

Noarlunga downs preschool

Safe Arrival of Children Procedure

Policy and Philosophy

Our Safe Arrival of Children Policy can be found on the school website, Community portal, at the preschool or a copy can be accessed by request at the front office.

This procedure aims to outline the safe arrival and departure of children. It also states the procedure to follow when children are transported between services. Noarlunga Downs Preschool have adopted this procedure to maintain the highest standards of care and safety to the children, their families and the staff.

Procedure

The Safe Arrival of Children Procedure is found on the school website, Community portal, at the preschool or a copy can be accessed by request at the front office.

The policy and procedures have been created in September 2023 and will be scheduled for review in September 2026 if not before.

Links to other Policies and Procedures

[Delivery and Collection of Children](#)

[Risk assessment template](#)

[Safe Arrival of Children Policy](#)

Implementation

The nominated supervisor/ responsible person will conduct a risk assessment every 12 months, to identify any risks between the education setting and the care service.

The following factors will be considered:

- the age, developmental stage and individual needs of the child;
- the roles and responsibilities of:
- in the case of a child travelling from one service to another service, the nominated supervisor of each service;
- the child's parents;
- an authorised nominee named in the child's enrolment record;
- a person authorised by the child's parent or an authorised nominee named in the child's enrolment record;
- the role and responsibilities of the service of which the child is entering or leaving;



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- the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;
- the procedure to be followed if a child is missing or cannot be accounted for during the child's travel, e.g a child does not arrive to the after-school care setting

The proposed route for the transportation of children to the OSHC service at Flaxmill Primary can be accessed by the following link:

<https://goo.gl/maps/a4NwdzsFYuXnu1Ve6>

This route, on occasions may need to change if there was to be traffic incidents such as but not limited to:

- traffic accident
- road works
- vehicle brake down
- weather incidents

Collection points and Documentation

Morning Collection:

- Children will be collected by a Noarlunga Downs Primary School responsible staff member at Flaxmill Primary School.
- Children will be accounted for by visual inspection of the taxi and dropped off at Noarlunga Downs Primary School on Canterbury Crescent, in the kiss and drop area outside of the school.

Afternoon Drop off:

- Children will be supervised in the front office and be collected by a Noarlunga Downs Primary School responsible staff member to board the taxi on Canterbury crescent.
- Children will be accounted for by visual inspection of the bus and dropped off at Flaxmill Primary School.
- Children will then be handed over to the responsible staff members of the YMCA OSHC service who will sign them in via their processes.

The Daily Register Transportation Record is kept for all occasions of transport, both to and from the OSHC service. The responsible person (staff member) will sign each occasion to ensure no child is left either at the school or service or remains on the bus at departure. The Daily Register transportation record will then be signed by the nominated supervisor and kept in a secure location as per the Departments General Disposal Schedule No. 31.

Authorisation

The Nominated supervisor will ensure all supervision requirements are met during travel to and from the OSHC service premises and Noarlunga



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Downs Primary School, including relevant educator to child ratios (regulations 122 and 123)

Records

The Daily Register transportation record will then be signed by the responsible staff member and the nominated supervisor and kept in a secure location as per the Departments General Disposal Schedule No. 31.

Travel

- Preschool staff will supervise the delivery of preschool children to the front office after preschool, where they will be supervised by a staff member until they are collected by the responsible staff member to assist them onto the taxi.
- Children will be collected by a staff member from the taxi and delivered to the preschool to be signed in via the Delivery of Children procedures.
- Safe Arrival of Children policy and procedures are shared with both staff and families via the normal school process, updated and reviewed every 3 years in conjunction with school and preschool staff.
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- The Early Childhood Framework Curriculum is followed with oral language and vocabulary exploration while traveling between services.
- Children are supported to feel safe during the travel by following regular routines.

Roles and responsibilities

Roles	Responsibilities
Approved provider	<ul style="list-style-type: none">• ensure that obligations under the Education and Care Services National Law and National Regulations are met• 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)• 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 these periods of travel.• take reasonable steps to ensure that nominated supervisors, educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during travel to or from the service.• ensure systems are in place so that children only leave the service premises:



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	<ul style="list-style-type: none"> a. if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee b. in accordance with the written authorisation of the child's parent or authorised nominee c. if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee d. if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99) <ul style="list-style-type: none"> • 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 • ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123 • should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87). • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Safe arrival of children policy and procedures. • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection. • notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> a. affect the fees charged or the way they are collected or b. significantly impact the service's education and care of children or c. significantly impact the family's ability to utilise the service.
Nominated supervisor/ Responsible person	<ul style="list-style-type: none"> • implement the Safe arrival of children policy and procedures • 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) • 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 these periods of travel • take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel



	<ul style="list-style-type: none"> • implement systems so that children only leave the service premises: <ul style="list-style-type: none"> a. if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee b. in accordance with the written authorisation of the child's parent or authorised nominee c. if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee d. if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99) • 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 • ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123) • communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to educators and staff • should any incidents occur relating to the safety of children during travel between the service and an education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87).
Educators	<ul style="list-style-type: none"> • must be aware of and follow the Safe arrival of children policy and procedures • ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator • must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel • should any incidents occur relating to the safety of children during travel between the service and any other education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87) • ensure that, when leaving the service, children are:



	<ul style="list-style-type: none"> a. given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee b. given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee <ul style="list-style-type: none"> • all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123) • communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor • be aware of the requirements should any incidents occur.
Families	<ul style="list-style-type: none"> • be aware of and follow the Safe arrival of children policy and procedures • remain up to date with the service's practices related to the travel of children between the service and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel • provide authorisations in their child's enrolment form and ensure the information is kept up-to date • complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature • communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service • provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.

