

SAFE ARRIVAL OF CHILDREN POLICY

Under the Education and Care Services National Regulations, Education and Care Services must have policies and procedures in place for the safe arrival of children who travel to or from an education and care service premises [ACECQA, 2023]. This may include children traveling between Kensington Community Children's Co-operative (KCCC) and educational facilities such as an Outside School Hours Care service, preschool, school, family day care service or any other service which provides education and care to children.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
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.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL LAW	
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
Sec. 175	Offence relating to requirement to keep enrolment and other documents
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises

102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
102C	Conduct a risk assessment for transporting children by the education and care service
102D	Authorisation for service to transport children
158	Children's attendance record must be kept by the approved provider
160	Child enrolment records to be kept by the approved provider and family day care educator
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Child Safe Environment Policy Delivery of Children to, and Collection from Education and Care Service Premises Enrolment Policy	Incident, Injury, Trauma and Illness Policy Probation and Induction Orientation Policy Safe Transportation Policy Supervision Policy
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PURPOSE

Kensington Community Children's Co-operative aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between other educational facilities and our Service.

SCOPE

This policy applies to the approved provider, nominated supervisor, persons with management and control, staff, educators, families, children, and visitors (including contractors) of our Service.

IMPLEMENTATION

The safety of children enrolled at KCCC is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is

adequate at all times including when children are travelling between KCCC and an educational facility. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

DEFINITION:

An education or early childhood service includes a school, an education and care service (including Long Day Care, Family Day Care, Outside School Hours Care), a children's service or any other service which provides education or care to children.

Examples of travel between education or early childhood services may include, but is not limited to:

- A child travelling from our Service to school or from school to our Service
- A child travelling from our Service to preschool/kindy or from the preschool/kindy to our Service
- A child travelling from our Service to an OSHC Service or from the OSHC Service to our Service
- A child travelling from our Service to a FDC Service or from the FDC Service to our Service

SAFE ARRIVAL OF CHILDREN SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between our Service and an educational facility.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service. If a risk concerning a child's travel is identified during the risk assessment, the approved provider must update the safe arrival of children policy and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

Our risk assessment will consider and include the following information:

- the age, developmental stages and individual needs of children
- the roles and responsibilities of;
 - the nominated supervisor of each service (where applicable)
 - the child's parents/family member
 - an authorised nominee listed on the child's enrolment form

- a person authorised by a parent or authorised nominee listed on the child's enrolment form (if applicable)
 - the role and responsibilities of the service the care of which the child is entering or leaving
- communication arrangements made between the service the child is leaving from, and the service the child is entering, including arrangements if the child is missing or unaccounted for
- procedures to be followed if a child is missing or unaccounted for during travel between services
- educator to child ratios required for adequate supervision during travel between services
- the proposed route and destination, including proximity to harm and hazards
- the process for entering and exiting the service premises and the pickup location or destination (as required)
- procedures to be followed to ensure children only leave the service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form (ACECQA 2023)

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/PERSONS WITH MANAGEMENT AND CONTROL/ WILL:

- ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure
- ensure all staff and educators are inducted in the *Safe Arrival of Children Policy* and procedure
- ensure copies of the policy and procedures are readily available and accessible to educators, staff and families
- clearly communicate any updates to policies and procedures to educators
- develop a *Safe Arrival of Children Procedure* to clearly outline roles, responsibilities and obligations for educators, families and the educational facility when children are travelling between services
- conduct a risk assessment to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our service and an educational facility
- consult with staff, educators, families and children (where applicable) during the preparation of a risk assessment
- consult with the educational facility during the preparation of a risk assessment

- review the risk assessment annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised
- notify families at least 14 days in advance of any changes to policy or procedures - as per regulations
- provide induction training to new educators and staff of this policy and related procedure
- provide ongoing training and information to nominated supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- develop open communication channels and strategies between families, our service, educators and the educational facility
- request families complete a *Safe Travel Agreement Form* prior to children travelling between our service and educational facility
- advise families to inform our service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware
- ensure the *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- ensure the service keeps accurate attendance records recording the following:
 - the time and date children arrive or depart the service
 - the signature of the person who has collected or delivered the child to our service or the signature of the Nominated Supervisor or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*

