

Safe arrival of children policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

1. Overview

The purpose of this policy is to ensure education and care services support the safety and wellbeing of children who travel between education and care services and any other education or early childhood service (including schools).

This policy addresses obligations of the department under the [Education and Care Services National Law \(South Australia\)](#) (National Law) and the [Education and Care Services National Regulations](#) (National Regulations).

Under the National Regulations, the department must ensure that education and care services for which it is the approved provider have policies and procedures in place in relation to the safe arrival of children (regulation 168). The department must also take reasonable steps to ensure that services follow safe arrival policies and procedures (regulation 170).

This policy also addresses certain obligations of the department under the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#) (EECS Act) and the [Education and Early Childhood Services \(Registration and Standards\) Regulations 2011 \(SA\)](#) (EECS Regulations), which regulate residual early childhood services.

2. Scope

This policy applies to the following department services that provide education or care to children who transition between the service and any other education or early childhood service:

- preschool
- family day care
- occasional care
- rural care
- long day care.

This policy also applies to OSHC services delivered on a department site where the approved provider of the service is either the governing council or a third-party provider.

While this is not a mandated policy for the long day care component of an integrated service, where the department is not the approved provider, for consistency it is recommended the management committee adopts this policy.



Relevant transition periods include travel between the service and a department or non-department school, preschool, Out of School Hours Care (OSHC), long day care (LDC), family day care (FDC), or any other education or care service (see definition of [education or early childhood service](#) on page 8).

For example – between:

- school and preschool (including transfer from a school bus)
- long day care and preschool (via walking or bus)
- OSHC and preschool.

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4. Detail

4.1. The legislative and policy context

Education and care services must comply with provisions related to the safe arrival of children under the EECS Act. This includes the National Law and the National Regulations (including the National Quality Standard (NQS)), which are elements of the National Quality Framework (NQF).

The department is an approved provider of education and care services that fall within the NQF. The department also provides residual early childhood services which are regulated under the EECS Act and the EECS Regulations. The EECS Regulations provide that Chapter 4 of the National Regulations applies to certain residual early childhood services, eg Occasional Care, including the requirement for services to have policies and procedures in place under regulation 168 of the National Regulations.

In relation to the safe arrival of children, National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of a service's 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 services' policies and procedures following risk assessments (regulation 102AAC).

Safe arrival provisions in the National Regulations aim to address risks to children who travel from one education and care service or educational setting (such as a school) to another, which is especially common between school and OSHC services, or preschool and OSHC services. This transition period can involve limited supervision and may therefore be a time of particular risk to the safety, health and wellbeing of children.

The requirement for education and care services to have policies and procedures for the safe arrival of children aims to reduce the risk of missing or unaccounted for children during transition periods.

4.2. Policy principles

The following principles must be applied by education and care services for the safe arrival of children who travel between the service and an education or early childhood service:

- The safety, health and wellbeing of children is paramount. All supervision requirements are met during delivery of children to, and collection from, the service premises.
- Educators will be provided with the necessary training and support to implement services' policies and procedures for travel to, and collection from, the service.
- Site leaders and educators will have a clear understanding of their common duty of care obligations when children travel between their service and another service and will ensure that the services have a common understanding.
- Services will have clearly defined roles and will use effective communication to ensure that site leaders, educators and other staff are aware of their responsibilities in relation to the travel of children to and from the service.
- Services follow the principles of the department's Culturally Responsive Framework to ensure that cultural protocols are followed. For example, certain locations may not be appropriate for children to visit for cultural reasons.
- Services will undertake risk assessments to identify and address the risks involved when children travel between services.
- In considering what risks might impact an individual child, services will engage with the child's family to understand any particular needs or concerns for the child's travel between services.

4.3. Local procedures for safe arrival

Services must develop their own local (site-specific) procedures for the safe arrival of children who travel between the service and an education or early childhood service. A [local procedure template for the safe arrival of children \(DOCX 157KB\)](#) (staff login required) is available to support centre based early childhood services' compliance with the National Regulations. To comply with the National Regulations, services must develop their local procedures in consultation with staff from the other education or early childhood service/s, parents of children attending the service, and children attending the service (if applicable).

OSHC services must have a local safe arrival policy and procedure to meet regulation 168 of the National Regulations.

FDC must have a local safe arrival procedure to meet regulation 168 of the National Regulations.

4.4. Risk assessment for safe arrival

Risk assessments for the safe arrival of children must be undertaken to identify and address risks that may impact a child's safety, health, and wellbeing while traveling between services.

To comply with the National Regulations, services must:

- undertake a risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children
- the 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 (regulation 102AAC(4)):
 - the age, developmental stage and individual needs of the child
 - 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 the child's parent, or 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).

If after conducting a risk assessment, a risk relating to a child's travel is identified, make any necessary updates to local safe arrival policies and procedures as soon as practicable and keep a copy of each risk assessment.

A [risk assessment template for the safe arrival of children \(PDF 3MB\)](#) is available to support centre based early childhood services' compliance with the above requirements.

Family Day Care have their own risk assessment template for safe arrival of children to support compliance with the above requirements.

5. Roles and responsibilities

5.1. Centre based early childhood services

Education and care services in scope of this policy must comply with this policy and must develop their own local procedures and risk assessment for the safe arrival of children which address the specific context of the service and the needs of families whose children attend the service.

5.2. Child Care Management Committees (long day care)

Child Care Management Committees (long day care) who are the approved provider of the long day care component of an integrated service are encouraged to adopt this policy.

5.3. Lead Director, Preschools and Early Childhood Services.

The Lead Director, Preschools and Early Childhood Services has approved provider responsibilities under the EECS Act.

5.4. Quality Preschools

Quality Preschools must monitor, review, and evaluate the effectiveness of this policy in accordance with the department's operational policy framework requirements.

5.5. Out of School Hours Care

OSHC services must develop their own local policy, procedure and risk assessment to comply with regulation 168 of the National Regulations.

5.6. Family Day Care

FDC services must use the FDC local procedure and risk assessment to comply with regulation 168 of the National Regulations.

6. Definitions

6.1. education or early childhood service

Under the National Regulations, regulation 102AA, 'education or early childhood service' means a school, an education and care service, a children's service, or any other service which provides education or care to children.

6.2. integrated service

A children's centre for early childhood development and parenting or a rural integrated service with a long day care service where day-to-day responsibility for the long day care service has been delegated to the department site leader by the child care management committee.

6.3. centre-based early childhood services

Centre-based early childhood services include department preschools, children's centres for early childhood development and parenting, integrated services, occasional care, and rural care services.

7. Supporting information

[ACECQA safe arrival policy and procedure guidelines \(PDF 286KB\)](#)

[ACECQA safe arrival information sheet \(PDF 443KB\)](#)

[Culturally Responsive Framework \(PDF 6MB\)](#)

7.1. Related legislation

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(including Schedule 1 Education and Care Services National Law \(South Australia\)\)](#) (including Schedule 1, sections 165, 167, 175)

[Education and Care Services National Regulations](#) (including regulations 99, 102AAB, 102AAC, 122, 123, 161, 168, 170, 171, 172)

7.2. Related policies

[Safe transportation of children policy \(PDF 144KB\)](#)

[Safe transportation of children procedure \(PDF 197KB\)](#)

8. Record history

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8.1. Approvals

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Policy Officer: Senior Policy Officer, Preschool Policy and Advice

Policy sponsor: Director, Quality Preschools

Responsible Executive Director: Lead Director, Preschools and Early Childhood Services

Approved by: Lead Director, Preschools and Early Childhood Services

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8.2. Revision record

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9. Contact

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