

Kangaroo Inn 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 Kangaroo Inn 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 Kangaroo Inn Preschool and other services 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 Kangaroo Inn Preschool building and Teams drive.

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

Conducting risk assessments

To meet requirements under the National Regulations and to ensure the safety of children travelling between services, we will:

- conduct risk assessments 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 travelling between services
- use the risk assessment template for the safe arrival of children, which addresses the matters required under regulation 102AAC(4) (note: these matters are detailed in Appendix A)
- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between, have a clear understanding of roles, responsibilities, and their common duty of care obligations for children during the period of travel.

Working with other services

To engage effectively with the services that children travel between, we will:

- *Communicate roles and responsibilities with both services including common duty of care obligations*
- Copy of risk assessment provided to relevant services

Duty of care and supporting children during travel between services

The below table shows staff members with a duty of care obligation for children's travel between specific services:

Service children leave	Service children arrive at	Personnel with a duty of care obligation (at the service/other service)
Kangaroo Inn Preschool	Kangaroo Inn R/1 class	<i>Preschool Teacher</i> <i>R/1 Teacher</i>
Kangaroo Inn R/1 class	Kangaroo Inn Preschool	<i>R/1 Teacher</i> <i>Preschool Teacher</i>

To support children during travel between services, we will ensure

- *We communicate with children the purpose (for transition) and route for walking from preschool to R/1 class, and vice versa.*
- Active supervision during travel between services.

Entering and exiting the premises

To ensure children are accounted for when they leave preschool to travel to R/1 class:

- *List of names of children attending transition*
- *Head count before leave preschool and during walk*

- *Educator walking with children to R/1 class, actively supervising.*

To ensure children are accounted for when they arrive at R/1 class from preschool:

- *Check list of names of children attending transition*
- *Head count upon arrival*

Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (eg where the service becomes aware a child is not able to be accounted for) we will undertake the following procedures to ensure children are safe:

- *Immediately halt the group in a safe, supervised location.*
- *Conduct an instant headcount and check against the attendance list.*
- *Notify another staff member or site leadership of the situation.*
- *Retrace steps as appropriate if a child is unaccounted for, maintaining adult supervision of the remaining group at all times.*
- *Contact site office via phone, walkie-talkie, or send a messenger if assistance is required.*
- *Follow established site emergency procedures for missing or unaccounted child(ren).*
- *Reassure and supervise the remaining children, keeping them together and in a safe area.*
- *As soon as the child is located, inform site leadership and the child's parent/guardian as per policy.*
- *Document the incident (IRMS -within 12 hours/ ESB) and debrief with staff, and review procedures to prevent future incidents.*

Communicating with families/carers

- *Families contact Kangaroo Inn Area School front office or individual educator through Seesaw app, with inattendance marked on EMS roll*
- *Families do not walk children between preschool/R/1 class for transition, as this is during school hours.*
- *Communication through Seesaw app to families when transition sessions will be occurring.*
- *Preschool group does multiple activities with the R/1 class throughout the year, including walking nearly the same route every week for Songroom sessions. Transition sessions are discussed with the preschoolers in advance and before they are walked across to the R/1 classroom.*

Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

Site leader will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures

- *Site leader will ensure educators and other staff undertake a review of safe arrival risk assessment at least every 12 months and policy and procedures every two years, unless needing to do so sooner.*

Roles and responsibilities

Roles	Responsibilities
Principal	Identifies, in consultation with educators, roles and responsibilities for the preschool and R/1 class educators regarding travelling between the preschool to R/1 class. Ensure communication of any changes to date, time or route between preschool and R/1 class
Preschool teacher	Identifies, in consultation with principal and R/1 educator, roles and responsibilities for the preschool and R/1 educators regarding children travelling between preschool and R/1 class. Ensures supervision requirements met during delivery to and collection from R/1 class for transition visits Ensures risks assessments are completed.
Educators	Responsible for transportation of children from preschool to R;/1 class and vice versa, in accordance with safe arrival risk assessment and procedure

Procedure creation and revision record

You should review your local procedure regularly, and at least once every 3 years, to ensure it remains up-to-date and compliant with the National Law and National Regulations. Any revisions should be communicated to staff and families, and access to electronic and hardcopies of older versions should be removed.

Duplicate (copy/paste) the below table to record each version change.

Version:	1
Approved by site leader:	Annie Matthews/Amy Oswald
Date of approval:	04/03/26
Date Approved by Governing Council:	04/03/26
Date of next review:	4/3/28
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

Legislative requirements under the [National Law](#) 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

Legislative requirements under the [National Regulations](#) that are relevant to the safe arrival of children include:

- 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 122 – 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