



Mackay Family Day Care – Safe Arrival of Children Risk Assessment

A risk assessment must consider the matters set out below:

- the age, developmental stage and individual needs of the child;
- the role and responsibilities of the following persons (if applicable)–
 - i. in the case of a child who leaves the 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-
 - A. the child’s parent; or
 - B. an authorised nominee named in the enrolment record;
- the role and responsibilities of the service the care of which 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 and cannot be accounted for during the child’s travel;
- 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;
- given the risks posed by the child’s travel, the number of educators or other responsible adults that are appropriate to provide supervision;
- the proposed route and destination, including any proximity to harm and hazards;
- the process for entering and exiting-
 - i. the service premises; and
 - ii. the pick-up location or destination (as required);
 - iii. the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

Relevant regulations:

Regulation 99: Children leaving the education and care service premises-

4 The child may only leave the relevant premises if the child-

(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's Enrolment record.

Regulation 102AAB: Safe arrival of children policies and procedures.

Regulation 102AAC: Risk assessment for the purposes of safe arrival of children policies and procedures.

Regulation 168: Education and care service must have policies and procedures.

Regulation 170: Policies and procedures to be followed.

Name of Service/Educator:	
Destination:	
Proposed Route: Please include a map sourced online or a detailed description.	
Proximity to any harm or hazards along the proposed route: (eg. water hazards, damaged roads etc.)	
Given the risks posed by the travel, are additional adults required: YES / NO	If yes, name of adult/s providing supervision.

<p>Describe in detail, the procedures for entering and exiting the education and care service premises:</p>	
<p>Describe in detail, the procedures for entering and exiting the destination, including the roles and responsibilities of any responsible adults at the service the children are entering or leaving (ie school or kindergarten)</p>	
<p>Roles and responsibilities of adults involved in the travel to an education and care service from the education and care service premises.</p>	<p>Nominated Supervisor (manager) is legally responsible for compliance with the Education and Care Services National Law and National Regulations.</p> <p>Educator must ensure:</p> <ul style="list-style-type: none"> - All relevant risk assessments and authorisation forms relating to the transportation of children must be submitted to the scheme PRIOR TO children being transported. - Should any incidents occur relating to the safety of children during travel between the service and any other education or early childhood service (eg. a child cannot be accounted for), the response meets all regulatory requirements. - All supervision requirements are met during travel. - Communicate any changes to the travel routine to the nominated supervisor.

1. Identify hazards & risks-

Identify and assess risks at your residence that may pose to the safety, health or wellbeing of any child

2. Assess the risks-

	CONSEQUENCE		
LIKELIHOOD	Major	Moderate	Minor
Likely	<i>High</i>	<i>High</i>	<i>Medium</i>
Possible	<i>High</i>	<i>Medium</i>	<i>Low</i>
Unlikely	<i>Medium</i>	<i>Low</i>	<i>Low</i>

3. Control the risks-

Specify how the identified risks will be managed and minimised

IDENTIFY		ASSESS	CONTROL
HAZARDS	RISKS	RISK RATING	MANAGEMENT & MINIMISING OF RISKS
Children being transported	Medical episodes Child absconding	HIGH	Children will only leave the service premises in accordance with regulation 99(4)(b). Action plans and medication relevant to a child's medical condition is taken each time a child with a medical condition leaves the education and care service premises. The individual needs of each child in care are carefully considered when travelling between the education and care service and any other education or early childhood service. A well stocked first aid kit is always available.
Vehicle/Driver	Breakdown Accident	HIGH	Vehicle is well maintained and serviced regularly. All control measures listed on the transportation risk assessment are adhered to at all times. Educator always carries contact details for children in the vehicle at any time. In the event of an accident, whenever possible, the educator will contact each child's parent or an authorised nominee named in the child's enrolment record and scheme staff.
Road Conditions	Accident Trapped in floodwater Death	HIGH	Educator will pay particular attention to road conditions such as roadworks, potholes, water on road etc An educator will never drive through flooding.

Communication between responsible adults	Child Missing	HIGH	Educator has made parents aware that their child/ren will not be transported unless relevant permissions are in place. Educator is aware of adults authorised to give permission for children to be transported. A plan is in place for the safe delivery to the destination.
Missing Child	Trauma Death	HIGH	Educator is aware of the appropriate contact person at the destination in the event that a child is missing or cannot be accounted for during the child's travel. Educator is aware of, able to access, and follow MFDC Scheme policy 4.5 Transporting Children.

I confirm that prior to transporting children between my family day care service and another education or early childhood service, all relevant risk assessments and authorisation forms have been sent to admin@mfdc.com.au		Date:
Educator's Signature:	Educator's Name:	