EDUCATORS WILL:

- implement a risk assessment to identify and manage any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our service and an educational facility
- implement procedures for the safe handover of children between our Service and educational facility is documented correctly and clearly communicated with all stakeholders
- ensure enrolment records are kept up to date for all children, including authorisations from families
- ensure accurate attendance records are kept up to date recording the following:
 - the time and date children arrive or depart our service

- the signature of the person who has collected or delivered the child to our service or the signature of the Nominated Supervisor or educator in accordance with the *Delivery of Children to, and collection from Education and Care Service Premises Policy*
- cross check children's attendance against an accurate attendance record showing when children are within the care of the service
- follow the *Safe Transportation Policy* at all times to ensure regulations are met when children embark and disembark from vehicles during travel between our service and educational facilities
- implement the *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy* in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- ensure that when leaving our service, children are given into the care of a parent, an authorised nominee named in the child's enrolment form or a person authorised by the parent or authorised nominee; or given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee
- discuss safe travel strategies with children prior to children travelling between our service and the educational facility to ensure children are supported to feel safe and act responsibly
- ensure families complete a *Safe Travel Agreement Form* prior to children travelling between our service and an educational facility
- communicate any changes to travel routine to family members, educators and the nominated supervisor

FAMILIES WILL:

- adhere to the Service's *Delivery of children to, and collection from Education and Care Service Premises Policy* and *Safe Arrival of Children Policy*
- communicate any changes in routine and activities that may affect the child's safe arrival or departure as soon as they are aware
- notify the Service if their child is going to be absent on a particular day or session
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly (as required)
- complete a *Safe Travel Agreement Form* detailing circumstances where children will travel between our service and an educational facility.

MISSING OR UNACCOUNTED CHILD

Our Service will develop clear procedures to follow in case of a missing or unaccounted child who is deemed missing whilst travelling to or from our Service from an educational facility. Parents must advise Service staff as early as possible of any changes to the child's routine or activity.

If the child does not arrive at our Service at the predetermined time the nominated supervisor/responsible person or educators will:

- check the *Safe Travel Agreement Form* and any communication from the family if the child does not arrive at our service at the pre-determined time.
- contact the educational facility and confirm the child left the educational facility at the arranged time
- contact the parents or authorised nominee to determine the location of the child
- contact the Nominated Supervisor/Responsible Person to advise of the situation
- where possible, help conduct a search of the route of travel, ensuring supervision of all children within care
- liaise with Police, emergency services and parents as required
- complete an incident, injury, trauma and accident record as soon as possible

If the child does not arrive at the educational facility at the predetermined time, our service will:

- assist the educational facility to provide details when the child left our service.
- where possible, assist in a search of the route of travel, ensuring supervision of all children within care.
- contact the Nominated Supervisor/Responsible Person and advise of the situation.
- liaise with parents and the police/emergency services if required.

Our Service will notify the regulatory authority within 24 hours of becoming aware of a serious incident, including if a child is missing or unaccounted for when travelling between our Service and an educational facility.

CONTINUOUS IMPROVEMENT

Our *Safe Arrival of Children Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

ATTACHMENTS

Attachment 1 – Safe Arrival of Children Procedure

Attachment 2 – Safe Arrival of Children Risk Assessment

Attachment 3 – Safe Travel Agreement Form

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Safe Arrival of Children Procedure	Safe Travel Agreement Form
Safe Arrival of Children Risk Assessment	

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

ACECQA. (2023). [Key NQF changes for centre-based services from 2023](#)

ACECQA. (2023). Policies and procedures guidelines. [Safe Arrival of Children](#)

ACECQA. (2023). Information Sheet. [Safe Arrival of Children](#)

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023)

Guide to the National Quality Framework. (Amended 2023).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Megan Newton	Enrolment Officer (PMC)	October 2023
POLICY REVIEWED	OCTOBER 2023	NEXT REVIEW DATE	APRIL 2024
VERSION NUMBER	V1.10.23		
MODIFICATIONS	<ul style="list-style-type: none"> New policy developed in line with regulations effective from October 2023 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

Attachment 1 - SAFE ARRIVAL OF CHILDREN PROCEDURE

Our Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between educational facilities and our Service.

