



## PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

3-7 Shields Lane, Pennant Hills NSW 2120. Telephone: 9484 1133  
Email: phwmcc@iinet.com.au  
ABN 85 129 536 459

# PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) SAFE ARRIVAL OF CHILDREN POLICY

---

## Introduction

PHWMCC is committed to the safe arrival of children during possible travel between our preschool and any other service which provides education and care to children.

*PHWMCC currently does not provide or support children being transported from our preschool to another education or early learning service. In the event this becomes our practice we will have detailed processes, procedures and practices in this regard and will ensure all educators and staff implement them.*

## Aim

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

Children's safety and wellbeing is of primary importance, and PHWMCC will 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 preschool and another education or early childhood service.

The travel of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. 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.

## Procedure

### **Guiding principles:**

- The safety, health and wellbeing of the children at PHWMCC is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from PHWMCC and another education or early childhood service.
- We acknowledge the important role played by the director and any responsible person, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for the travel to, and collection from, the service premises.
- The director, any responsible person, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.
- We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to travel to and from PHWMCC.
- Being prepared and knowing the risks involved when children travel to or from our preschool is vital. We develop risk assessments to assist us in identifying the risks involved during this time moving to or from PHWMCC.

## Definition

Transportation (that is part of the education and care service):

Transportation forms a part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, including between an education and care service premises and another location, e.g. their home, school, or a place of excursion.

Examples of transport not forming part of a service include:

- private transport provided by family and carers (i.e. carers not engaged by/registered with a service)
- transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and other children are not under the care of the approved provider.
- transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location), when a disability service picks up children and transports them to school or an activity.

## Risk Assessment

Educators and staff will undertake a risk assessment to identify and assess any risks that a child's travel between PHWMCC and any other education or early childhood service may pose to the safety, health or wellbeing of the child. Factors to consider include:

- the age, developmental stage and individual needs of the child
- the roles and responsibilities of:
  - in the case of a child travelling from one service to another service, the nominated supervisor of each service;
  - the child's parents;
  - an authorised nominee named in the child's enrolment record;
  - a person authorised by the child's parent or an authorised nominee named in the child's enrolment record;
  - the service 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 or cannot be accounted for during the child's travel;
  - the procedure to be followed if a child is missing or cannot be accounted for during the child's travel, e.g. a child does not arrive to the intended destination
- given the risks posed by the child's travel, the number of educators or other responsible adults that is appropriate to the supervision you will provide. All supervision requirements need to be met during the period of travel, considering factors such as: the number, ages and developmental level of children, visibility and accessibility of children by the educator, risks inherent in the mode of travel, environment, location or route, the experience, knowledge and skills of each educator, the requirements of the individual children, the capacity of an educator to immediately respond to a situation requiring urgent intervention. Consider any additional supervision required for the period children will be moving between PHWMCC and any other education or early childhood service;
  - the proposed route and destination; including any proximity to harms and hazards, as well as the method of transportation;
  - the process for entering and exiting the service premises as well as the pick up location (as required);
  - the procedure to be followed to ensure the child leaves the premises in accordance with the written authorization of the child's parent or authorised nominee, regulation 99(4) (b)

- what the process is to determine who is responsible for the child's safety during the period of travel to and from PHWMCC;
- if regular transportation is offered (not the case at PHWMCC) how the nominated supervisor or staff member (other than the driver) will account for children as they embark and disembark the vehicle at PHWMCC and how required records will be made and kept.;
- how PHWMCC will assess the children's ability to move safely and confidently to and from vehicles and how they will provide additional support if required and any staffing implications;
- how PHWMCC will consider the children's ability to travel on foot between settings and how children will be supported at road crossings;
- how PHWMCC communicates with educators and school based staff to ensure a common understanding of who holds the duty of care for children when they travel between PHWMCC and any other education or early childhood service;
- how families are made aware of who is responsible for the duty of care for children when they travel between PHWMCC and any other education or early childhood service;
- routines and travel periods as opportunities for learning;
- how children will be supported to feel safe during their travel;
- any opportunities for abuse to occur and how these can be minimised.

