



# Kids on Gallaghers Child Care Centre

254 Gallaghers Road, Glen Waverley VIC 3150 – (03) 9590 0321

[kidsongallaghers@bigpond.com](mailto:kidsongallaghers@bigpond.com)

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## Safe Arrival of Children

### POLICY

#### POLICY STATEMENT

Children do not transition to other education services from our organisation or vice versa. However, if we were to introduce this practice, we would be committed to ensuring the safe transition and arrival of children who travel between our service and other education services. We would ensure that all staff were trained, and regularly re-trained, to implement the policies and procedures relating to safe transitions and arrivals.

#### BACKGROUND

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the safe transition and arrival of children who travel between an education and care service and any other education service.

#### LEGISLATION

- National Law Act – 165, 167, 175
- National Regulations – 99–102, 122, 123, 158, 161, 168, 170–172
- National Quality Standard – 2.2, 6.2, 7.1

#### RELEVANT POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Emergency and Evacuation
- Enrolment and Orientation
- Excursions
- Governance and Management
- Health, Safety and Wellbeing
- Incident, Injury, Trauma & Illness
- Interactions with Children
- Providing a Child-Safe Environment
- Safe Transportation of Children
- Staffing Arrangements
- Sun Protection

#### LOCATION OF INFORMATION

- Centre Policy and Procedure Handbook
- Kids on Gallaghers Child Care Centre Website

#### MONITORING AND REVIEW

This policy is required to be reviewed at least annually by the approved provider, in conjunction with nominated supervisors, responsible persons, educators, staff members, parents, guardians, families and children.

- Dates of Review: January 2024



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## Safe Arrival of Children

### PROCEDURES

#### PLANNING FOR TRANSITIONS BETWEEN OUR SERVICE AND OTHER EDUCATION SERVICES

- When planning for transitions, the service will:
  - Assess the requirements for the transition.
  - Conduct a risk assessment.
  - Organise transport.
  - Make alternative arrangements for adverse weather conditions.
  - Inform families of the details of the transition including pick-up and drop-off times, requirements and the availability of a risk assessment.
  - Provide parents, guardians or authorised nominees with an authorisation form to complete.
  - Collect completed authorisation forms for each child involved in the transition.
  - Consider any additional factors in the planning of transitions for children with additional needs. Where possible, our organisation will uphold the right for all children to accessible transport.
- All transition details, risk assessments and map of routes must be approved by the nominated supervisor prior to going ahead.

#### SAFETY OF CHILDREN TRANSITIONING TO OTHER EDUCATION SERVICES FROM OUR SERVICE

- Develop a risk assessment that meets the needs of each individual service.
- Risk assessments for regular transitions will be carried out at least once in a 12-month period, provided the circumstances relevant to the risk assessment are substantially the same each time the child is transitioned.
- Inform families upon enrolment of process for releasing children from our service into the care of another education service.
- Duty of care for children remains the responsibility of our organisation while the child is signed into our care. Once the child has been released from care and signed out of care, the responsibility for the child passes on to the other education service.
- Children will be signed out of care by staff at the service upon departure from the service.
- Children will be escorted from the service to the designated meeting spot at the other education service.

#### SAFETY OF CHILDREN TRANSITIONING TO OUR SERVICE FROM OTHER EDUCATION SERVICES

- Develop a risk assessment that meets the needs of each individual service.
- Risk assessments for regular transitions will be carried out at least once in a 12-month period, provided the circumstances relevant to the risk assessment are substantially the same each time the child is transitioned.



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- Inform families upon enrolment of process for collecting children from another education service and into the care of the service.
- Duty of care for children becomes the responsibility of our organisation once the child is signed into our care and released from the other education service.
- Children will be signed into care by staff at the service upon arrival at the service.
- Children will be met at the service in the designated meeting spot, and escorted by staff into the service premises once they have been signed into care.
- The service will conduct a roll call check once all children have arrived on the premises to ensure all children are accounted for.