Working in conjunction with the *Safe Arrival of Children Policy* this procedure provides detailed steps for educators to follow if arrangements have been made for a child to travel between our service and an educational facility.

Examples of travel between education or early childhood services may include, but are not limited to:

- A child travelling from our Service to school or from school to our Service
- A child travelling from our Service to preschool/kindy or from the preschool/kindy to our Service
- A child travelling from our Service to an OSHC or FDC Service or from an OSHC or FDC Service to our Service

Education and Care Services National Law or Regulations (R. 861 102AAB, 102AAC, 102C, 102D, 158, 160, 168, 170, 171, 172) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures, QA6: Element 6.2 Collaborative partnerships with families and communities and QA7: Element 7.1.2 Governance and Leadership Related Policies: Safe Arrival of Children Policy.

SAFE ARRIVAL OF CHILDREN PROCEDURE		
1	The approved provider, nominated supervisor and educators will review the Service's <i>Safe Arrival of Children Policy</i> every 12 months	
2	The approved provider will ensure all new staff and educators are inducted in the <i>Safe Arrival of Children Policy</i> and procedure	
3	The approved provider and educators will ensure arrangements are made, in writing, prior to children traveling between our service and an educational facility. Families will be required to complete a <i>Safe Travel Agreement Form</i> .	
4	The approved provider and educators will ensure ratios are maintained at all times they provide education and care for children	
5	The approved provider and educators must ensure children leave our Service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form, in accordance with the <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i>	

6	Families are required to inform the service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware	
7	Educators will implement the <i>Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy</i> in the event of a serious incident, injury, trauma or medical emergency	
8	Our Service will ensure accurate attendance records are kept recording: <ul style="list-style-type: none"> the time and date children arrive or depart our service the signature of the person who has collected or delivered the child to our service or the signature of the Nominated Supervisor or educator in accordance with the <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i> 	
9	Educators will discuss safe travel strategies with children prior to children travelling between our service and the educational facility to ensure children are supported to feel safe and act responsibly	
10	Families will notify the Service if their child is going to be absent on a particular day or session	
12	The <i>Safe Travel Agreement Form</i> will detail the following information: <ul style="list-style-type: none"> Child name and date of birth Parent name and phone number Service name, address and phone number Educational facility name, address and phone number Details of travel Method of travel One-off travel or regular travel Written authorisation from family Inclement weather 	

RISK ASSESSMENT

1	The approved provider will complete a comprehensive risk assessment in order to ensure the safe arrival and departure of children who are travelling between our Service and an educational facility.	
2	The risk assessment will be developed in consultation with educators, families and, where possible, children	
3	The approved provider will review the risk assessment annually	
4	The approved provider will review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised.	
5	If a risk concerning a child's travel is identified during the risk assessment, the approved provider will update the safe arrival of children policy and procedure as soon as possible.	
6	The risk assessment will contain the information as prescribed within the <i>Safe Arrival of Children Policy</i> , including but not limited to: <ul style="list-style-type: none"> the age, developmental stages and individual needs of children 	

