

Unley Kindergarten

Policies and Procedures

Safe Arrival of Children Procedure

Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between Unley Kindergarten and Unley Early Learning Centre.

Background

This procedure addresses the requirements in regulation 168 of the Education and Care Services National Regulations (National Regulations) for education and care services to have policies and procedures in place for the safe arrival of children who travel between an education and care service and any other education or early childhood services.

Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are travelling between Unley Kindergarten and other services that provide education or care to children. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

A copy of this procedure will be kept in the policies and procedures folder in the office as well as the "Safe Arrival of Children" folder at the sign in desk.

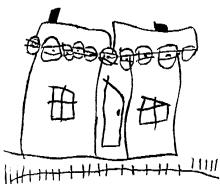
This procedure was informed by a risk assessment for the safe arrival of children (see **attached**).

Legislative requirements

In relation to the safe arrival of children, the National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of safe arrival of children policies and procedures (regulation 102AAB)
- provide for risk assessment requirements, including when risk assessments must be conducted, what matters must be considered, and record keeping requirements (regulation 102AAC)
- require any necessary updates to be made to policies and procedures following risk assessments (regulation 102AAC).

An extract of regulations 102AA, 102AAB and 102AAC and a list of other relevant legislation is at Appendix A for reference.



Unley Kindergarten

Policies and Procedures

PROCEDURES

Conducting risk assessments

To meet requirements under the National Regulations and to ensure the safety of children travelling between services, we will:

- conduct risk assessments at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children travelling between services
- use the [risk assessment template for the safe arrival of children](#), which addresses the matters required under regulation 102AAC(4) (note: these matters are detailed in Appendix A)
- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- keep a copy of all completed risk assessments
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between, have a clear understanding of roles, responsibilities, and their common duty of care obligations for children during the period of travel.

Working with other services

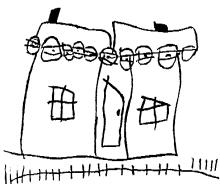
To engage effectively with the services that children travel between, we will:

- Complete a draft Risk Assessment and provide this to Unley Early Learning Centre via email to seek input, agree to details, including who holds the duty of care during travel period of supervision.
- Ensure the duty of care during the travel period is agreed between both services during the risk assessment process and both Unley Kindergarten and Unley Early Learning Centre will sign off on these agreements.
- Provide a copy of the final risk assessment and procedures to Unley Early Learning Centre as a record of roles, responsibilities and who holds duty of care.
- Remain in daily communication with the leaders and educators at Unley Early Learning Centre to ensure the most up to date information is shared.

Duty of care and supporting children during travel between services

The below table shows staff members with a duty of care obligation for children's travel between specific services:

Service children leave	Service children arrive at	Personnel with a duty of care obligation
Unley Kindergarten	Unley Early Learning Centre	Unley Kindergarten staff: -Lauren Luce -Melissa Miegel -Amber Clegg



Unley Kindergarten Policies and Procedures

		-Tanya Hudson -Varinia Blyth
Unley Early Learning Centre	Unley Kindergarten	Unley Early Learning Centre staff: -Sue -Georgia

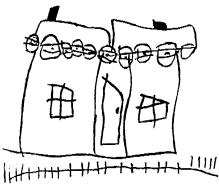
To support children during travel between services, we will ensure:

- A 1:2 educator to child ratio is maintained to provide adequate supervision. Depending on individual needs of children, educators may enlist the assistance of additional educators to support supervision and safety.
- Children walk holding hands with an educator.
- Educators monitor traffic and use the designated crossing area.
- Educators engage children in discussions about road safety.
- Educators walk along footpath, avoiding any hazards.
- Educators carry a phone on them so that they can call the childcare/ kindergarten for assistance if required (e.g. if a first aid kit is required).
- Educators check weather warnings and monitor conditions.
- Children wear a hat if the UV rating is 3 or more.
- We keep in communication with Unley Early Learning Centre in the event of inclement weather to ensure children are either being safely transported, or to arrange alternative forms of collection (e.g. contact parents to pick up child if it's unsafe for them to walk).

Entering and exiting the premises

To ensure children are accounted for when they arrive at Unley Kindergarten from another education or early childhood service:

- Children are to be signed in by the childcare educator as per Unley Kindergarten's attendance recording procedure.
- A kindergarten educator must greet children and childcare educators to ensure consistent flow of information and effective handover of care.
- Kindergarten educators to call Unley Early Learning Centre if an expected child has not arrived by 9am and no other communication has taken place (e.g. parent informing staff of absence).
- If a child will be absent, parents are responsible to notify both the kindergarten and childcare. This is then recorded on the attendance sheet.