## RISK ASSESSMENTS

- A risk assessment must be conducted at least once every 12-months, and as soon as practicable after becoming aware of any circumstance that may affect the safe transition and arrival of children travelling between our service and another education service.
- The nominated supervisor will ensure that the risk assessment identifies and assesses the risk the transition may pose to the safety health and wellbeing of any child and will specify how the service will manage any risks identified.
- Once risks have been identified, they'll be categorised as high, moderate or low, and management of the risks will be detailed.
- The risk assessment conducted will consider:
  - The age, developmental stage and individual needs of the child.
  - The role and responsibilities of the following persons:
    - The nominated supervisor.
    - The child's parent, guardian or authorised nominee.
  - The role and responsibilities of the education service that the child is entering or leaving.
  - 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 transition.
  - The procedure to be followed by the service if they have identified that the child is missing or cannot be accounted for during the child's transition.
  - The number of staff or adults required to provide adequate supervision, and whether any adults with specialised skills are required.
  - The proposed route and destination, including any proximity to harm and hazards.
  - The process for entering and exiting:
    - The service premises.
    - The pick-up location or destination.
  - The procedure to ensure the child leaves the service.

## AUTHORISATION FOR TRANSITIONS

- Written authorisation for a child to be transitioned must be given by a parent, guardian or authorised nominee.
- If the transition is a regular transition, the authorisation is only required to be obtained once in a 12-month period.
- The transition authorisation will include:
  - The child's name.



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- The reason the child is to be transitioned.
- If the authorisation is for a regular transition, a description of when the child is to be transitioned.
- If the authorisation is not for a regular transition, the date the child is to be transitioned.
- A description of the proposed pickup locations and destinations.
- The means of transport.
- The period of time during which the child is to be transitioned.
- The anticipated number of children likely to be transitioned.
- The anticipated number of staff who will accompany and supervise the children during the transition.
- That a risk assessment has been prepared and is available at the service.
- That written policies and procedures for the safe transport and arrival of children are available at the service.

## STAFFING ARRANGEMENTS

- Staff supporting the transition will be no less than the numbers prescribed in the *Education and Care Services National Regulations*, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of staff will also be adequate to effectively supervise.
- Consideration will be given to the number of staff who have required first aid qualifications and the number of staff required to care for children who remain at the service.
- At least one staff member accompanying children during transition is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Where a group of children remain at the service whilst others are being transitioned, at least one staff member remaining at the service is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- All staff attending the transition will be made aware of the organisation's policies and procedures in relation to what must be done in the event of an emergency, and are aware of the risk assessment for the transition.

## RECORDS FOR PICK-UP AND DROP-OFF

- A record must be made immediately after all children have been picked-up from a service that states:
  - Confirmation that each child was accounted for at pick-up.
  - How each child was accounted for when picked-up.
  - The name and signature of the two staff members who accounted for the children that were picked-up.
  - The time and date the record was made.
- A record must be made immediately after all children have been dropped-off to another education service that states:
  - Confirmation that each child was accounted for at drop-off.
  - How each child was accounted for when dropped-off.
  - The name and signature of the two staff members who accounted for the children that were dropped-off.
  - The time and date the record was made.



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- These records must be kept until the end of 3 years after the last date on which the child was educated and cared for by the service.

## WHEN A CHILD IS MISSING OR CANNOT BE ACCOUNTED FOR

- The nominated supervisor will be notified immediately and staff will be allocated to undertake a thorough search of the immediate area, specifically checking likely hiding places.
- If the child is still missing, staff should contact the police on **000**, and also contact parents, guardians and/or authorised nominees.
- Whilst these notifications are occurring, all available staff will continue to search the immediate and surrounding areas, whilst ensuring that the remaining children are kept safe and calm.
- Once police arrive, they will take charge of the incident and staff will follow their direction, whilst ensuring that the remaining children are kept safe and calm.
- The nominated supervisor and staff involved will document the incident on an incident report.
- The nominated supervisor will notify the regulatory authority within 24 hours of the incident.

