

# North Ingle Preschool: Safe arrival of children procedure

## Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between North Ingle Preschool and other education or early childhood services.

## 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, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are travelling between North Ingle Preschool and Happy Haven OSHC that provide education or care to children. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

A copy of this procedure will be kept in the preschool Policies, Procedures and Code Folder.

This procedure was informed by a risk assessment for the safe arrival of children (see **attached**).

## 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

## Safe Transition of Preschool Children to Happy Haven OSHC Service

### Purpose

To ensure the safe, supervised, and compliant transfer of preschool children from the early childhood service to the OSHC facility, in line with the Education and Care Services National Regulations.

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### Legislative and Regulatory References

- **Education and Care Services National Law Act 2010**
  - **Education and Care Services National Regulations (2011)**
    - Regulation 99: Children leaving the education and care premises
    - Regulation 100: Risk assessment must be conducted before an excursion
    - Regulation 101: Conduct of risk assessment for excursion
    - Regulation 102: Authorisation for excursions
  - **National Quality Standard (NQS)**
    - Quality Area 2: Children's Health and Safety
    - Quality Area 6: Collaborative Partnerships with Families and Communities
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### Procedure Steps

#### 1. Risk Assessment

Before the transition begins:

- Complete a written **risk assessment** as per Regulation 100 and 101.
- Include the following:
  - Route details and distance
  - Number and age of children
  - Staffing ratios and supervision plan
  - Communication strategy (e.g., mobile phone carried by staff)

#### 2. Parent/Guardian Authorisation

- Obtain written **authorisation for the transition** (Regulation 102).
- Include details such as:
  - Dates (ongoing)
  - Route and supervision details

### 3. Staffing and Supervision

- Ensure appropriate **educator-to-child ratios** minimum 1:11 for pre-schoolers.
- At least two staff members should supervise the walk if possible:
  - One leads, one follows at the rear.
- Staff should carry:
  - Attendance list
  - Mobile phone

### 4. Headcount and Roll Marking

- Conduct a **headcount** and mark attendance:
  - Before leaving the preschool
  - At regular intervals during the walk
  - Upon arrival at OSHC

### 5. Walking Protocol

- Children walk in pairs or a single line.
- Staff give clear instructions:
  - Stay together
  - Walk, don't run

### 6. Arrival at OSHC

- Conduct a final headcount and mark the roll.
- Sign the children in to OSHC using the approved system.
- Communicate any relevant information to OSHC staff.

### 7. Incident Management

- In case of incident/injury:
  - Follow first aid procedure
  - Contact emergency services if needed
  - Notify parents/guardians
  - Complete incident/accident report as per Regulation 87

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### Review

- This procedure must be **reviewed annually** or after any incident during transition.
- Involve staff, families, and OSHC service in the review process.

## Duty of care and supporting children during walking between services

The below table shows who has duty of care for children's travel between specific services:

Service children leave	Service children arrive at	Service that holds duty of care during walk
Happy Haven OSHC	North Ingle Preschool	Happy Haven OSHC
North Ingle Preschool	Happy Haven OSHC	Happy Haven OSHC

## Entering and exiting the premises

To ensure children are accounted for when they arrive at North Ingle Preschool from Happy Haven OSHC:

- Preschool staff member to conduct a head count of children entering and check children have been signed in by OSHC staff member and initial.

To ensure children are accounted for when they leave North Ingle Preschool to walk to Happy Haven OSHC:

- Preschool staff member to conduct a head count of children entering and check children have been signed out by OSHC staff member and initial.

## 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 and preschool administrator staff will inform casual and relief staff of procedures during the induction prior to the day beginning.

## Roles and responsibilities

Roles	Responsibilities
<i>School Principal</i>	<ul style="list-style-type: none"> <li>• Identifies, in consultation with the preschool staff, roles and responsibilities for the OSHC and for the preschool, regarding children walking between the OSHC to the preschool.</li> <li>• Ensures OSHC staff communicate any changes to the routine to the preschool</li> <li>• Ensures supervision requirements are met during delivery of children to, and collection from, the service</li> <li>• Ensures risk assessments are completed.</li> </ul>
<i>Preschool educators</i>	<ul style="list-style-type: none"> <li>• Responsible for receiving children travelling from OSHC to preschool in accordance with attendance procedures.</li> <li>• Responsible for communicating with OSHC staff members around any messages from families</li> <li>• Responsible for counting children entering and exiting under OSHC supervision</li> <li>• Are aware of and follow the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of walking.</li> <li>• Ensure the attendance record is completed when children arrive and leave.</li> <li>• Ensure that parents provide written authorisation for their child to walk between services with a OSHC staff member.</li> </ul>

<i>OSHC educators</i>	<ul style="list-style-type: none"> <li>• <i>Responsible for supervision of children walking from OSHC to preschool, and children exiting the OSHC premises in accordance with attendance procedures.</i></li> <li>• <i>Have duty of care for children walking from OSHC to preschool.</i></li> <li>• <i>Have duty of care for children walking from preschool to OSHC.</i></li> </ul>
<i>Parent or authorised nominee named in child's enrolment record</i>	<ul style="list-style-type: none"> <li>• <i>Is aware of the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of moving from preschool to OSHC and OSHC to preschool.</i></li> <li>• <i>Provides written authorisation for their child to walk between services.</i></li> <li>• <i>Communicates any changes to circumstances that may impact the service's practices related to the walking of their child between services, including if their child will not be attending the service.</i></li> </ul>

## Procedure creation and revision record

Version:	1
Approved by site leader:	Dina Zunis
Date of approval:	27/06/25
Date Approved by Governing Council:	27/06/25
Date of next review:	27/06/2028
Amendments(s):	Nil

# 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

### **Other legislative requirements under the National Law and the National Regulations 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
- 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 112 – 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