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Childcare | Kindergarten | OSHCare

POLICY AND PROCEDURE

Document name:	Safe Arrival of Children St Andrew's Redlynch OSHC
Review Dates:	June 2025; March 2026
Review Cycle:	1 year
Approved By:	Director
Approval Date:	31/05/2024; 18/03/2025

SAFE ARRIVAL OF CHILDREN TO ST ANDREW'S REDLYNCH , OSHC

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring the safety of children in care. Our organisation is committed to the safe arrival of children who travel to or from an education and care service. This included children travelling between OSHC and school.

Catholic Early Learning and Care recognises that children may attend extracurricular activities, not a part of the Early Learning/School Age Care Program, on or off the service/school site. The service encourages diversity in activities and experiences children can access. CELC values children's participation in all aspects of service/school and parish community.

The service will ensure the safety and wellbeing of children is of primary importance. CELC will ensure that appropriate measures are in place to protect children from any harm or hazard, including the time children are transitioning to and from the service and in line with Education and Care Services National Regulations, 2011. It is the responsibility of Educators and Parents/Guardians to ensure the safe arrival of children to and from each service.

2. APPLICATION

This procedure for Catholic Early Learning and Care Services in Redlynch, where primary-school aged children from St Andrew's Catholic College may enrol in the service.

3. PROCEDURE

Safe Arrival of Children Risk Assessment

CELC will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between our OSHC Service and an educational facility.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our service.

Our risk assessment will consider and include the following information:

- the age, developmental stages and individual needs of children
- the roles and responsibilities of:
 - the Nominated Supervisor
 - the child's parents/family member
 - an authorised nominee listed on the child's enrolment form

- a person authorised by a parent or authorised nominee listed on the child's enrolment form (if applicable)
- the role and responsibilities of the service the care of which the child is entering or leaving
- communication arrangements made between the service the child is leaving from, and the service the child is entering, including arrangements if the child is missing or unaccounted for
- procedures to be followed if a child is missing or unaccounted for during travel between services
- educator to child ratios required for adequate supervision during travel between services
- the proposed route and destination, including proximity to harm and hazards
- the process for entering and exiting the service premises and the pickup location or destination (as required)
- procedures to be followed to ensure children only leave the service in accordance with written authorisation from the parent or authorised nominee listed on the child's enrolment form (ACECQA 2023)

CELC Management and the Nominated Supervisor/Responsible Person on Duty will:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure
- ensure copies of the policy and procedures are readily available and accessible
- clearly communicate any updates to the Policy to educators
- develop a Safe Arrival of Children Procedure to clearly outline roles, responsibilities and obligations for educators, families and the school when children are travelling between services
- conduct a risk assessment to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our OSHC service and school
- consult and share with the school during the preparation of a risk assessment
- review the risk assessment annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised
- notify families at least 14 days in advance of any changes to policy or procedures - as per regulations
- ensure any children attending extra-curricular activities are collected and returned (signed out and in on OWNA) by Authorised Nominees as requested by parents when they complete the Extra-Curricular form
- provide ongoing training and information to Nominated Supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- advise families to inform the OSHC service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware
- advise families to mark their child absent on their OWNA App before the session they are booked in
- ensure the Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- ensure the service keeps accurate attendance records recording the following:
 - ensure enrolment records are kept up to date for all children, including authorisations from families
 - the time and date children arrive or depart OSHC
 - children are signed in at a OSHC service when they arrive from the school by a CELC employee
 - children are signed out of the OSHC service by a CELC employee when they leave OSHC and move to school
 - ensure Arrival and Departure Policy is implemented

Educators will:

- implement a risk assessment to identify and manage any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between OSHC and school
- implement procedures for the safe handover of children between OSHC and school is documented correctly and clearly communicated with all stakeholders

- ensure Educators are provided with an induction on the correct procedures, including their responsibilities during travel and the safe arrival and departure of children.
- be aware of the Safe Arrival of Children Risk Assessment to manage risks and maintain the safety of children during periods of travel
- ensure they follow the Arrival and Departure of Children Policy procedures
- ensure they follow procedures for children absent, missing or children who run away
- implement the Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- discuss safe movement strategies with children prior to children travelling between OSHC and school to ensure children are supported to feel safe and act responsibly.

Families will:

- be aware of and follow to the services Arrival and Departure Policy and Safe Arrival of Children Policy
- communicate any changes in routine and activities that may affect the children's safe arrival or departure as soon as they are aware
- remain up to date with the services practices related to the travel of children to and from school and OSHC
- mark their child absent on the OWNA app if their child is going to be absent on a particular day or session
- sign their child in and out of the OSHC service when they arrive and depart
- provide emergency contact details and phone numbers upon enrolment and update emergency contact details as required
- provide the service up to date information of who is collecting their child by completing the Authorised Nominee form on OWNA

ST ANDREW'S REDLYNCH , OSHC

After school care - Arrivals

- St Andrew's Catholic College finishes at 2:40pm.
- Once the St Andrew's Catholic College school bell rings at 2:40pm, children will be signed in near at the rear of the OSHC building by OSHC staff, where they will move to wash their hands and join other educators and children for afternoon tea. Children can also move into other indoor spaces, with Educators, if they do not choose to have afternoon tea straight away.
- Once children have finished afternoon tea they can move with an educator to programmed areas.
- During the period of children eating and signing in, ratios will be maintained at all times and these two activities are carried out in closely located areas. These areas are the outdoor patio and both indoor spaces, A1 and A2.
- Once sign in process has been completed, children will begin to move to all programmed spaces with designated educators, while NS/RP is following up any children who are not yet signed in. A roll call via walkie talkies will be conducted if required.
- NS will continue to contact families for any absent children, until all children are either signed into the service or accounted for, confirmed absent by their family.
- All parents must notify the service of absences using OWNA. The child will be then marked absent on the CCMS software by an educator. Fees will be charged in accordance with the Fees Schedule within notice periods given.

Arrival and Departure of Children Policy will be followed when children are absent, missing or a child runs away from the service

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

Policy and Procedures

- Arrivals & Departures
- Child Protection
- Enrolment
- Incident, Injury, Trauma and Illness
- Responsible Persons
- Administration of First Aid

Education and Care Services National Law and Regulations

- National Law - 165, 167, 175
- National Regulations – 86, 99, 102AAB, 102AAC, 122, 123, 158, 161, 168, 170, 171, 172

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 18th March 2025