

Safe Arrival of Children Policy

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Purpose

We are committed to ensuring the health, safety and wellbeing of children in our care, including having clear processes in place to ensure the adequate supervision of children during travel between the Outside School Hours Care (OSHC) program, the school and extracurricular activities. This policy complies with regulation 102AAB and regulation 168 of the Education and Care Services National Regulations 2011.

Scope

This policy applies to employees, children, visitors, contractors, sub-contractors, and volunteers of MACSEYE and / or those who provide services to MACSEYE services and offices.

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 and 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.

Principles

MACSEYE is committed to:

- The safety, health and wellbeing of children at our Service is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from, the service.
- We acknowledge the important role played by our Service leaders, 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.
- Our Service leaders, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings, and when this duty of care is transferred.
- We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the travel of children to and from the service.
- Being prepared and knowing the risks involved when children travel to or from the service is vital. The Safe Arrival of Children Risk Assessment and Management Plan has been developed to assist us in identifying and managing the risks involved during this time moving to or from the service

Policy

1. Commitment

Our goal is to ensure the health, safety and wellbeing of children and young people in our care. In doing so MACSEYE, the Board and Executive Leadership Team are committed to meeting the obligations under the Education and Care Services Law Act 2020 and Education and Care Services Regulations 2011.

We are committed to ensuring children are safe during periods of risk, including transitions between education or early childhood service. MACSEYE will achieve this by:

- Providing clear policies and procedures on the safe arrival of children
- Ensuring all staff are provided training on the safe arrival of children upon induction
- Ensuring a current Safe Arrival Risk Assessment and Management Plan is in place at each service
- Communicating effectively with Staff, families, children and other education and care services on the implementation of the Safe Arrivals Policy to ensure all parties are aware of their contribution towards keeping children safe
- Ensuring regular reviews and audits are conducted on the application of this policy with any corrective actions identified, recorded and monitored to completion

2. Failure to comply

Failure to follow practices intended to keep children safe from harm, such as the Safe Arrival of Children Policy or Procedure, may be subject to disciplinary action. All representatives of MACSEYE are required to raise any concerns related to a breach of this policy.

Roles and Responsibilities

Role	Responsibilities
Approved Provider	<ul style="list-style-type: none">• Ensure that obligations under the Education and Care Services National Law and Regulations are met• Ensure that nominated supervisors, educators, staff and volunteers are aware of and have access to the Safe Arrival of Children Policy, Safe Arrival of Children Procedure and supporting documents• Ensure that systems and processes are in place to ensure this policy is reviewed and updated to reflect any changes in legislation which are communicated to operational service delivery teams.
Nominated Supervisor/ Responsible Person	<ul style="list-style-type: none">• Ensure that educators and volunteers are trained on the application of this policy during induction and that this policy and the Safe Arrival of Children Procedure and Safe Arrival of Children Risk Assessment are readily available to Service staff

Role	Responsibilities
	<ul style="list-style-type: none"> • Review the Safe Arrival of Children Risk Assessment annually or after becoming aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised • Ensure the Service keeps accurate attendance records to document the following: <ul style="list-style-type: none"> - the time and date children arrive or depart the Service - the details of the education or early childhood service/s the child is transitioning between • Consult with staff, educators, families and children (where applicable) during the preparation of the Safe Arrival Risk Assessment and Management Plan • Notify families at least 14 days in advance of any changes to this policy or accompanying procedure • For children transitioning between the OSHC and extracurricular activities: <ul style="list-style-type: none"> - consult with other education or early childhood service/s (third party providers of extracurricular activities) during the preparation of the Safe Arrival Risk Assessment - ensure that all parents/authorised nominees have completed a <i>Safe Travel Agreement Form</i> prior to the first transition - advise families 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 become aware of any change
Service Staff	<ul style="list-style-type: none"> • undertake induction training which includes the understanding of this policy • be familiar with, and implement any risk mitigation strategies outlined on the Safe Arrival of Children Risk Assessment approved by the relevant Area Manager • for children transitioning between the OSHC and extracurricular activities: <ul style="list-style-type: none"> - discuss safe travel strategies with children prior to children travelling between the OSHC service and the education or early childhood service to ensure children are supported to feel safe and act responsibly - communicate any changes to travel routine to family members, educators and the nominated supervisor - crosscheck the Safe Travel Agreement Form with the transitions routines for children to ensure authorisations reflect the routine in place with other education or early childhood services. - ensure accurate records are kept of the times children transition between the OSHC and education or early childhood service
Families	<ul style="list-style-type: none"> • If the child will transition between the OSHC service and another education or early childhood service, complete a Safe Travel Agreement Form and provide this to the Service prior to the first transition • communicate to the Service any changes in routine and activities that may affect the child's safe arrival or departure as soon as they become aware of a change • notify the Service if their child is going to be absent on a particular day or session • keep emergency contact details and phone numbers provided upon enrolment and current

Child Safety

MACSEYE policies and practices prioritise the safety and wellbeing of children, who are central to everything we do. We recognise a child safe organisation is a dynamic and ongoing process of learning, monitoring and review. When all levels of the organisation work together to protect children from harm, children are safer, valued, and more likely to thrive in their educational learning.

