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POLICY AND PROCEDURE

Document name:	Safe Arrival and Departures of Children St Therese's, Bentley Park OSHC
Review Dates:	June 2025
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Approved By:	Director
Approval Date:	23/09/2024; 9/06/2025

SAFE ARRIVAL & DEPARTURES OF CHILDREN SPECIFIC TO ST THERESE OSHC, BENTLEY PARK

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 includes 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 applies to the Catholic Early Learning and Care Service St Therese's OSHC at Bentley Park where primary-school aged children from St Therese's School are enrolled in the OSHC service.

3. PROCEDURE

Safe Arrivals and Departures 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
 - any authorised nominee listed on the child's enrolment form

- the role and responsibilities of the care service 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
- the process for entering and exiting the service premises and the pickup location or destination (as required)

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 and families
- 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
- 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 via the OWNA App before the session they are booked into commences
- 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:
 - enrolment records are kept up to date for all children, including authorisations from families
 - the time and date children arrive or depart OSHC via sign in or out on OWNA
 - Arrival and Departure Policy is implemented

Educators will:

- implement the Safe Arrival of Children Risk Assessment to manage risks and maintain the safety of children during periods of travel between the 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
- 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 the service's Arrival and Departure Policy and Safe Arrival of Children Policy and accompanying Risk Assessment
- communicate to the service management any changes in routine and activities that may affect their child/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 as required
- 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 keep them updated
- provide the service up to date with information about who is collecting their child by completing the Authorised Nominee form on OWNA, allowing a minimum of 48 hours to process.

ST THERESE'S, Bentley Park OSHC

Before School Care – Departures

- Children are given a 10-minute warning ahead of time to prepare for departure. Children are encouraged to use the bathroom at this time if needed
- Educators discuss any children that may require additional support throughout the journey and a plan is established
- Educator collects backpack and checks content to ensure the following is packed:
 - first aid kit
 - service generic Epi-pen and asthma puffer
 - child specific medication and accompanying RMCP's
 - service mobile phone and 2 x iPads
 - insect repellent and sunscreen
 - spare hats for children
- Children are asked to collect their belongings and sit on the deck
- Educator reinforces expectations of behaviour and safe travel between environments before departing
- Children line up at the gate exiting the OSHC service
- Children are led from the service by an educator with another educator at the rear and any others spread throughout the group
- Educator that will be following at the rear of the group stands at the exit and head counts children off the premises as the leading educator escorts the children off site
- Designated footpath and pedestrian crossing is used
- Children are escorted to the school gates and roll call is conducted and children signed out
- Prep children are stood to one side with an Educator until roll call is finalised. They are then escorted to their classrooms
- Educators return to service

After school care - Arrivals

- Educator collects backpack and checks content to ensure the following is packed;
 - first aid kit
 - service generic Epi-pen and asthma puffer
 - child specific medication and accompanying RMCP's
 - service mobile phone and 4 x iPads
 - insect repellent and sunscreen
 - spare hats for children
- Educators leave to walk over to the school at 2.40pm
- An Educator waits at the designated prep space, another waits at designated Grade 1 space and the remaining staff wait in the breezeway for all other grades
- St Therese's School bell sounds at 2.50pm
- Children congregate at their designated spaces and are signed in by staff

- Responsible Person on duty follows process for any children that are unaccounted for as per CELC Arrival & Departures of Children Policy
- Prep and Grade 1 children walk back to the service, maintaining minimum educator to child ratio of 1:15 and following pedestrian crossing and footpath
- Remaining children are led back a little while after that, maintaining minimum educator to child ratio of 1:15 and following pedestrian crossing and footpath
- On arrival at the service, an educator head counts the children on to the service grounds and registers this in OWNA as the 3.15pm head count
- Children store their belongings and move to designated areas

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: 9th June 2025