## ROLES AND RESPONSIBILITIES

<p><b>Approved Provider</b></p>	<ul style="list-style-type: none"> <li>• Assume responsibility under the National Law for the safety, health and wellbeing of all children that are in the care of the organisation.</li> <li>• Ensure that any child being educated and cared for by the service is not transitioned to another service, unless written authorisation has been given.</li> <li>• Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, another education service.</li> <li>• Ensure records are made showing children are accounted for as they are picked-up from, or dropped-off to, another education service.</li> <li>• Ensure risk assessments are conducted and reviewed at least annually to ensure potential risks are identified and managed.</li> <li>• Ensure that educator to child ratio requirements are maintained at all times, including when children are being transitioned by the service.</li> <li>• Read, understand, follow and enforce the organisation's policies and procedures.</li> </ul>
<p><b>Nominated Supervisors and Responsible Persons</b></p>	<ul style="list-style-type: none"> <li>• Take steps to ensure the health, safety and wellbeing of all children when being transitioned by the organisation to another education service.</li> <li>• Ensure that any child being educated and cared for by the service is not transitioned to another service, unless written authorisation has been given.</li> <li>• Only allocate staff to transition children to other education services who understand and are confident with the transport risk assessment and any associated policies and procedures.</li> <li>• Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, another education service.</li> <li>• Ensure records are made showing children are accounted for as they are picked-up from, or dropped-off to, another education service.</li> <li>• Ensure risk assessments are conducted and reviewed at least annually to ensure potential risks are identified and managed.</li> <li>• Ensure that educator to child ratio requirements are maintained at all times, including when children are being transitioned by the service.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ensure that staff carry medication, medical management plans and risk assessments for individual children.</li> <li>• Ensure that staff are aware of emergency procedures in case of an incident, injury or illness of a child.</li> <li>• Ensure at least one staff member accompanying children during transition holds a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.</li> <li>• In the event of a missing child, notify the regulatory authority within 24 hours.</li> <li>• Read, understand, follow and enforce the organisation's policies and procedures.</li> </ul>
<p><b>Educators and Staff Members</b></p>	<ul style="list-style-type: none"> <li>• Take steps to ensure the health, safety and wellbeing of all children when being transitioned by the organisation to another education service.</li> <li>• Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, another education service.</li> <li>• Ensure records are made showing children are accounted for as they are picked-up from, or dropped-off to, another education service.</li> <li>• Conduct and document regular head and face to name counts as detailed in the risk assessment.</li> <li>• Remain responsible for all children being transitioned and provide particularly close attention to any children in their assigned group.</li> <li>• Promote a safe and secure transition for children, engaging in meaningful interactions throughout.</li> <li>• Communicate with other staff before and during the transition to keep children safe and implement any risk minimisation strategies.</li> <li>• Ensure relevant medical management plans, risk assessments, medication and contact details for each child attending the transition are readily available.</li> <li>• Ensure that educator to child ratio requirements are maintained at all times, including when children are being transitioned by the service.</li> <li>• Refrain from using electronic devices when directly responsible for children, other than for the purposes of the transition or in an emergency.</li> <li>• Role model road safety practices at all times.</li> <li>• In the event of a missing child, follow procedures detailed in the risk assessment.</li> <li>• Read, understand, follow and enforce the organisation's policies and procedures.</li> </ul>
<p><b>Parents, Guardians and Families</b></p>	<ul style="list-style-type: none"> <li>• Nominate on their child's enrolment record any persons having authority to authorise transition of their child.</li> <li>• Communicate any changes in transition requirements for their child with the nominated supervisor or responsible persons as soon as they are aware, <i>e.g., child absence</i>.</li> <li>• Role model road safety practices.</li> <li>• Update emergency contact numbers regularly.</li> <li>• Sign their child in and out of care when their child arrives at, and leaves, the service.</li> <li>• Read, understand and follow the organisation's policies and procedures.</li> </ul>



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## SOURCES

- ACECQA – *Safe Arrival of Children* – July 2023
- ACECQA – *Safe Arrival of Children* – October 2023
- Australian Children's Education and Care Quality Authority
- Children, Youth and Families Act 2005 – September 2023
- Department of Education and Training
- Early Childhood Australia Code of Ethics 2016
- Education and Care Services National Law Act 2010 – July 2023
- Education and Care Services National Regulations 2011 – July 2023
- Guide to the National Quality Framework 2018 – July 2023