

## *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.

Risk assessment template – Safe Arrival of Children	
Service/ Educator name	Armidale Family Day Care:
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	

<p><b>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)</b></p>	
<p><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</p>	
<p><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</p>	
<p><b>Proposed route</b> You can include an image of the route sourced online<sup>1</sup></p>	
<p><b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram, walking</p>	

---

<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.

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 <i>supervision</i> 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	
<ul style="list-style-type: none"> <li>First aid kit</li> </ul>	<ul style="list-style-type: none"> <li>List of adults involved in transportation</li> </ul>
<ul style="list-style-type: none"> <li>List of children involved</li> </ul>	<ul style="list-style-type: none"> <li>Contact information for each adult</li> </ul>
<ul style="list-style-type: none"> <li>Contact information for each child</li> </ul>	<ul style="list-style-type: none"> <li>Mobile phone / other means of communicating with the service &amp; emergency services</li> </ul>
<ul style="list-style-type: none"> <li>Medication, health plans and risk assessments for individual children</li> </ul>	<ul style="list-style-type: none"> <li>Other items, please list</li> </ul>

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

Risk assessment -Safe arrival of children

--	--	--	--	--	--

(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:		