	<ul style="list-style-type: none"> the roles and responsibilities of; <ul style="list-style-type: none"> the nominated supervisor of each service (where applicable) the child's parents/family member an authorised nominee listed on the child's enrolment form a person authorised by a parent or authorised nominee listed on the child's enrolment form (if applicable) the role and responsibilities of the service the care of which the child is entering or leaving communication arrangements made between the service the child is leaving from, and the service the child is entering, including arrangements if the child is missing or unaccounted for procedures to be followed if a child is missing or unaccounted for during travel between services educator to child ratios required for adequate supervision during travel between services the proposed route and destination, including proximity to harm and hazards the process for entering and exiting the service premises and the pickup location or destination (as required) procedures to be followed to ensure children only leave the service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form 	
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MISSING OR UNACCOUNTED CHILD		
If the child does not arrive at the Service at the predetermined time the nominated supervisor/responsible person or educator will:		
1	check the <i>Safe Travel Agreement Form</i> and any communication from the family	
2	contact the educational facility and confirm that the child left the educational facility at the arranged time	
3	contact the parents or authorised nominee to determine the location of the child	
4	contact the nominated supervisor/responsible person to advise of the situation	
5	where possible, help conduct a search of the route of travel, ensuring supervision of all children within care	
6	liaise with Police, emergency services and parents as required	
7	complete an incident, injury, trauma and accident record as soon as possible	
If the child does not arrive at the educational facility at the predetermined time, the nominated supervisor/ responsible person or educator will:		

18	assist the educational facility to provide details of when the child left the service	
2	where possible, assist in a search of the route of travel, ensuring supervision of all children within care	
3	contact the nominated supervisor/responsible person and advise of the situation	
4	Our Service will notify the regulatory authority within 24 hours of becoming aware of a serious incident, including if a child is missing or unaccounted for when travelling between our Service and an educational facility	

REVIEW OF PROCEDURE			
Date procedure created	October 2023	To be reviewed	October 2024
Approved by	Megan Newton	Signature	<i>MNewton</i>
Procedure Reviewed Date	Modifications/Changes		
September 2023	New procedure developed in accordance with regulation 102AAB		

Attachment 2 - 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 *Risk Assessment Guide* and *Safe Arrival of Children Policy and Procedure*, this Risk Assessment Action Plan identifies potential risks and hazards that may be present as children travel between our service and another educational facility that may or is likely to pose to the safety, health or wellbeing of children attending care within our 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 our Service and another educational facility.

IN CASE OF EMERGENCY DIAL 000					
SERVICE DETAILS IN CASE OF AN EMERGENCY					
Service Name	Kensington Community Children's Co-operative (KCCC)	Phone Number	(03) 9376 4565	Email Address	info@kccc.org.au
Physical Address	81B Altona St, Kensington 3031			Nearest Cross Street	Kensington Rd and Altona St
Nominated supervisor name	Suzie Mansell Oliver Leigh Megan Newton	Total number of staff in attendance each day	Approx. 50	Number of children attending each day	157

The risk assessment will be reviewed at least annually or after becoming aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our service.

If a risk concerning a child's travel is identified during the risk assessment, the approved provider must update the safe arrival of children policy and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

EMERGENCY SITUATION RISK ASSESMENT STEPS – Refer to the *Risk Assessment Guide*

Step 1	Identify the hazard or potential hazard. Use <i>Guiding Questions</i> to be aware of potential risks.
Step 2	Assessing the risk of harm or potential harm. <i>Likelihood and Consequences</i> .
Step 3	Risk Rating Matrix
Step 4	Risk Assessment Action Plan
Step 5	Evaluate and Review

STEP 1: GUIDING QUESTIONS - Identify the hazard or potential hazard	YES	NO	IF NO:
Does the Service hold a <i>Safe Arrival of Children Policy</i> ?	Y		
Has the <i>Safe Arrival of Children Policy</i> been reviewed and updated on a regular/yearly basis?	Y		