## **Roles and Responsibilities**

### **Approved Provider**

- Assume responsibility under the National Law for the safety, health and wellbeing of all children at all times that children are in the care of the PHWMCC.
- Ensure that an attendance record is 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.
- Ensure that a 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.
- Take reasonable steps to ensure that the nominated supervisor, educators and staff are aware of, access and use the risk assessment to manage risks and maintain safety of children during travel to or from the preschool.
- Ensure systems are in place so that children only leave the preschool premises:
  - If they are given into the care of a parent, an authorized nominee in the child's enrolment record, or a person authorized by the parent or the authorized nominee
  - In accordance with the written authorization of the child's parent or authorized nominee
  - If they are taken on an excursion or on transportation provided by the preschool, with written authorisation from the parent or authorized 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
- Ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisation from families.
- Should any incidents occur relating to the safety of children during travel (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, educators and staff and available for inspection.
- Ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios.
- Take reasonable steps to ensure the nominated supervisor, educators, staff and volunteers follow the safe arrival of children policy and procedures.

## **Nominated Supervisor**

- Assume responsibility under the National Law for the safety, health and wellbeing of all children at all times that children are in the care of the PHWMCC.
- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure that an attendance record is 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.
- Ensure that a 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.
- Take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain safety of children during travel to or from the preschool.
- Implement systems so that children only leave the preschool premises:
  - If they are given into the care of a parent, an authorized nominee in the child's enrolment record, or a person authorized by the parent or the authorized nominee
  - In accordance with the written authorization of the child's parent or authorized nominee
  - If they are taken on an excursion or on transportation provided by the preschool, with written authorisation from the parent or authorized 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
- Ensure an enrolment record is kept for each child which contains information set out in regulations 160 and 161, including authorisations from families.
- Ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios.
- Communicate any changes to the travel routine to educators and staff.
- Should any incidents occur relating to the safety of children during travel (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures.
- Lead regular discussions to reflect on the risk assessments associated with transport to address and refine any management and control measures.

## **Early Childhood Educators / Responsible Persons**

- Must be aware of and follow the Safe arrival of children policy and procedures.
- Ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator.
- Must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.
- Should any incidents occur relating to the safety of children during travel (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures.
- Ensure that when leaving the service, children are given into the care of a person as per the regulations and authorisations.
- All supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios.
- Communicate any changes to the travel routine to educators and staff.
- Be aware of the requirements should any incidents occur.
- Complete the attendance record when children arrive and leave.

## Families

- Must be aware of and follow the Safe arrival of children policy and procedures.
- Must remain up to date with PHWMCC practices related to the travel of children between PHWMCC and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel.
- Provide authorisations in their child's enrolment form and ensure the information is kept up to date.
- Communicate any changes to their circumstances that may impact PHWMCC practices related to the travel of children between the preschool and any other education or early childhood service, for example if they will be absent for the day.
- Provide written authorisation should they require a person not listed on the enrolment form to collect their child from PHWMCC.

## Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every three years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

## Definitions:

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

<b>Related legislation:</b>	Education and Care Services National Law Act 2010: Section 165, 167, 175 Education and Care Services National Regulations 2011: Regulations 99, 100, 101, 102, 102AAB, 102AAC, 102C, 102D, 122, 123, 161, 168, 171 172
-----------------------------	---

<b>Related Guidelines, Standards, Frameworks:</b>	National Quality Standard, Quality Area 2: Children's Health and Safety, Standard 2.2 National Quality Standard, Quality Area 6: Collaborative Partnerships with families and communities, Standard 6.2 National Quality Standard, Quality Area 7: Governance and Leadership, Standard 7.1 Child Safe Standards, Standard 8
---	--

**Sources:** ACECQA: [Safe Arrival of Children - policy and procedure guidelines \(acecqa.gov.au\)](https://www.acecqa.gov.au)

**Relevant Documents:** PHWMCC Enrolment Form  
PHWMCC Transportation of Children Risk Assessment  
PHWMCC Transportation of Children Policy  
PHWMCC Incident, Injury, Trauma and Illness policy

**Policy reviewed:** Sept 2023

**Next review date:** Sept 2026