

Intereach Out of School Hours (OOSH) Safe Arrival of Children Procedure



Applies to	Intereach Out of School Hours (OOSH)				
Policy	NQF Two: Children's Health and Safety Policy				
Version	2.0	Date approved	4/0/2025	Next review date	4/9/2028

1. Objective

The procedure aims to ensure the safe arrival of children and to prioritize their well-being and security during any form of travel or transition. This procedure provides detailed processes, procedures, and practices regarding the safe arrival of children who travel between an education and service and from any other education or early childhood service.

Intereach considers children's safety and wellbeing is of primary importance and ensures that appropriate measures are in place to protect children from any harm or hazard, including providing adequate supervision and preventing entry of unauthorised persons.

2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- all staff and families are aware of the *Intereach OOSH Safe Arrival of Children Procedure* and implement it accordingly;
- ensure 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;
- ensure roles and responsibilities of prescribed persons and staff members involved during children's travel are clearly defined and identified in risk assessments;
- support staff where necessary, in relation to the risk assessment process;
- ensure a risk assessment is conducted at least once every 12 months, and 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.
- if any incidents occur relating to the safe arrival of children, the response meets all regulatory requirements, including implementing the *Intereach Incident Management Policy* and the *Incident, injury, trauma and illness procedure*; and,
- ensure records of attendance are 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) along with the authorisations from families and enrolment records;

It is the responsibility of the staff to:

- be familiar with the policies and procedures relating to the safe arrival of children;
- be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel
- ensure the attendance record, including each child's name, the date and the time of arrival and departure is completed accurately;
- if the transport is organised by the service, ensure children are adequately supervised during the journey,

- be aware of the requirements should any incidents occur in relation to the safe arrival of children. (Refer to *Incident, Injury, Trauma and Illness Procedure*, *Missing Child Procedure* and *Attendance and Absence of Children Procedure*);
- ensure children only leave the service premises:
 - 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;
 - in accordance with the written authorisation of the child's parent or authorised nominee;
 - 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;
 - 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)

It is the responsibility of the parent/guardian to:

- be aware of the requirements for safe arrival of children at the service;
- 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 authorisation in their child/ren's enrolment form and ensure the information provided is kept up to date;
- communicate any changes to their circumstances that may impact the service's practice relating to the travel of children between the service and any other education or early childhood service including absence from school; and,
- sign authorisations for the departure and arrival of school age children or authorisations for regular outings and transportation.

3. Procedure

3.1. Transport organised via the service

- Staff will undertake risk assessments to identify and assess any risks that a child's travel between an education and any other education or early childhood service may pose to the safety, health or wellbeing of the child.
- Staff will consider the age, developmental stage and individual needs of the child when organising the transport.
- Staff ensure all supervision requirements are met during delivery of transportation of children including relevant educator to child ratios
- Staff will ensure all authorisations are signed as per authorisations set out in enrolment and ensure the risk assessment is available.
- Staff understand their roles and responsibilities in case of an emergency.
- Staff understand the procedure to be followed if a child is missing or cannot be accounted for during the child's travel. (Refer to the *Missing Child Procedure*)
- Staff accompanying children hold relevant First Aid qualifications and that a first aid kit is available at all times

3.2. Transport NOT organised by the service

Where transportation between services is not arranged by the service i.e. public transportation, relatives, walking/ riding (only to occur with school age children):

- Staff will work with families to ensure robust procedures are carried out to ensure children are safe and accounted for at every step of the transport process; this will include:
 - developing a risk assessment considering the age, developmental stage and individual needs of the child;
 - discussing the process if the child will not be attending the service on any booked days;
 - discussing estimated arrival and departure times, pick up location and destination with the service/person organising the transport;
 - discussing communication with third parties i.e. bus companies, schools, etc.;
 - signing arrival and departure of school age children forms; and,
 - ensuring families understand the procedure to be followed if a child is missing or cannot be accounted for during the child's travel

3.3. Missing child or children

A child will be deemed "missing" if they are not at the designated pickup point/time at other location as set out by the risk assessments and arranged with the parent/guardian. Staff are to approach other premises (service) staff immediately (*Refer to Missing Child Procedure*)

In the event of transportation being provided by the service:

- in the event where a child or children appear to be missing or otherwise unaccounted for during the child's travel, the staff, if safe to do so, will conduct a thorough check of the area. If supervision is compromised staff will seek support from the teacher on duty at the school pick up meeting point.
- if the child is not found or is missing, the educator must immediately contact the Nominated Supervisor. In the event the incident occurs out of hours, the Educator must call the emergency phone;
- the Nominated Supervisor will contact the parents/guardian and then call the Police if the child is not located within 10 minutes of the initial report. OOSH staff and educators will cooperate with the Police as directed and provide support to the family;
- the Nominated Supervisor will notify the Education and Care Services Manager immediately;
- the incident must be recorded by the staff as per the *Incident, Injury, Trauma and Illness Procedure*, and the child's file updated with the relevant information; and,
- OOSH will report the incident to the Department of Education as a Serious Incident within 24 hours.

In an event where transportation is not provided by the service:

- if the child has not arrived within 5 minutes of the nominated arrival time the staff will contact the parent/guardian to ensure that the child has attended school, if the parent/guardian does not answer, then the school will be contacted immediately, while continuing the attempts to contact the parent or guardian or nominated contact/s on child enrolment form.
 - if no, the child will be marked not present by the educator; and,

- if yes, the risk assessment will be followed; including contacting the school if this has not already occurred to ensure the child has departed the school and will contact the coordination unit immediately.
- Staff will contact the Police if the child has departed the school and has not arrived at the premises within 10 minutes. The educators and staff will cooperate with the Police as directed and provide support to the family.
- The incident will be recorded by the educator and the staff via an incident report, and ensure the information retained on the child's file.
- The Nominated Supervisor will report the incident to the Department of Education as a Serious Incident within 24 hours.

3.4. Signing in and out

- Ensure children are signed in and out or marked not present by the educator as required.

4. Monitoring, evaluation, and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, staff, volunteers, and students.

5. National Quality Framework

Element	Concept	Description
.2.2	Safety	Each child is protected
.2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

6. Context	
6.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority <i>National Quality Standards</i> Australian Children's Education and Care Quality Authority <i>Guide to the National Quality Framework</i> Department of Education, Employment and Workplace Relations. <i>Childcare Service Handbook 2018-2019</i> Early Childhood Australia (2016). <i>Code of Ethics</i>
6.2. Legislation or other requirements	Education and Care Services National Regulations - Regulations 99, 102AA, 102AAB, 122, 123, 160, 167 and 170 Education and Care Services National Law Act 2010 – Children, Youth and Families Act 2005 (Vic) Children and Young Persons (Care and Protection) Act 1998
6.3. Internal Documentation	Attendance and Absence of Children Procedure Missing Children Procedure Supervision Procedure Incident, Injury, Trauma, and Illness Procedure Benefit risk assessment and authorisation for regular outings and transportation

7. Document control			
Version	Date approved	Approved by	Next review date
1.0	26/6/2024	J. Farrow – Manager, Education and Care	26/6/2027
2.0	04/09/2025	Early review to include compliance requirements and approved by: J Farrow – Manager, Education and Care	04/09/2028