Have staff, educators, families and children been involved in the review of the <i>Safe Arrival of Children Policy</i> ?	Y		
Is information regarding the <i>Safe Arrival of Children Policy</i> and procedures available to new and existing employees and educators through the induction and orientation process and <i>Staff Handbook</i> ?	Y		
Is information regarding the <i>Safe Arrival of Children Policy</i> and procedures available to students and volunteers through the induction and orientation process and <i>Student/Volunteer Handbook</i> ?	Y		
Are families informed of the <i>Safe Arrival of Children Policy</i> prior to children travelling between the service and educational facility?	Y		
Has each family completed a <i>Safe Travel Agreement Form</i> recording details of the travel arrangements?		N	Currently there are no known children travelling between KCCC and another service.
Has the educational facility been consulted during the preparation of the risk assessment?		N	Currently there are no known children travelling between KCCC and another service.
Are families advised they must communicate any changes to the child's attendance, routine or activities to the service as soon as possible?	Y		

SAFE ARRIVAL OF CHILDREN		STRATEGIES	ACTION REQUIRED
1	The age, developmental stage and individual needs of the child	Individual circumstances of each child will be considered prior to children travelling between our Service and an educational facility. Consideration is provided if children are unaccompanied when travelling between the service and the educational facility	
2	Role and responsibilities of the following:		

i	Nominated Supervisor of the service where the child is leaving	<p>Ensure policies and procedures are followed in relation to the Safe Arrival of Children</p> <p>Advise families they must notify the service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware</p> <p>Ensure accurate attendance records are maintained</p>	<ul style="list-style-type: none"> Communicate policy to all by email, Storypark, Xplor, Website, Printed Update enrolment form to ask if child will be travelling between KCCC and another ECS Staff are set up to sign children in and out through Xplor
ii	The child's parent	<p>Complete the <i>Safe Travel Agreement Form</i></p> <p>Ensure emergency nominee details are kept up to date</p> <p>Communicate any changes to the child's routine, activity or attendance as soon as possible to the service</p>	<ul style="list-style-type: none"> Enrolment forms to be reviewed annually by family
ii	An authorised nominee listed on the enrolment form	<p>Ensure children are signed out of the service in accordance with the <i>Delivery of children to, and collection from Education and Care Service Premises Policy</i></p> <p>Provide authorisation for children to travel between the service and the educational facility, where authorised within the enrolment form</p>	<ul style="list-style-type: none"> Ensure authorised persons have been set up on Xplor to sign child in or out.
iv	A person authorised by the child's parent or an authorised nominee listed on the enrolment form	<p>Ensure children are signed out of the service in accordance with the <i>Delivery of children to, and collection from Education and Care Service Premises Policy</i></p> <p>Provide authorisation for children to travel between the service and educational facility, where authorised within the enrolment form</p>	
3	The role and responsibilities of the service the care of which the child is entering or leaving	The approved provider will develop open communication channels and strategies between families, our service, educators and the educational facility.	

4	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 family has completed a <i>Safe Travel Agreement Form</i> , including details of travel, method of travel, who to contact regarding changes to routine or activity prior to children travelling between the service and another educational facility	
5	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	Educators will follow the <i>Safe Arrival of Children Policy</i> and procedure which details steps to undertake when a child is deemed missing or unaccounted for	
6	Given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision	The <i>Safe Travel Agreement Form</i> will identify who will accompany the child when travelling to or from the service	
7	The proposed route and destination, including any proximity to harm and hazards	Risks are identified within section 4 of the Risk Assessment Action Plan. Strategies have been developed to assess and manage risks that may pose harm to the health, safety and wellbeing of children. The route and destination are detailed on the <i>Safe Travel Agreement Form</i>	
8	The process for entering and exiting:		
i	the service premises	Is the child or person accompanying the child aware of the process for entering the service	
ii	the pick-up location or destination (as required)	The <i>Safe Travel Agreement Form</i> details alternative pick up/destination arrangements along with instructions for adverse weather conditions	
iii	the procedure to be followed by the service to ensure the child leaves the	Written authorisation is provided by the parent or authorised nominee on the <i>Safe Travel Agreement Form</i> prior to the child travelling between the service and the educational facility	

