

Safe Arrival & Departure of Children Risk Assessment

IN CASE OF EMERGENCY DIAL 000 or Police Assistance on 131 444

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 School 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.

ASSESSING THE LIKELIHOOD		ASSESSING THE CONSEQUENCES	
Almost certain	Has occurred on an annual basis (or more frequently) in the past	Critical	Extreme risk. Death or permanent disability or multiple serious injuries. Loss of or catastrophic damage to premises. Risk needs careful planning and consideration required before going ahead-consultation and guidance required-policies/procedures/external professionals (RFS, SES)
Likely	Has occurred in the past few years	Major	High risk. Complete a risk assessment and consider if risk is worth accepting. Serious long-term injury or illness could occur. Major damage to premises.
Possible	May occur at some stage (has occurred at least once in the history of the Service)	Moderate	Medium risk. Deal with the hazard as soon as possible. Complete risk assessment to implement control measures to manage and reduce risk. Medical attention may be required. Damage to premises may occur.
Unlikely	Has never occurred within the Service but has been known to infrequently occur in similar early education and care services in the local geographic area	Minor	Low risk. Deal with the hazard when able-implement effective control measures to reduce risk. First aid may be required. Minor damage to premises. Unlikely to cause long-term problems.
Practically impossible	It is not known to have occurred in any similar early education and care service within the local geographic area	Insignificant	Very low risk. Deal with the hazard when able. No first aid required. No interruption to general operations. Damage to premises unlikely.



RISK RATING MATRIX. Use the Risk Score Matrix to identify and assess risks. Record the Risk Ranking within the Risk Assessment below						
LIKELIHOOD	CONSEQUENCE LEVEL					
		Critical	Major	Moderate	Minor	Insignificant
	Almost Certain	Extreme	Extreme	Extreme	High	Medium
	Likely	Extreme	Extreme	High	Medium	Medium
	Possible	Extreme	High	Medium	Medium	Low
	Unlikely	High	Medium	Medium	Low	Very Low
	Practically Impossible	Medium	Medium	Low	Very Low	Very Low

RISK ASSESSMENT ACTION PLAN

ITEM	EVENT OR ACTIVITY	HAZARD IDENTIFICATION (What could go wrong?)	RISK RANKING (use matrix)	ELIMINATION OR CONTROL MEASURES	RESPONSIBILITY	
					WHO	WHEN
1	OSHC Arrival from Home (BSC)	<p>Hazard</p> <ul style="list-style-type: none"> Child dropped off outside OSHC gate Parent / caregiver does not walk child(ren) through the OSHC door. <p>What Could go Wrong?</p> <ul style="list-style-type: none"> Abduction Hit by car Unsupervised Staff not aware of arrival Child wondering off 	Possible / Critical EXTREME	<ul style="list-style-type: none"> Notify all families via email Remind families during conversation Contact parent/ guardian if child is drop off without them. Reminders included in school newsletter. Supervision to make sure it doesn't happen. Clear signage and communication Staff member to remain at ipad to ensure that families are coming in to sign them in. 	OSHC Leadership	ongoing
2	OSHC Departure to School (BSC)	<p>Hazard</p> <ul style="list-style-type: none"> Children being signed out to go to school <p>What Could go Wrong?</p> <ul style="list-style-type: none"> Not all children being accounted for Missing child(ren) 	Possible / Moderate MEDIUM	<ul style="list-style-type: none"> Educators to complete thorough sweep of both outside and indoor play spaces Educators checking perimeter of the OSHC building. Educators taking children down to classrooms. One educator to remain in budling in case a child returns to the budling. 	OSHC Educators	Ongoing

<p>3</p>	<p>OSHC Arrival from School (ASC)</p>	<p>Hazard</p> <ul style="list-style-type: none"> School to OSHC transition <p>What Could go Wrong?</p> <ul style="list-style-type: none"> Child(ren) unaccounted for 	<p>Almost Certain / Critical (EXTREME)</p>	<ul style="list-style-type: none"> Educators collecting Foundation & Year 1 and Year 2 children to ask teacher regarding any unaccounted child(ren) Educator to notify member of OSHC Leadership who is completing general sign-in and follow-ups of any missing children This leader calls for unaccounted children over the OSHC walkie-talkies whilst simultaneously checking Sentral This leader checks the school Office for any unaccounted children This leader then calls the primary contact within the child's FullyBooked account Emergency evacuation where a roll call is made will follow Police assistance contacted on 131 444 	<p>Educators & Leadership</p>	<p>3:10pm straight after school</p>
<p>4</p>	<p>OSHC Departure to Home (ASC)</p>	<p>Hazard</p> <ul style="list-style-type: none"> Non-authorized pick-up Missing child <p>What Could go Wrong?</p> <ul style="list-style-type: none"> Kidnapping Lack of duty of care No safety or wellbeing for child 	<p>Possible / Major (HIGH)</p>	<ul style="list-style-type: none"> All parent and guardian are to enter the OSHC budling to sign children out. If unknown parent or guardian comes to collect, checking system to see if they are on the approved list. No child can be handed over to any persons under the age of 18 No child can be handed over to any persons not listed within the families FullyBooked account. OSHC Leader must receive confirmation from the child's FullyBooked primary contact before handing over any child, requesting email permission. 	<p>OSHC Leadership</p>	<p>At collection</p>

<p>5</p>	<p>OSHC departure to after school activity (ASC)</p>	<p>Hazard</p> <ul style="list-style-type: none"> - Child not being accounted for in oshc, when booked in. - child not attending oshc. <p>What could go wrong?</p> <ul style="list-style-type: none"> - Missing child. - Child not arriving at sport activities. - Parent collected child without notifying OSHC 	<p>Possible / Major (HIGH)</p>	<ul style="list-style-type: none"> • Extra-curriculum sports formed to be filled in & signed by Parents & Director • Educators to ensure all children are signed in before taking them to after school activity. • Educators to walk children to and from after school activity. 	<p>Educators & Leadership</p>	<p>On going</p>
<p>6</p>	<p>OSHC arrival from after school activity (ASC)</p>	<p>Hazard</p> <ul style="list-style-type: none"> - Child not being accounted for in oshc, when booked in. - child not attending oshc. <p>What could go wrong?</p> <ul style="list-style-type: none"> - Missing child. - Child not arriving at sport activities. - Parent collected child without notifying OSHC 	<p>Possible / Major (HIGH)</p>	<ul style="list-style-type: none"> • Extra-curriculum sports formed to be filled in & signed by Parents & Director • Educators to ensure all children are signed in before taking them to after school activity. • Educators to walk children to and from after school activity. 	<p>Educators & Leadership</p>	<p>On going</p>

EVALUATE AND REVIEW						
Plan prepared by	Full Name	Lauren Maio	Role/Position	Director	Signature	
Plan prepared in consultation with	Full Name	Ellie Pezos	Role/Position	Assistant Director	Signature	
Plan prepared in consultation with other agencies (if applicable)	Full Name		Role/Position		Signature	
Communicated to all relevant staff	Y / N					
Next Review	Date	September 2026				