Safe arrival of children procedure

Purpose

This procedure sets out how Callington Kindergarten will ensure the safe arrival of children who travel between Callington Kindergarten and another education or early childhood service. Callington Kindergarten does not currently have a routine inter-service transfer arrangement. The procedure is retained so that no such arrangement can commence without consultation, an approved risk assessment, clear duty-of-care arrangements and written communication with families and the other service.

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. Travel between services can create increased risk because responsibility for a child changes between adults and services. At Callington Kindergarten, any future arrangement will be planned before it begins and will include agreed handover points, attendance records, communication processes, supervision and a response if a child cannot be accounted for.

A copy of this procedure will be kept in the Policy and Procedure folder and the Callington Kindergarten Teams site and will be available to families on request

This procedure was informed by a risk assessment for the safe arrival of children.

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.

Procedures

Review and consultation: When this procedure is prepared or reviewed, the site leader will consult staff, parents and children (where applicable) and keep a record of that consultation, in accordance with regulation 102AAB. If an inter-service arrangement is proposed, the relevant other service will also be consulted through the risk assessment process.

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

There is currently no routine inter-service travel arrangement at Callington Kindergarten. Before any arrangement begins, the site leader will consult with the other service, staff, parents and children where applicable and will document agreed roles, responsibilities, communication and duty of care in the required risk assessment.

- Ensure common duty of care obligations during the travel period is agreed between relevant services during the risk assessment process, which all services must sign off on.
- Provide a copy of the final risk assessment and procedures to relevant services as a record of roles, responsibilities and common duty of care obligations.

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 (at the service/other service)
No current routine arrangement	No current routine arrangement	*Not applicable at present. Before any arrangement begins, duty of care will be agreed and documented between Callington Kindergarten and the other service.*
Future arrangement, if introduced	Future arrangement, if introduced	*Alison Hennessy, Site Leader / Nominated Supervisor; relevant Callington educator; authorised staff of the other service, as documented in the approved risk assessment.*

If an inter-service travel arrangement is introduced, children will be supported according to their age, developmental stage and individual needs. The risk assessment will determine the route, staffing, supervision, handover arrangements, communication method, emergency response and any additional support required.

- The proposed route and children's ability to travel safely will be considered in the risk assessment.
- Staffing and supervision will be based on the age, development, individual needs and number of children involved.
- Any equipment, communication, first aid, medication or additional support required for the arrangement will be identified before travel begins.

Entering and exiting the premises

- If a child is to arrive from another education or early childhood service in future, the receiving educator will complete a direct verbal handover, immediately account for the child against the agreed record, record the arrival time and confirm that responsibility for the child has transferred to Callington Kindergarten.

- If a child is to leave Callington Kindergarten to travel to another education or early childhood service in future, an educator will confirm the child against the agreed record, ensure the child is ready for transfer, complete the required attendance check, directly hand the child to the authorised receiving adult and record the departure time and transfer of responsibility.

Responding to incidents during travel

- If a child travelling between services is missing or cannot immediately be accounted for, the educator will keep the remaining children together and supervised, contact the other service immediately, check the agreed route and handover points without leaving children unsupervised, notify the site leader, contact the family and emergency services where required, and follow the department incident reporting requirements. The relevant services will review the risk assessment and procedure before the arrangement resumes.

Communicating with families/carers

- Families will receive clear written information and provide any required authorisations before an inter-service arrangement begins. Families must advise Callington Kindergarten and the other service of changes to the agreed arrangement. Routine family drop-off and collection is managed under Callington Kindergarten's General Arrival and Collection of Children risk assessment and department authorisation requirements, not this inter-service procedure.

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 arrival 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, or earlier if required.

Roles and responsibilities

Roles	Responsibilities
Site Leader / Nominated Supervisor	Confirms whether the safe-arrival provisions apply; ensures consultation occurs; completes and reviews the required risk assessment; agrees duty-of-care and communication arrangements with the other service; ensures staff are inducted; makes required updates following any change or incident.
Callington educators	Follow the approved procedure and risk assessment; maintain adequate supervision; complete attendance and handover records; communicate directly with the other service; immediately escalate if a child cannot be accounted for.
Other education or early childhood service	Participates in consultation and risk assessment; agrees duty-of-care, supervision, communication and handover arrangements; maintains the agreed records and immediately communicates changes or concerns.
Parent or authorised nominee	Provides required information and authorisations; understands the agreed travel arrangement and duty-of-care points; advises both services promptly of any change that may affect the child's travel.
Children, where applicable	Are consulted in a developmentally appropriate way about the arrangement and supported to understand the agreed route, handover process and what to do if something changes.

Procedure creation and revision record

Version:	2
Approved by site leader:	Alison Hennessy
Date of approval:	23/09/2026
Date Approved by Governing Council:	October 2026
Date of next review:	23/09/2027, or earlier if an inter-service travel arrangement is proposed or circumstances change
Amendments(s):	Reviewed against the current DfE Safe Arrival of Children Policy and RA03. Updated to record that Callington Kindergarten has no current routine inter-service transfer arrangement. Removed former staff names, OSHC-specific assumptions and template placeholders. Consultation with staff, parents and children (where applicable) is required and must be recorded for this review. A current risk assessment, consultation with the other service and agreed duty-of-care arrangements are required before any inter-service arrangement commences.

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;
(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