Unley Kindergarten

Policies and Procedures

To ensure children are accounted for when they leave Unley Kindergarten to travel to Unley Early Learning Centre:

- Kindergarten educators refer to the attendance sheet/safe arrival of children schedule to confirm which children are expected to travel.
- Educator must sign the children out and inform colleague of departure.
- Educator conducts final check/ headcount before leaving the premises.
- Kindergarten educator to sign child in at Unley Early Learning Centre according to the site's policies and procedures.
- Kindergarten educator to greet childcare educators to ensure consistent flow of information and effective handover of care.
- Any relevant information from the day is shared with the childcare educator, especially any illness/injury. If a child has suffered an injury/incident at kindergarten, educators will call their parent/ carer to inform them of the incident as well as provide a copy to the childcare staff so that they can continue to monitor for any symptoms. Parents will be asked to sign the injury/ incident form the next time they are at the kindergarten.

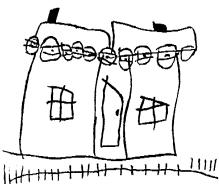
Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (e.g. where the service becomes aware a child is not able to be accounted for) we will undertake the following procedures to ensure children are safe:

- Site leader will enact procedure for managing incidents of extreme severity. This involves immediately notifying Emergency Services (000) SAPOL, Education Director, and the child's parents or caregiver (unless otherwise directed by SAPOL).
- If a child is injured during travel, educator to contact childcare/ kindergarten for assistance (e.g. staff to bring first aid kit if required).

Communicating with families/carers

- Parents are required to complete a consent form and indicate which days/times their child will be transferred between services. This information is recorded on the attendance sheet/safe arrival of children schedule for quick access. If these arrangements change, parents are required to contact both the kindergarten and childcare informing this in writing. If children are transferring between services on an ad hoc basis, parents are required to inform staff upon morning drop-off and record this on the daily attendance sheet.
- Families must advise both Unley Kindergarten and Unley Early Learning Centre of their child's absence, planned or unexpected.
- Families must advise both Unley Kindergarten and Unley Early Learning Centre of any changes to the agreement. For example, if a child will not be attending Unley Early Learning Centre on a particular day and will be collected at Unley Kindergarten by someone else.
- In the event of inclement weather, after discussion with Unley Early Learning Centre, the kindergarten and childcare will contact parents to arrange alternative transport methods.



Unley Kindergarten

Policies and Procedures

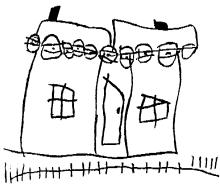
Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

- The site leader will ensure that training and induction for educators and staff covers the service's safe arrivals policies and procedures and will use relevant tools for ensuring compliance (ie checklists).
- The site leader will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.

Roles and responsibilities

Roles	Responsibilities
Unley Kindergarten Director	In consultation with Unley Early Learning Centre Director, identifies roles and responsibilities regarding children traveling between the services. Ensures supervision requirements are met during delivery of children to the service. Ensures all staff are informed of roles and responsibilities and risk assessments. Ensures risk assessments are completed and reviewed regularly. Ensures that parents provide written authorisation for their child to be transported by the service.
Unley Early Learning Centre Director	In consultation with Unley Kindergarten Director, identifies roles and responsibilities regarding children traveling between the services. Ensures supervision requirements are met during delivery of children to the service. Ensures all staff are informed of roles and responsibilities and risk assessments. Ensures risk assessments are completed and reviewed regularly. Ensures that parents provide written authorisation for their child to be transported by the service.
Unley Kindergarten educators	Are aware of and follow the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel. <u>Morning:</u> -Responsible for knowing who is expected to arrive from childcare each day. -Responsible for receiving children from Unley Early Learning Centre in accordance with attendance procedures. -Ensure attendance records are completed when children arrive at service. <u>Afternoon:</u> -Responsible for knowing who is expected to transfer to childcare each day. -Responsible for transportation of children travelling from Unley Kindergarten to Unley Early Learning Centre. -Responsible for children exiting the service premises, preparing children to walk to the childcare with kindergarten educators in accordance with attendance procedures. -Have duty of care for children travelling from Unley Kindergarten to Unley Early Learning Centre. -Upon arrival at Unley Early Learning Centre, kindergarten educators are responsible for signing children in and providing a safe handover to the childcare educators. -Ensure that parents provide written authorisation for their child to be transported by the service and on transportation arranged by the service. -Responsible for communicating daily information of children's needs and wellbeing to childcare educators.



