

SAFE ARRIVAL & DEPARTURE OF CHILDREN POLICY

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL LAW	
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
Sec. 175	Offence relating to requirement to keep enrolment and other documents
Sec. 167	Offence relating to protection of children from harm and hazards
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
102C	Conduct a risk assessment for transporting children by the education and care service



102D	Authorisation for service to transport children
158	Children's attendance record must be kept by the approved provider
160	Child enrolment records to be kept by the approved provider and family day care educator
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

PURPOSE

Our Service aims to ensure the safe and secure arrival and departure of all children into our service who may be travelling to or from another early childhood service or education facility. We are committed to identifying and minimising risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between other educational facilities and our Service.

IMPLEMENTATION

The safety of children enrolled at our Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including when children are travelling between our Service and an educational facility. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

STATEMENT ON SAFE ARRIVAL OF CHILDREN POLICY

The East Adelaide OSHC service maintains clear processes to ensure that the safe arrival and departure of children is carefully monitored. Safeguards are also developed and regularly reviewed to keep children safe during the time of transition between school and OSHC, as well as, between OSHC and after school activity.

BEFORE SCHOOL CARE

- All children attending before school care must be walked through the OSHC gate and dropped off at the OSHC door, to be signed in by an educator.
- Year levels 3-6 are signed out by an OSHC educator at 8:30am where they then walk themselves to class.
- Foundation to Year 2 are signed out by an OSHC educator at 8:45am and walked to their classrooms.

AFTER SCHOOL CARE

- Parent / guardians collecting children must approach the OSHC gate where an educator will assist them using OSHC procedures.
- An educator within OSHC Leadership greets and identifies the adult at the gate ensuring that the person is on the child's FullyBooked account. The child/children is/are not handed over until the service has checked for authorisation
- If adult collecting the child/children is/are not listed in the Fully Booked account, the responsible person will contact the primary contacts for authorisation to hand the child/children to the adult
- Once given authorisation, the responsible person will allow the child/children to go with the identified person provided by the primary contact.
- Children in Foundation will have an educator collect and sign them in using an iPad at their classrooms. These children will then be walked down to OSHC and assisted with the transition from school to OSHC.
- Children in year 1 will be signed in and given a high-viz orange vest for them to hold at their classrooms by an educator. Year 1's will continue to walk themselves down the laneway to OSHC where they hand their vest to another educator who is sitting in the laneway keeping line of sight.
- Year 2 to year 6 children will walk themselves to OSHC where they will be signed in by an educator. The laneway educator is able to keep line of sight during this transition.
- To ensure all children are accounted for in a timely manner; there will be two educators forming two lines to sign-in year 2 to year 6 children.

AFTER SCHOOL ACTIVITY

- Children who attend an after-school activity e.g. sport, music, chess etc. will need to have a permission slip signed by their parent in order for OSHC staff to allow children to leave the service. This permission slip must be handed in to OSHC for our records.
- Children will need to come to OSHC FIRST to be signed in and then be walked over to their after-school activity by an educator.



- Children attending after-school activities will be collected at the most convenient time for OSHC staff (this may be earlier, but never later than the after-school activity time).
- Any children booked into OSHC that have not returned a permission slip found at an after-school activity will be brought back to OSHC.

ALL DAY CARE (VACATION CARE / PUPIL FREE DAY)

- All children attending this session must be walked through the OSHC gate and dropped off at the OSHC door, to be signed in by an educator.
- All children will be signed out following the same OSHC procedure as during After School Care. A member of OSHC Leadership will carry out this duty following OSHC protocols and procedures.

SIGN-IN FOLLOW-UPS

- The member of OSHC Leadership completing the 3:10pm sign-in must follow up on children who did not turn up to be signed-in. This process must be swift and efficient for duty of care purposes.
- The OSHC person checks Sentral to see if children were absent or had an early departure. If the child appears to have remained at school, the educator uses the walkie talkie to ask staff to search for the child.
- Immediately, after the responsible person has called out for all missing children over the walkie-talkies, they search the school Office as well as other areas of the school such as the school gymnasium, performing arts, Barry Messner Park etc. This process must occur before 3:30pm.
- If child(ren) are still not located, a phone call to parents is made. If child(ren) are still missing and parents have confirmed that the child should be in OSHC, an emergency procedure will occur where a roll call will happen.
- If still no sign of the child(ren) missing, a phone call to Police assistance on 131 444 will occur, followed by the implementation of the critical incident procedure.

ROLES & RESPONSIBILITIES

OSHC LEADERSHIP WILL:

- Ensure all children arrive to OSHC safely through close supervision. Walkie talkies will be used by educators as a communitive method for locating children. The sign-in leader will utilise the OSHC booking system to identify who is missing, as well as, the school system Sentral to determine if they were an early departure.
- Ensure all children attending before or after-school activities reach their destination on time whilst being accompanied by an educator
- Ensure all children attending before or after-school activities are picked up and escorted back to OSHC safely
- Ensure all children are signed-out following the services policies and procedures
- Ensure all children are accounted for by following the services policies and procedures

EDUCATORS WILL:

- Ensure adequate supervision and line of sight is always kept through the use of active supervision
- Adhere to the direction given by OSHC Leadership by being attentive to their walkie-talkies for guidance
- Reinforce, expectations and directives to children through restorative practices
- Ensure all areas are supervised through active supervision
- Report all news to OSHC Leadership for further follow-up via walkie-talkie, face to face or leaving a note

FAMILIES WILL:

- Guide their child(ren) through the OSHC gate and inside the OSHC building so that they are signed in
- Ensure their children have been booked in to OSHC via the services booking system FullyBooked
- Ensure permission slips are signed for any before or after-school activities that their child(ren) will be attending
- Communicate either via email (dl.1036.oshc@schools.sa.edu.au), phone call (83626585 or 0423782668) or SMS (0423782668) of any changes to their child(rens) bookings.



SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2023). [Key NQF changes for centre-based services from 2023](#)
 ACECQA. (2023). Policies and procedures guidelines. [Safe Arrival of Children](#)
 ACECQA. (2023). Information Sheet. [Safe Arrival of Children](#)
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023)
 Guide to the National Quality Framework. (Amended 2023).

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	[POSITION]	[DATE]
		OSHC Director		
		School Principal		
		Governing Council member		
POLICY REVIEWED	March 2024	NEXT REVIEW DATE	March 2027	