



Safe Arrival of Children Policy

Covers

→ The safe arrival of enrolled children in Family Day Care from other Services.

Intention

Nurturing Family Day Care Scheme understands and supports family day care educators who travel between other Education and Care Services (Outside School Hours Care, Schools, Kindy, Childcare Centres, and Family Day Care Services) to transfer or collect enrolled children. To ensure that the transition between the registered residence or approved venue is safe, appropriate and complies with the National Laws and Regulations that govern the service, all individuals will work within the procedures outlined below.

Overview

This policy, and all policies and procedures that are associated with the Safe Arrival of Children Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- The requirements of a family day care educator when transporting children between registered residence and approved venues and to other Education and Care Services.

The approved provider will ensure -

- Educators are aware of their Duty of Care to enrolled children, this duty of care extends to when children are in periods of transition when leaving their care to attend other Education and Care Services and before arriving at their care from another Education and Care Services.
- Educators are aware that children must be signed into the attendance record before any transportation takes place.
- That all documentation and parental permission required is sought and stored for each child that is participating in a regular or non-regular excursion.
- That they provide, and continue to deliver, education and training for all family day care educators on the high standards of supervision necessary when educating and caring for children, on the documentation and permissions required for each and every regular and non-regular excursion, how to safely transport children and the legal restrictions surrounding an excursion.



- That the educator conducts a head count and roll call (using the attendance record) when entering and exiting the vehicle to ensure each child is in the car/has left the car and the number of children is documented in the 'Add Head count' feature on Fully Booked, which will match the number on the Fully Booked attendance record.
- At no time will any child be left alone in a vehicle.
- Families and Educators will ensure that communication between all parties remains constant to ensure that all individuals are aware of who is responsible for and where each enrolled child is throughout the day.
- Approved Providers and Coordination staff will ensure training around the Safe Arrival of Children occurs on a regular basis before and during an educator's time with Nurturing Family Day Care Scheme.

Transition between Services with Permission Procedure

The approved provider requires that each family day care educator that is transitioning children between other Education and Care Services do so in a manner that upholds the safety of all, ensures all destinations have a documented risk assessment and management form, and the documentation and permissions required before leaving a registered residence or approved venue.

In relation to other Education and Care Services (separate destinations are listed in the Transportation Policy) the following is required.

- A regular excursion is an excursion that lists the other Education and Care Services.
- Regular excursions that are to a specific other Education and Care Services at a specific time and day can be listed on the Weekly Travel Times form and displayed for families. All other regular excursions will have a written notification listing the specific time and day of the excursion to the other Education and Care Services.
- Completed documentation is required before an enrolled child can leave the registered areas of the registered residence or approved venue, this includes –
 - A Risk Assessment and Management of an Excursion Destination Form.
 - A Risk Assessment and Management of an Activity Form for all activities/experiences that have the potential to cause harm and are not covered by the above form (including transportation).
 - A Regular or Non-Excursion Form.
 - Google maps of the route travelled.
 - Driver's license if the adult is driving the transportation used (Current)
 - Car insurance if the vehicle is privately owned (Current).
 - Car registration if the vehicle is privately owned (Current).
 - Car safety certificate, road worthy and/or current car warranty if the vehicle is privately owned (Less than 12 months old).
 - Car seat safety certificate on each car seat fitted, and for each child to be placed in a car seat that is legally recognised and appropriate for that child if the vehicle is privately owned (Less than 12 months old). The placement of the child's shoulders within their shoulder straps is to be visually assessed during each use.
- A Risk Assessment and Management of an Excursion Destination Form is to be completed for each other Education and Care Services that is listed on the Regular or Non-Regular Excursion Form, including what to do if a child is dropped off or picked up during this transition.



