



## Safe arrival of children procedure

### **Purpose**

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between Aldgate Kindergarten and other education or early childhood services.

### **Background**

This procedure addresses the requirements in regulation 168 of the Education and Care Services National Regulations (National Regulations) for education and care services to have policies and procedures in place for the safe arrival of children who travel between an education and care service and any other education or early childhood services.

Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are travelling between Aldgate Kindergarten and other services that provide education or care to children. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

A copy of this procedure will be kept in our Site Policies and Procedures folder, and on our website.

This procedure was informed by a risk assessment for the safe arrival of children (see **attached**).

### **Legislative requirements**

In relation to the safe arrival of children, the National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of safe arrival of children policies and procedures (regulation 102AAB)
- provide for risk assessment requirements, including when risk assessments must be conducted, what matters must be considered, and record keeping requirements (regulation 102AAC)
- require any necessary updates to be made to policies and procedures following risk assessments (regulation 102AAC).

An extract of regulations 102AA, 102AAB and 102AAC and a list of other relevant legislation is at Appendix A for reference.

### **Procedures**

#### ***Conducting risk assessments***

To meet requirements under the National Regulations and to ensure the safety of children travelling between services, we will:

- conduct risk assessments at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children travelling between services
- use the [risk assessment template for the safe arrival of children](#), which addresses the matters required under regulation 102AAC(4)
- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- keep a copy of all completed risk assessments
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between have a common understanding of roles, responsibilities, and who holds the duty of care for children during the period of travel.

#### ***Working with other services***

To engage effectively with the services that children travel between, we will:

- Complete a draft risk assessment and provide the draft to other services via email to seek input and agreement to details, including who holds duty of care during the travel period and supervision requirements.
- Ensure duty of care during the travel period is agreed between relevant services during the risk assessment process, which all services must sign off on.
- Provide a copy of the final risk assessment and procedures to relevant services as a record of roles, responsibilities and who holds duty of care.



# ALDGATE KINDERGARTEN

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## ***Duty of care and supporting children during travel between services***

The below table shows who has duty of care for children’s travel between specific services:

Service children leave	Service children arrive at	Service that holds duty of care during travel
Aldgate Kindergarten	Aldgate Primary School Out of School Hours Care (OSHC)	Aldgate Kindergarten
Aldgate Primary School Out of School Hours Care (OSHC)	Aldgate Kindergarten	Aldgate Primary School Out of School Hours Care (OSHC)

To support children during travel between services, we will ensure:

- That children’s age and/or developmental stage is taken into consideration, and any additional support required is provided to children during their travel between services.

## ***Entering and exiting the premises***

To ensure children are accounted for when they arrive at Aldgate Kindergarten from another education or early childhood service:

- OSHC staff will ensure that all kindergarten children are closely supervised during the walk up the ramp to kindergarten. OSHC staff will remind children to stay together with the group and use walking feet.
- OSHC staff check all children on their list have arrived safely at the kindergarten gate before entering.
- OSHC staff help children to put their belongings away, sign children in to kindergarten on the preschool attendance record, and advise kindergarten staff that those children have arrived to pass over duty of care.

To ensure children are accounted for when they leave Aldgate Kindergarten to travel to another education or early childhood service:

- OSHC staff member will use up-to-date OSHC booking information to advise kindergarten staff which children are booked in that afternoon. Any discrepancies will be investigated by kindergarten staff by checking with child’s parents before child is taken to OSHC.
- Kindergarten staff member will sign out OSHC children on the preschool attendance record.
- Kindergarten staff member will gather OSHC children at the gate, confirm all children on booking list are present, remind children to stay together and lead them down the ramp to OSHC.
- Kindergarten staff member will closely supervise children during travel. OSHC staff will greet Kindergarten children and staff member at OSHC, and take over duty of care from kindergarten staff member. OSHC staff will support children to follow OSHC arrival procedures.

## ***Responding to incidents during travel***

Should any incidents occur relating to the safety of children during travel (e.g. where the service becomes aware a child is not able to be accounted for) we will undertake the following procedures to ensure children are safe:

- OSHC staff will ensure all children on their booking sheet depart OSHC and arrive at kindergarten while being closely supervised at all times.
- Kindergarten staff will ensure all children on the booking sheet depart kindergarten and arrive at OSCH while being closely supervised at all times.
- If a child goes missing during the one-minute walk down or up the paved ramp between services, and cannot be accounted for on the booking sheet, OSHC/kindergarten staff member will immediately deliver remaining children to kindergarten/OSHC staff, and go searching for the missing child with support from other OSHC, Aldgate Primary School or Aldgate Kindergarten staff member.