	service premises in accordance with regulation 99(4)(b)		
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STEP 2: ASSESSING THE LIKELIHOOD		ASSESSING THE CONSEQUENCES	
Almost certain	Has occurred on an annual basis (or more frequently) in the past	Critical	Extreme risk. Death or permanent disability or multiple serious injuries. Loss of or catastrophic damage to premises. Risk needs careful planning and consideration required before going ahead- consultation and guidance required-policies/procedures/external professionals.
Likely	Has occurred in the past few years	Major	High risk. Complete a risk assessment and consider if risk is worth accepting. Serious long-term injury or illness could occur. Major damage to premises.
Possible	May occur at some stage (has occurred at least once in the history of the Service)	Moderate	Medium risk. Deal with the hazard as soon as possible. Complete risk assessment to implement control measures to manage and reduce risk. Medical attention may be required.
Unlikely	Has never occurred within the Service but has been known to infrequently occur in similar early education and care services in the local geographic area	Minor	Low risk. Deal with the hazard when able-implement effective control measures to reduce risk. First aid may be required. Minor damage to premises. Unlikely to cause long-term problems.
Practically impossible	It is not known to have occurred in any similar early education and care service within the local geographic area	Insignificant	Very low risk. Deal with the hazard when able. No first aid required. No interruption to general operations. Damage to premises unlikely.

STEP 3: RISK RATING MATRIX. Use the Risk Score Matrix to identify and assess risks. Record the Risk Ranking within the Risk Assessment below

LIKELIHOOD	CONSEQUENCE LEVEL					
		Critical	Major	Moderate	Minor	Insignificant
	Almost Certain	Extreme	Extreme	Extreme	High	Medium
	Likely	Extreme	Extreme	High	Medium	Medium
	Possible	Extreme	High	Medium	Medium	Low
	Unlikely	High	Medium	Medium	Low	Very Low
	Practically Impossible	Medium	Medium	Low	Very Low	Very Low

STEP 4: RISK ASSESSMENT ACTION PLAN

ITEM	EVENT OR ACTIVITY	HAZARD IDENTIFICATION (What could go wrong?)	RISK RANKING [use matrix]	ELIMINATION OR CONTROL MEASURES	RESPONSIBILITY
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					WHO	WHEN
1	Leaving the service	Child is left behind	High	<ul style="list-style-type: none"> Have a list of children that will be transported to another service and clearly indicate before departure children that are absent and those that will be going. Educators to complete a head count before departing the service and regularly check throughout. Educators are to check if children have been signed out of the service. Upon arrival at other service, educators are to complete a head count and sign the children into the service. Ensure all educators and children are wearing a high visibility safety vest so they can be easily seen. Contact the service for support and instruction. Notify Police and report to DET in 24 hours. 		
2	Walking to and from the service or transport pick up/drop off zone	<p>Child or adult being hit by a moving vehicle</p> <p>Child or adult falls over on the road/path.</p> <p>Group gets separated</p>	<p>High</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> Educators and children are to practice safe road crossing – be cautious, assess where crossing is appropriate with clear view of approaching vehicles. Cross at designated areas – traffic lights, zebra crossings Assess routes each day to factor in potential changes such as road works or a traffic accident. Ensure all educators and children are wearing a high visibility safety vest so they can be easily seen. Children to pair up with a peer with an adult in front of the group and a second at the back of the group. Ensure a fully stocked first aid kit is taken. Follow first aid requirements and contact relevant emergency services and centre for support and instructions. Road safety is discussed with children before leaving the service and en route. 		

