



Safe Arrival of Children Policy

Covers

- The safe arrival of enrolled children in Family Day Care from other Services.
- The transition when using a vehicle
- The transition when walking

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. The safety of all children is taken very seriously and their freedom from harm is at the forefront of every decision and action made by an associate of Nurturing Family Day Care Scheme. We create a culture where every decision, action and practice prioritises the safety and wellbeing of all children to lay the foundation for a proactive, accountable and child-focused organisation. We foster an environment where all children's voices and rights are heard, believed, and actively shape outcomes that affect them and are strengthened when families and communities (including Aboriginal and Torres Strait Islander peoples) are informed, engaged and are active partners in promoting safe environments (both culturally, physically, and online).

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 educators, staff and families who are allied with the scheme. Equity is reflected in every policy, decision and action, ensuring that all children have fair access to a safe, nurturing environment and healthy future and that no child is disadvantaged due to their culture, disability, gender or any other aspect of their identity or context.

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 all 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.
- Approved Providers and Coordination staff will ensure a risk assessment and management form is completed in relation to the safe arrival of all enrolled children in an educator's Family Day Care to and from other Services.

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 are obtained and stored.

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

- A completed and signed Excursion Form (Regular or Non-regular) done before an enrolled child leaves the registered areas of the registered residence or approved venue, (specific information is listed on the Excursion Policy).
- A Regular Excursion Form that is less than 12 months old from the parent's signature.
- All yearly forms required are to be extensively completed, with parent, guardian or authorised to authorise permission signed where indicated.



- A Risk Assessment and Management Form on the Safe Arrival of Children is to be completed for each Education and Care Services that is listed on the Regular or Non-Regular Excursion Form, including what to do if another child is dropped off or picked up during this transition.
- A Risk Assessment and Management of an Excursion Destination Form is to be completed for each destination including that of another Service, if entering inside the property.
- 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, a new experience with water, etc.)
- The Risk Assessment and Management 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.
- A Risk Assessment and Management Form is to be shared with the approved provider and the parent/s or guardian/s of each child participating.
- 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.
- 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 (document is to be less than 12 months old).
- Car seat safety certificate that includes 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 (completed within the last 12 months). The placement of the child's shoulders within their shoulder straps is to be visually assessed by the educator during each use.
- 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 at the registered residence. All other regular excursions will have a written notification to the approved provider and families listing the specific time and day of the excursion.
- Additional written notification to the approved providers and the parent/s or guardian/s within the previous week before a regular excursion occurs, includes –
 - 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).
- 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.

The risk assessment and management form to transition children between other Education and Care Services must consider the matters set out below:

- The age, developmental stage and individual needs of the child; b. the role and responsibilities of the following persons (if applicable)
 - 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
 - the child's parent
 - an authorised nominee named in the child's enrolment record



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

Transition using a Vehicle Procedure

The approved provider requires that each registered family day care educator (assistant educators are not permitted) 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 on Fully Booked 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 on Fully Booked (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, following the procedure listed on the driving risk assessment and management form.



- 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 educational location.
- Look before you lock!
- When returning to the vehicle the family day care educator will ensure that all children are signed in or out on the attendance record on Fully Booked.
- 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 on Fully Booked.
- 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 on Fully Booked (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 enquiries to establish a child's location including physical searches of the vehicle, the school and/or the other educational location, contact the child's family, emergency services and the scheme, following the procedures as listed on the specific Driving/Walking to a school risk assessment and management form for that educator.
- 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. This is documented in the relevant risk assessment and management form.
- If required to use the school drop off or collection point, the child is to be safely secured within the vehicle, if this is done 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 form.



- The family day care educator is to turn off the vehicle, all children are to exit, a visual head count and roll call is to be performed and a check of the empty vehicle done before leaving the vicinity of the vehicle.
- Look before you lock.
- 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 on Fully Booked (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 enquiries to establish a child's location including physical searches of the vehicle and the registered residence or approved venue, before moving back to the destination they had left, while also contacting the child's family, emergency services and the scheme.

While driving a vehicle all procedures as listed on the relevant driving risk assessment and management form are to be followed to ensure that all children remain safe while an educator is driving a vehicle.

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 area, 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 and documented 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 January 2025)

- 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 102AA, Definition
- Reg 102AAB, Safe arrival of children policies and procedures
- Reg 102AAC, Risk Assessment for the purpose of safe arrival of children policies and procedures
- 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 January 2026)

- 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 regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
- 7.1, Governance supports the operation of a quality service that is child safe.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

Early Years Learning Framework V2

Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland

ACECQA
Kidsafe Qld

Review

The policy will be reviewed at least annually, and the process of reflection is recognised as a journey and will be conducted by seeking consultation with leaders and organisations without adding to the burden of our first nation's peoples to ensure resources are where they are needed most within all communities.

We will seek feedback from different parties including, but not limited to (in no particular order):

- Approved Providers
- Regulatory Authorities
- Employees
- Educators
- Volunteers
- Families
- Carers
- Children
- Interested Parties
- Visitors
- Aboriginal and Torres Strait Islander stakeholders

Community consultations

Created: October 2023

Reviewed: August 2024

December 2024

December 2025

Continuous improvement is a dynamic process where constant reflection on what is working and where challenges or gaps exist is prioritised and the next review will occur in (or sooner if needed)

Reviewed Next: December 2026