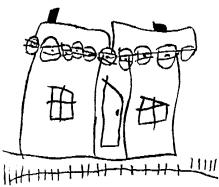
Unley Kindergarten

Policies and Procedures

Unley Early Learning Centre educators	<p>Are aware of and follow the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel.</p> <p><u>Morning:</u></p> <ul style="list-style-type: none">-Responsible for knowing who is expected to transfer to kindergarten each day.-Responsible for transportation of children travelling from Unley Early Learning Centre to Unley Kindergarten.-Responsible for children exiting the service premises, preparing children to walk to the kindergarten with childcare educators in accordance with attendance procedures.-Have duty of care for children travelling from Unley Early Learning Centre to Unley Kindergarten.-Upon arrival at Unley Kindergarten, Unley Early Learning Centre educators are responsible for signing children in and providing a safe handover to the kindergarten educators.-Ensure that parents provide written authorisation for their child to be transported by the service and on transportation arranged by the service.-Responsible for communicating daily information of children's needs and wellbeing to childcare educators. <p><u>Afternoon:</u></p> <ul style="list-style-type: none">-Responsible for knowing who is expected to arrive from kindergarten each day.-Responsible for receiving children from Unley Kindergarten in accordance with attendance procedures.-Ensure attendance records are completed when children arrive at service.
Parent or authorised nominee named in child's enrolment record	<p>Is aware of the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel.</p> <p>Provides written authorisation for their child to be transported by the service and on transportation arranged by the service. Communicates to both sites any changes to circumstances that may impact the service's practices related to the travel of their child between services, including if their child will not be attending the service.</p>

Procedure creation and revision record

Version:	1
Approved by site leader:	Lauren Luce
Date of approval:	20/6/25
Date Approved by Governing Council:	19/8/25
Date of next review:	20/6/26
Amendments(s):	Nil



Unley Kindergarten

Policies and Procedures

APPENDIX A

Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations

Education and Care Services National Regulations (2011 SI 653), Division 6A—Safe arrival of children

102AA Definition

In this Division—

education or early childhood service means—

- (a) a school; or
- (b) an education and care service; or
- (c) a children's service; or
- (d) any other service which provides education or care to children.

102AAB Safe arrival of children policies and procedures

- (1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.
- (2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—
 - (a) staff of the service; and
 - (b) parents of children being educated and cared for by the service; and
 - (c) children being educated and cared for by the service (if applicable).

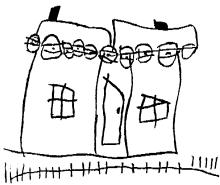
102AAC Risk assessment for the purposes of safe arrival of children policies and procedures

- (1) For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation.

Penalty: \$2200.

Note A compliance direction may be issued for failure to comply with subregulation (1).

- (2) The approved provider must conduct a risk assessment—
 - (a) at least once every 12 months; and
 - (b) as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.
- (3) A risk assessment must—
 - (a) identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and
 - (b) specify how the identified risks will be managed and minimised.
- (4) Without limiting subregulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—
 - (a) the age, developmental stage and individual needs of the child;
 - (b) the role and responsibilities of the following persons (if applicable)—
 - (i) in the case of a child who leaves the service premises to travel to an education and care 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;



Unley Kindergarten Policies and Procedures

- (iv) a person authorised by—
 - (A) the child's parent; or
 - (B) an authorised nominee named in the child's enrolment record;
- (c) the role and responsibilities of the service the care of which the child is entering or leaving;
- (d) 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;
- (e) 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;
- (f) given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;
- (g) the proposed route and destination, including any proximity to harm and hazards;
- (h) the process for entering and exiting—
 - (i) the service premises; and
 - (ii) the pick-up location or destination (as required);
- (i) the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

(5) If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable.

(6) The approved provider must keep a record of each risk assessment conducted under this regulation

Other legislative requirements

Legislative requirements under the [National Law](#) that are relevant to the safe arrival of children include:

- Section 165 – offence to inadequately supervise children
- section 167 – Offence relating to protection of children from harm and hazards
- section 175 – Offence relating to requirement to keep enrolment and other documents

Legislative requirements under the [National Regulations](#) that are relevant to the safe arrival of children include:

- Regulation 99 – Children leaving the education and care services premises
- Regulation 102C – Conduct of risk assessment for transporting children by the education and care service
- Regulation 102D – Authorisation for service to transport children
- Regulation 122 – Educators must be working directly with children to be included in ratios
- Regulation 123 – Educator to child ratios
- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 168 – Education and care services must have policies and procedures
- Regulation 170 – Policies and procedures to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies and procedures