We recognise that risks to children are higher during transition between services and aim to manage this risk through an organisational culture of child safety, including the application of this policy across all Services. The Child Safe Standards particularly relevant to the Safe Arrival of Children, are listed below:

Child Safe Standards	
Standard 2.5	<i>Risk management strategies focus on preventing, identifying and mitigating risks to children and young people</i>

Child Safe Standards

Standard 9.3	<i>Risk management plans consider risks posed by organisational setting, activities and the physical environment</i>
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Induction and ongoing training

This policy will be accessible to all staff via the intranet. Training will be provided to all relevant staff at implementation and as needed. All line managers are responsible for ensuring their staff are aware of and understand this policy and attend the required induction and ongoing training. All staff are responsible for understanding and complying with this policy.

Monitoring, evaluation and review

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will be facilitated by the Policy Officer, will begin eight (8) weeks prior to the scheduled review date and include a consultation period with management and staff.

All staff will receive communication about any changes in or review of the policy or procedure. Training will be provided where required to ensure an understanding of the changes. Staff will be notified of any changes prior to implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

Related documents

Safe Arrival of Children Risk Assessment
Safe Arrival of Children Procedure
Safe Travel Agreement Form
Delivery and Collection of Children Policy
Child Safety and Wellbeing Policy
Safe Transportation of Children Policy

Legislative requirements

Education and Care Services Law Act 2010; s.165, s.167, s.175
Education and Care Services Regulations 2011; r.99, r.100, r.101, r.102, r.102AAB, r.102AAC, e102C, r102D, r122, r.123, r.161, r.168, r.170, r.171, r.172
Child Safe Standards; 2.5, 9.3 11.1, 11.2 and 11.5
National Quality Standards: QA2.2.1, QA 6.1.1, QA 7.1.2

Definitions

MACSEYE is Melbourne Archdiocese Catholic Early Years Education Ltd, a subsidiary of Melbourne Archdiocese Catholic Schools Ltd established to conduct early childhood education and care services

Approved Provider in relation to providing education and care services, is the person or entity who holds a provider approval to manage education and care services. In relation to this policy, MACSEYE is the approved provider

Nominated Supervisor in relation to an education and care service, means a person who is nominated by the approved provider of the service under Part 3 to be a nominated supervisor of that service; and unless the individual is the approved provider, has provided written consent to that nomination (National Law).

Responsible Person is a person in day-to-day charge of an education and care service if the person is placed in day-to-day-charge by the approved provider or a nominated supervisor of the service and the person consents to the placement in writing (National Regulations). There are minimum requirements for the person in day-to-day charge.

Service Staff are educators working in ratio with children at the service

Parent in relation to a child includes a guardian of the child; and a person who has parental responsible for the child under a decision or order of a court. For regulation 99 'parent' does not include a parent who is prohibited from having contact with the child.

Education and Care Service is a service providing education and /or care to children. This can include the OSHC program, primary school, kindergarten or extra-curricular activity run by a third-party provider on the school site

Safe Travel Agreement Form is a supporting document to this policy and contains information completed by a parent or guardian as to the specific transitions for a child to and from the OSHC program including times, days and authorisations for the child to be released to the care of another education and care service

Transition refers to the period in which a child physically moves between the OSHC program and other education and care services such as the school, kinder or extracurricular activities during the OSHC session

Risk is defined as the effect of uncertainty on objectives. An effect is a deviation from the expected – positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstance or knowledge) and the associated likelihood of occurrence.

Policy information

Policy information			
Policy title:	Safe Arrival of Children Policy		Version: 1.0
Authorised Executive:	Director, Quality Safety Compliance	Responsible Manager:	General Manager Quality and Compliance
Approving authority:	Managing Director	Approval date:	26/02/2025
Effective date:	26/2/2025	Review date:	26/02/2027

Version control		
Version	Date	Changes
1.0	26/02/2025	Policy developed and approved