- The Risk Assessment and Management of an Excursion Destination Form is to be reviewed and updated each calendar year, or when a change occurs to the destination that effects that information that has previously been documented.
- Risk Assessment and Management of an Excursion Destination Form is to be shared with the approved provider and the parent/s or guardian/s of each child participating.
- Google maps are to be available to the approved provider and the parent/s or guardian/s listing the route/s that are to be taken to and from the destination. These are to be reviewed yearly or when a change to the route occurs.
- A Risk Assessment and Management of an Activity Form is required if there is a potential risk or hazard identified in relation to the excursion that is not already listed on the destination risk assessment and management form (transportation in a car, transitions by walking, etc.).
- The Risk Assessment and Management of an Activity Form is to be reviewed and updated each calendar year, or when a change occurs to the activity that effects that information that has previously been documented.
- The Risk Assessment and Management of an Activity Form is to be available to approved provider and the parent/s or guardian/s of each child participating in the activity.
- A Regular Excursion Form is to be completed for each family, this is to be reviewed and updated each calendar year, or when a change occurs to the information.
- All yearly forms required are to be extensively completed, with parent, guardian or authorised to authorise permission signed where indicated.
- Additional written notification to the approved providers and the parent/s or guardian/s within the previous week before a regular excursion occurs is required –
 - In accordance with the details recorded on the Excursion Form, on the (date), between (time leaving) to (time returning), we will be traveling by (transport used) to the (destination) with (how many children) and (how many adults).
 - Weekly Travel Times form is considered notification to specific destinations for specific time and days.
- Signed permission can be granted by the Authorised to Authorise individual if one has been indicated on the Family Enrolment form.
- Family day care child to educator ratios apply at all times.
- Medical management plans for any enrolled children on excursions are followed.
- Communication on any changes to who is responsible for and where an enrolled child is located throughout the day is to be done in writing (text, email) immediately, so that there is no confusion between families and educators.

Transition using a Vehicle Procedure

The approved provider requires that each family day care educator (not assistant educators) who transports children in a vehicle follows the highest of safety procedures to ensure that all children enter and exit the registered residence (or approved venue) and the other Education and Care Services without incident. This includes highlighting the importance of Look before you Lock – every time.

Leaving a registered residence or approved venue.

- The family day care educator will, to the best of their ability, ensure all child/ren are signed in on the attendance record before parents leave the residence. If a situation occurs where a parent has left, the approved provider will be contacted immediately with details of the child, the parent and the time, so this can be fixed.



- The family day care educator when preparing to transport the child/ren will conduct a head count and roll call as each child enters the vehicle using the attendance records.
- The family day care educator is to ensure each child is securely in a seat (or car seat) that is legally appropriate for their age.
- The family day care educator is to record the number of child/ren within the vehicle, ensuring that it matches the attendance record (Add head count on Fully Booked confirms and keeps these details).

Dropping children or collecting from another Education and Care Services when using a vehicle

- If family day care educator is parking, the vehicle should be situated in an area that contains the least amount of risk, using the driving risk assessment and management.
- The family day care educator is to turn off the vehicle, all children are to exit, a head count and roll call to be performed and a check of the empty vehicle done before leaving to enter the school or other location.
- When returning to the vehicle the family day care educator will ensure that all children are signed in or out on the attendance record.
- The family day care educator when preparing to leave will conduct a head count and roll call as each child enters the vehicle using the attendance records.
- The family day care educator is to ensure each child is securely in a seat (or car seat) that is legally appropriate for their age.
- The family day care educator is to record the number of children within the car, ensuring that it matches the attendance record (Add head count on Fully Booked confirms and keeps these details).
- If a child is unaccounted for at the other Education and Care Services, the family day care educator must immediately make all necessary enquires to establish a child's whereabouts including physical searches of the vehicle, the school and/or the other Education and Care Services, contact the child's family, emergency services and the scheme.
- Effective communication plans/procedures are created between educators and families to ensure that parent/s and guardian/s inform the family day care educator that child/ren will not be attending the service and do not need to be collected from another location.
- If required to use the school drop off or collection point, the child is to be safely secured within the vehicle, if this is performed by another adult or by the child, the educator is to perform a check to ensure the process was correct.
- The family day care educator is to visually check that all children have remained secured.
- At no time can the family day care educator leave the vicinity of the vehicle while children are inside.
- At no time can a child be signed in on the attendance record before they are under the direct supervision of the family day care educator.