		<p>Child wanders away from the group/lost child</p> <p>Public approaching children</p> <p>Children being exposed to inappropriate language/actions</p> <p>Dogs approaching adults/children</p> <p>An allergic/anaphylactic or asthma reaction</p>	<p>High</p> <p>Low</p> <p>Low</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> Educators to complete a head check before and after crossing roads. If separated, wait for the rest of the group to cross before resuming. Maintain a 1:4 ratio always for adequate supervision. Contact the service for support and instruction. Notify Police and report to DET in 24 hours. Educators to be aware of surroundings and interactions. Gauge situation and move away if required. Educators to be aware of children's medical needs and ensure that they have the children's action plan, emergency contact details and any medication required as per action plan. Administer first aid by following action plan, call an ambulance on 000, contact emergency contact. 		
3	Boarding and disembarking from transport	<p>Child or adult slips when boarding or disembarking</p> <p>When catching public transport (Train or bus), group is separated due to doors closing before all adults and children are boarded/disembarked</p>	<p>High</p> <p>High</p>	<ul style="list-style-type: none"> Ensure a fully stocked first aid kit is taken. Follow first aid requirements and contact relevant emergency services and centre for support and instructions. Ensure all adults and children don't rush and take time to look for potential hazards such as gaps, step height, obstacles. Ensure all educators and children are wearing a high visibility safety vest so they can be easily seen. Children to pair up with a peer with an adult in front of the group and a second at the back of the group. All educators to complete a head check before and after crossing roads. If separated, wait for the rest of the group to join before resuming. All adults to have a phone in the event of emergency to contact other educators, and centre. 		

STEP 5: EVALUATE AND REVIEW						
SAFE ARRIVAL OF CHILDREN RISK ASSESSMENT						
THIS RISK ASSESSMENT HAS BEEN DEVELOPED IN CONSULTATION WITH MANAGEMENT, FAMILIES AND CHILDREN OF THE SERVICE						
Plan prepared by	Full Name		Signature		Date	
Plan prepared in consultation with	Full Name		Signature		Date	
Plan prepared in consultation with other agencies (if applicable)	Full Name		Role/Position		Signature	
Communicated to all relevant staff	Y / N	Comment if needed				
Approved Provider authority	Full Name		Signature		Date	
Risk assessment evaluation and review date Monitor the effectiveness of the controls and change if necessary.	Date		Actions required			
Comments						

Attachment 3 - SAFE TRAVEL AGREEMENT FORM

CHILD NAME	
CHILD DATE OF BIRTH	
PARENT NAME	
PARENT CONTACT DETAILS	

SERVICE NAME	Kensington Community Children's Cooperative
ADDRESS OF SERVICE	81B Altona St, Kensington
CONTACT DETAILS	9376 4565 info@kccc.org.au

EDUCATIONAL FACILITY	
CONTACT DETAILS	
REPRESENTATION NAME	

DETAILS OF TRAVEL			
IS THE TRAVEL A REGULAR OCCURANCE OR ONE-OFF: <input type="checkbox"/> REGULAR <input type="checkbox"/> ONE-OFF			
DAY/ DATE OF TRAVEL			
TRAVEL FROM		TIME CHILD WILL LEAVE	
DESTINATION		EXPECTED ARRIVAL TIME	
METHOD OF TRAVEL	E.g., walking/bus		
DETAILS OF PERSON/S ACCOMPANY CHILD			
INDIVIDUAL CONSIDERATIONS	Provide considerations to age/development/individual needs		
INCLEMENT WEATHER DETAILS	Provide consideration if raining/extreme heat		

ADDITIONAL COMMENTS/INSTRUCTIONS			

I agree to contact the service as soon as possible to advise of any changes to routine, activity or attendance; including if my child will not be travelling to or from the educational facility.			
PARENT/GUARDIAN NAME		DATE	
SIGNATURE			

I understand educators and service staff will follow the <i>Safe Arrival of Children Policy</i> in the event my child does not arrive at the predetermined time. Including contacting parents, emergency nominees or emergency services/police if the child's location is unknown.			
PARENT/GUARDIAN NAME		DATE	
SIGNATURE			

I understand this agreement is made in accordance with the <i>Safe Arrival of Children Policy</i> and <i>Delivery of Children to, and collection from Education and Care Service Premises Policy</i> .			
Any alterations or cancellations made to this agreement must be made in writing as soon as possible to ensure changes are communicated to all parties.			
PARENT/GUARDIAN NAME		DATE	
SIGNATURE			