

4.2 SAFE ARRIVAL OF CHILDREN.

Policy Statement:

Mackay Family Day Care Scheme is committed to the safe arrival of children between the family day care setting and school or kindergarten settings.

Background:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the safe arrival of children who travel between an education service and any other education or early childhood service.

Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service.

The transition of children to, and away from, a service requires particular attention.

Safeguarding children during travel between the service premises and other educational settings can be enabled by the creation of policies and procedures and an effective process for their implementation.

Legislative Requirements:

Section/regulation	Description
Section 165	Offence to inadequately supervise children.
Section 167	Offence relating to protection of children from harm and hazard.
Section 175	Offence relating to requirement to keep enrolment and other documents.
Regulation 99	Children leaving the education and care service premises.
Regulation 100	Risk assessment must be conducted before an excursion.
Regulation 101	Conduct of risk assessment for excursion.
Regulation 102	Authorisation for excursions.
Regulation 102AAB	Safe arrival of children policies and procedures.
Regulation 102AAC	Risk assessment for the purposes of safe arrival of
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service.
Regulation 102D	Authorisation for service to transport children.
Regulation 161	Authorisations to be kept in enrolment record.
Regulation 168	Education and care service must have policies and procedures.
Regulation 169	Additional policies and procedures – family day care.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change to policies or procedures.

Procedures:

1. The Approved Provider must ensure that obligations under the Education and Care Services National Law and National Regulations are met.
2. The nominated supervisor must implement the Safe Arrival of Children policy and procedures.
3. The nominated supervisor will ensure that a risk assessment is conducted to identify and address any risks that a child’s travel may pose.
4. Educators must be aware of and follow the Safe Arrival of Children policy and procedures.
5. Educators must use and update when required, their risk assessment to manage risks and maintain the safety of children during periods of travel.
6. Educators must ensure that the attendance record is completed when children arrive and leave.
7. All supervision requirements must be met during travel to and from the service premises, including relevant educator to child ratios.
8. Educators must be aware of the requirements should any incidents occur.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2023 September	2025 March			<ul style="list-style-type: none">• Education and Care Services National Law Act 2010• Education and Care Services National Regulations 2011• ACECQA Policy and Procedure Guidelines October 2023•