Arriving at the Family Day Care Registered Residence or Approved Venue

- The family day care educator is to park the vehicle in an area that contains the least amount of risk, using the driving risk assessment and management.



- The family day care educator is to turn off the vehicle, all children are to exit, a visual head count and roll call to be performed and a check of the empty vehicle done before leaving the vicinity of the vehicle.
- The family day care educator is to record the number of children once inside the registered residence or approved venue, ensuring that it matches the attendance record (Add head count on Fully Booked confirms and keeps these details).
- If a child is unaccounted for, the family day care educator must immediately make all necessary enquires to establish a child's whereabouts including physical searches of the vehicle and the registered residence or approved venue, before moving back to the destination, while also contact the child's family, emergency services and the scheme.

Transition by walking Procedure

The approved provider requires that each family day care educator (including assistant educators) who walk with enrolled children follow the highest of safety procedures to ensure that all children enter and exit the registered residence (or approved venue) and the other Education and Care Services without incident.

Leaving a registered residence or approved venue.

- The family day care educator will, to the best of their ability, ensure all child/ren are signed in on the attendance record before parents leave the residence. If a situation occurs where a parent has left, the approved provider will be contacted immediately with details of the child, the parent, and the time, so this can be fixed.

Dropping children or collecting from another Education and Care Services when walking

- The family day care educator is to ensure that children that have left their care are signed out of Fully Booked and children that are entering their care are signed into Fully Booked.
- If a child is unaccounted for at the other Education and Care Services, the family day care educator must immediately make all necessary enquires to establish a child's whereabouts including physical searches of the vehicle, the school and/or the other Education and Care Services, contact the child's family, emergency services and the scheme.
- Effective communication plans/procedures are created between educators and families to ensure that parent/s and guardian/s inform the family day care educator that child/ren will not be attending the service and do not need to be collected from another location.
- At no time can a child be signed in on the attendance record before they are under the direct supervision of the family day care educator.

Arriving at the Family Day Care Registered Residence or Approved Venue

- The family day care educator is to ensure all children signed in on Fully Booked are within the registered residence before securing the registered area in a safe manner.

Sources



Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 12, Meaning of a Serious Incident
- Reg 85, Incident, injury, trauma and illness policies and procedures.
- Reg 86, Notification to parents of incident, injury, trauma and illness.
- Reg 87, Incident, injury, trauma and illness record.
- Reg 88, Infectious diseases.
- Reg 89, First Aid kits.
- Reg 99, Children leaving education and care services premises
- Reg 100, Risk assessment must be conducted before excursion.
- Reg 101, Conduct of risk assessment for excursion.
- Reg 102, Authorisation for excursions.
- Reg 102B, Transport risk assessment must be conducted before service transports child
- Reg 102C, Conduct of risk assessment for transporting of children by the education and care service
- Reg 102D, Authorisation for service to transport children
- Reg 122, Educators must be working directly with children to be included in ratios
- Reg 136, First aid qualifications
- Reg 158, Children's attendance record to be kept by approved provider
- Reg 161, Authorisations to be kept in enrolment record
- Reg 162, Health information to be kept in enrolment record
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures – family day care service
- Reg 170, Policies and Procedures to be followed
- Reg 171, Policies and Procedures to be kept available
- Reg 172, Notification of change to policies and procedures
- Reg 177, Prescribed enrolment and other documents to be kept by approved provider.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.
- Reg 183, Storage of records and other documents

National Quality Standard (Updated February 2018)

- 2.1, Each child's health and physical activity is supported and promoted
- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.



Early Years Learning Framework
ACECQA
Kidsafe Qld

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: October 2023

Next review: October 2024