



Safe Arrival of Children

National Quality Standards:

Area 2 - Children's health and safety

Standard 2.2 - Safety

Elements:

2.2.1: Supervision

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Area 3 - Physical Environment

Standard 3.1 - Design

Elements:

3.1.1: Fit for purpose

Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

Area 4 - Staffing arrangements

Standard 4.1 - Professionalism

Elements:

4.2.2: Professional standards

Professional standards guide practice, interactions and relationships.

Area 7 - Governance and leadership

Standard 7.1 - Governance

Elements:

7.1.2: Management systems

Systems are in place to manage risk and enable the effective management and operation of a quality service.

Standard 7.2 - Leadership

7.2.1: Continuous improvement



There is an effective self-assessment and quality improvement process in place.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 99	Children leaving the education and care service premises
Reg. 102AAB	Safe arrival of children policies and procedures
Reg. 158	Children's attendance record to be kept by approved provider
Reg. 176	Time to notify certain information to Regulatory Authority

Related Policies:

- Interactions with Children
- Family law and access
- Acceptance and refusal of authorisations
- Child protection
- Collection and Delivery of children

Policy Statement:

Adventure OSHC is committed to ensuring that children arrive at our service in a safe manner and are accounted for at all times. We will ensure that we do what we can to protect the children enrolled in our service from any kind of harm or hazard that could be experienced during the time between the end of school and the beginning of our session.

It must be noted that children are not under the duty of care of our service until they have been sighted and signed in by our staff. However, staff on site will do all they can to ensure the safety of all children booked into our service each session as they make their way from their classrooms to our care environment and will ensure all children on the list are accounted for.

Purpose:

To ensure the safety of children when moving from their care environment at school to their care environment at our service.

Scope:

This Policy applies to children, families, Educators, staff, and management.



Roles and Responsibilities

Management will:

- Monitor our booking system and ensure that the required educator:child ratio will be met during the time that children are moving to the service.
- Ensure that all staff working at the service directly have read and understood the Safe Arrival of Children risk assessment and are adhering to the procedures noted in this document.
- Ensure that the regulatory authority is notified of any incidents that occur during the time that children are transitioning from school to the service.
- Ensure that parents/carers are aware that should their child be attending extra curricular activities prior to attending the service, they will need to notify us of this as well as what time they should be expected.

Coordinators/RPs will:

- Check the booking software for absences prior to the commencement of the session.
- Delegate the responsibility of the collection of Kindergarten children and children with additional needs where necessary to additional educators while ensuring the educator:child ratio is being met at all times.
- Note down any children that will be attending extra curricular activities on the school site prior to attending the service and what time they will be arriving back at the service. This information will be provided to all Educators working on site.
- Ensure that any children who have attended extra curricular activities have had their name marked off on arrival.
- Ensure that all children attending the service have had their names marked off within the Playground software.
- Follow up on any children who have not made their way to the service within 5 minutes of the bell ringing:
 - The coordinator/RP will speak with office staff to determine if the child attended school that day.
 - If the child attended school, the coordinator will ask the office staff to put out a call for the child to attend the OSHC room. The coordinator/RP will call the child's parents to establish if they were picked up from school while this is occurring.
 - If the child's parents cannot be contacted, the coordinator/RP will ring the child's emergency contacts to try to find out where the child might be.
 - If the child has not been accounted for after 15 minutes, the coordinator/RP will ring the police.
- Notify management of any missing children or incidents that occur on site during this time period.



Educators will:

- Ensure they are following guidance from the RP/management regarding the health, safety and protection of children during their time at the service.
- Assist the coordinator/RP with ensuring attendance times are accurately recorded within the booking system.
- Assist the coordinator/RP with ensuring that educator:child ratios are maintained.
- Follow up on children that are unaccounted for in the same way as the coordinator/RP should they be busy with another task.
- Follow policies regarding the collection and delivery of children and their safe arrival at the service.
- Follow all procedures noted in risk assessments pertaining to the safe arrival, delivery and collection of children.

Families will:

- Notify the service in advance if their child is going to be absent from a session. This can be done via phone, email or through the Xplor Home app.
- Notify the service in writing if their child is booked to attend an extracurricular activity on site and will attend the service following this. They will note the expected arrival time of the child to the service.
- Assist the service in maintaining accurate attendance records by signing their child in and out using the Xplor Home app where necessary.
- Notify the service of any court orders relating to their child and individuals who are not authorised to collect their child from the care environment. This must be done during the enrollment process or as soon as this court order comes into effect.
- Remind their child daily if they are to attend after school care, and notify the school if a late booking has been made so that they can pass on this information to the child.

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards
- ACECQA Safe Arrival of Children Information Sheet
- ACECQA Safe Arrival of Children Policy Guidelines

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