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## Communicating with families

- Families are required to provide consent for kindergarten staff members to take their child from kindergarten to OSHC on the child's preschool enrolment form ("Authority to Collect") and are asked to inform the preschool of any planned or unexpected OSHC absences via email, SMS or in person
- Families are asked to provide information about children's individual needs that might impact on their safe travel between services
- Families are informed about the procedures for safe arrival of children during their induction to preschool, and that OSHC educators have duty of care from OSHC to kindergarten, and kindergarten staff have duty of care from kindergarten to OSHC services.

## Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

- the site leader will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures and will use relevant tools for ensuring compliance (i.e. checklists)
- the site leader will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.

## Roles and responsibilities

Roles	Responsibilities
School principal (OSHC provider)	Identifies, in consultation with the preschool director, role and responsibilities for the OSHC, regarding children traveling between the OSHC to the kindergarten. Ensures OSHC staff communicate any changes to the travel routine
Preschool director	Identifies, in consultation with the school principal, roles and responsibilities for the OSHC, regarding children traveling between OSHC and the kindergarten. Ensures supervision requirements are met during delivery of children to, and collection from, the kindergarten. Ensures risk assessments are completed and reviewed as required.
OSHC director	Communicates the safe arrival of children risk assessment and procedures to all OSHC staff, and ensures that they understand and follow the procedures. Provides induction to any new staff. Ensures any booking changes are communicated to kindergarten and OSHC staff in a timely manner.
OSHC staff	Responsible for transportation of children from OSHC to kindergarten, and children exiting and entering OSHC premises in accordance with attendance procedures. Have duty of care for children travelling from OSHC to kindergarten.
Kindergarten educators	Responsible for receiving children travelling from OSHC to kindergarten, in accordance with attendance procedures. Have duty of care for children travelling from OSHC to kindergarten.
Parent or authorised nominee named in child's enrolment record	Is aware of the service's safe arrival of children procedure and risk assessment, including who holds duty of care for children during periods of travel. Provides written authorisation on child's enrolment form for their child to be transported by OSHC staff to kindergarten and by kindergarten staff to OSHC. Communicates to both OSHC and kindergarten any changes to circumstances that may impact the service's practices related to the travel of their child between OSHC and kindergarten, including if their child will not be attending the OSHC service.



## Procedure creation and revision record

Version:	3
Approved by site leader:	Bianca Stanbridge
Date of approval:	3/11/2025
Date Approved by Governing Council:	6/11/2025
Date of next review:	November 2026
Amendment(s):	Nil

## APPENDIX

### Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations

[Education and Care Services National Regulations \(2011 SI 653\)](#), Division 6A—Safe arrival of children

#### 102AA Definition

In this Division—

education or early childhood service means—

- (a) a school; or
- (b) an education and care service; or
- (c) a children's service; or
- (d) any other service which provides education or care to children.

#### 102AAB Safe arrival of children policies and procedures

- (1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.
- (2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—
  - (a) staff of the service; and
  - (b) parents of children being educated and cared for by the service; and
  - (c) children being educated and cared for by the service (if applicable).

#### 102AAC Risk assessment for the purposes of safe arrival of children policies and procedures

- (1) For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation.  
Penalty: \$2200.  
Note A compliance direction may be issued for failure to comply with subregulation (1).
- (2) The approved provider must conduct a risk assessment—
  - (a) at least once every 12 months; and
  - (b) as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.
- (3) A risk assessment must—
  - (a) identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and
  - (b) specify how the identified risks will be managed and minimised.
- (4) Without limiting subregulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—
  - (a) the age, developmental stage and individual needs of the child;
  - (b) the role and responsibilities of the following persons (if applicable)—
    - (i) in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service;
    - (ii) the child's parent;
    - (iii) an authorised nominee named in the child's enrolment record;
    - (iv) a person authorised by—



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- (A) the child's parent; or
  - (B) an authorised nominee named in the child's enrolment record;
  - (c) the role and responsibilities of the service the care of which the child is entering or leaving;
  - (d) 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;
  - (e) the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;
  - (f) given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;
  - (g) the proposed route and destination, including any proximity to harm and hazards;
  - (h) the process for entering and exiting—
    - (i) the service premises; and
    - (ii) the pick-up location or destination (as required);
  - (i) the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).
- (5) If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable.
- (6) The approved provider must keep a record of each risk assessment conducted under this regulation

### Other legislative requirements

**Other legislative requirements under the National Law and the National Regulations that are relevant to the safe arrival of children include:**

- Section 165 – offence to inadequately supervise children
- section 167 – Offence relating to protection of children from harm and hazards
- section 175 – Offence relating to requirement to keep enrolment and other documents
- Regulation 99 – Children leaving the education and care services premises
- Regulation 102C – Conduct of risk assessment for transporting children by the education and care service
- Regulation 102D – Authorisation for service to transport children
- Regulation 112 – Educators must be working directly with children to be included in ratios
- Regulation 123 – Educator to child ratios
- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 168 – Education and care services must have policies and procedures
- Regulation 170 – Policies and procedures to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies and procedures