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SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2.

Version no.	Reviewed by	Authorised by	Date of issue	Amendments made
V1.0	CPELC FY2025 Committee & Management	CPELC FY2025 Committee	26/3/2025	This is used when 3 and 4-year-old children go on an excursion using a chartered bus. And used for nature explorers or any other excursions or activities that are off site.
V1.0	CPELC FY2026 Committee & Management	CPELC FY2026 Committee	20/10/2026	Updated Row 6 - Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation (Regulation102D) within the past 12 months and updated as required. Transport such as chartered bus such as Ventura is used for the 3 and 4 yrs old kinder planned excursions. Not part of a regular outing not every week. 3 yrs attend 3 excursions a year and 4 yrs kinder attend 4 excursions a year. Risk assessments done as part of the excursions. "LEGISLATION AND STANDARDS Added: Child Wellbeing and Safety Act 2005 Child Safe Standards " "SOURCES & RELATED POLICIES: Updated Links Belonging, Being & Becoming – The Early Years Learning Framework for Australia: https://www.acecqa.gov.au/belonging-being-becoming-early-years-learning-framework Victorian Early Years Learning and Development Framework: https://www.vic.gov.au/victorian-early-years-learning-development-framework-veyldf Updated Related Policies Template name updated - Excursions Regular Outings and Service Events" "Evaluation: Updated Regulations- (Regulation 172 (1) and (3)). "

PURPOSE

This policy provides a set of guidelines and procedure for keeping children safe while travelling between Columbia Park Early Learning Centre and other education or early childhood services.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child are the paramount consideration and must guide all decisions, actions and practices of educators within the education and care service.

VALUES

Columbia Park Early Learning Centre is committed to:

- the safe arrival of children during travel between Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service]
- ensuring the health, safety and wellbeing of children at all times, conducting risk assessments and ensuring authorisations are obtained from parents/guardians
- providing adequate supervision of all children during the travel between Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service]
- promoting road safety education and safe active travel for children.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Columbia Park Early Learning Centre, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
1. Ensuring that obligations under the *Education and Care Services National Law* and *National Regulations* are met	R	R	√	√	√
2. A safe arrival of children policy and procedure 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 *(Regulation 168, 169 and 102AAB).*	R	R	√		

3. Ensuring that nominated supervisors, educators, staff and volunteers follow this policy and procedures	R	√	√		√
4. Ensuring that an attendance record *(refer to Definitions)* is kept with each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child *(National Law – Section: 175, Regulation 158)*	R	R	√		√
5. Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form *(refer to Enrolment and Orientation Policy)* including details of persons able to authorise an educator to take their child outside the service premises *(Regulation 99,102D, 160, 161)*	R	R	√	√	√
6. Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation *(Regulation102D)* within the past 12 months	R	R	√	√	√
7. Ensuring that a child does not leave the service premises on a regular outing unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under *Regulation 99, 102(4)*	R	R	√		√
8. Ensuring that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care *(refer to Definitions)* for children during these periods of travel *(National Law – Section: 167, Regulations 102AAC)*	R	R	√		√
9. Conducting a risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service] *(National Law – Section: 167, Regulations 102AAC)*	R	√	√		√
10. Ensuring the risk assessment considers the following: • identify and assess any risks travel between Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service] may pose to the safety, health or wellbeing of a child • specify how the identified risks will be managed and minimised • the age, developmental stage and individual needs of the child/ren • the role and responsibilities of the nominated supervisor, staff member, child's parent, and authorised nominee named in the child's enrolment record • the role and responsibilities of the Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service] for when each individual child is entering or leaving the service premises • the communication arrangement between Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service] the child is entering.	R	√	√		√

• the procedure to follow when Columbia Park Early Learning Centre has identified the child is missing or cannot be accounted for during the child's travel • given the risk 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 or hazards • The process for entering and exiting: • the service premises • the pickup location or arrival location • the procedure to be followed by Columbia Park Early Learning Centre to ensure the child leaves a service premises in accordance with *Regulation 99*					
11. Ensuring any identified risks are updated as soon as practicable	R	√	√		√
12. Ensuring a record is kept of each risk assessment conducted under *Regulation 102AAC*	R	√	√		√
13. Ensuring a new risk assessment is completed when circumstances change for travel between [Columbia Park Early Learning Centre] and any other [insert name of the education or early childhood service]	R	√	√		√
14. Ensuring that nominated supervisors, educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during travel to or from the service	R				
15. Ensuring all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios *(National Law – Section: 165, Regulations 122 and 123)*	R	R	√		√
16. Ensuring that if any incidents were to occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) that the response meets all regulatory requirements, including implementing the *Incident, injury, trauma and illness policy (Regulations 86 and 87)*	R	√	√		√
17. Taking a portable first aid kit (including required medication for dealing with medical conditions) when travelling between [Columbia Park Early Learning Centre and any other [insert name of the education or early childhood service] *(Regulation 89)*	R	√	√		√
18. Communicating any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to educators and staff		√	√		√
19. Providing road safety education as part of the curriculum		√	√		√

BACKGROUND AND LEGISLATION

BACKGROUND

The Education and Care Services National Regulations mandate that approved providers establish policies and procedures regarding the safe travel of children who travel between an educational service and any other educational or early childhood service, for example from a kindergarten service to a long day care service.

Ensuring the safety and wellbeing of children in Early Education and Care (ECEC) services is the utmost priority, and approved providers and ECEC services must take necessary steps to safeguard children from potential harm or dangers, especially during their travel to and from the service.

Particular attention should be given to the transportation of children, especially during peak traffic times and high foot traffic periods. Protecting children during their journey between the service and other educational settings can be accomplished by preparing comprehensive policies and procedures, along with an effective implementation process.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005
- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated Supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, refer to the Definitions file of the PolicyWorks catalogue.

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service, including during travel from one service to. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child

- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies)

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator.

Regular outing: (In relation to education and care services) means an excursion such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

SOURCES AND RELATED POLICIES

SOURCES

- ACECQA, Risk Assessment and Management Tool: https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-2-childrens-health-and-safety
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia: https://www.acecqa.gov.au/belonging-being-becoming-early-years-learning-framework
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- Victorian Early Years Learning and Development Framework: https://www.vic.gov.au/victorian-early-years-learning-development-framework-veyldf

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions Regular Outings and Service Events
- Child Safe Environment and Wellbeing
- Supervision of Children
- Road Safety Education and Safe Road Transport

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172 (1) and (3))*.

ATTACHMENTS

- Nil

AUTHORISATION

This policy was adopted by the approved provider of Columbia Park Early Learning Centre on 20.10.2026.

REVIEW DATE: 20.10.2027