact Armidale OSHC practices relating to the travel of children between our service and other educational facilities (for example, if the child will be absent from school and not attending care).
Penalty fees will be charged to families for the late collection of Children from the services.
- To communicate to Armidale OSHC any specific needs for their child in relation to travel.

Missing or Unaccounted for Children

If a child does not arrive at Armidale OSHC at the pre-determined time or is not present for collection from their educational facility, the Nominated Supervisor, Responsible Person or Educator will:

- Communicate with the child's educational facility to confirm that the child was in attendance.
- Check with Management regarding any communication they may have received about the child's absence.
- Contact the child's parents and/or authorised nominees to try to determine the child's location.
- If the parent is not aware of the child's location, Management will be contacted and advised of the situation.
- Communicate with Police to notify them of the missing child.
- Complete an *Incident, Injury, Trauma and Illness Report*.
- Notify the Regulatory Authority within 24 hours.

