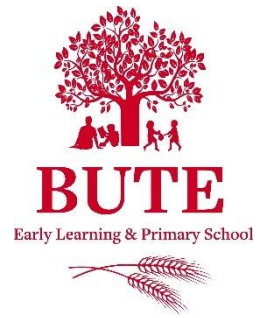


Bute Early Learning and Primary School: Safe arrival of children procedure



Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between [Bute Early Learning and Primary School](#) (Primary School) and other education or early childhood services (Bute Early Learning Centre).

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 [Bute Early Learning and Primary School](#) (Primary School) and other services that provide education or care to children (Bute Early Learning Centre). 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 Centre's Policy/Procedure folders located in the Centre. It will also be provided to families whose children transition between areas of our site.

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
- keep a copy of all completed risk assessments
- 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:

- Provide a copy of this Procedure to the Site Leader for feedback and input and to ensure the adherence of the procedures detailed in this document
- Provide the accompanying risk assessment to invite feedback and input and to ensure it is communicated to relevant staff involved in the transition of children between our school and ELC.

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)
Bute Early Learning Centre	Bute Early Learning and Primary School (Primary School)	<i>Early Learning Centre Staff (as per staff roster) are responsible for walking/supervising students to the school gate, ensuring they safely enter the school grounds.</i>
Bute Early Learning and Primary School (Primary School)	Bute Early Learning Centre	A dedicated staff member is responsible for collecting children from the school at the designated location (Junior Primary classroom), takes their attendance and transports the children to the Early Learning Centre, whereby they are signed in using the Centre's tablet.

To support children during travel between services, we will ensure:

- Both the school and ELC have a record of children travelling / transitioning between parts of our site, to ensure they can follow up any children who do not arrive/who are not in attendance.

To ensure children are accounted for when they arrive at the Bute Early Learning Centre from another education or early childhood service (Primary School):

- ELC staff will sign them into the attendance record using the Centre's tablet
- ELC staff will contact the school admin staff to ascertain the attendance of any children who do not attend/arrive at the ELC
- ELC staff will contact relevant families to follow up any unexplained absences

To ensure children are accounted for when they leave Bute Early Learning Centre to travel to another education or early childhood service (Primary School):

- Relevant teaching staff will sign them into the attendance record using the DfE Education Management System (EMS)
- School administration staff will contact the ELC staff to ascertain the attendance of any children who do not attend/arrive at the School
- School administration staff will contact relevant families to follow up any unexplained absences

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:

- The relevant part of the site will make contact with the other part of the site, to determine if a child was absent that day, or if in fact they are missing.
- If it is determined that a child is missing, the site leader (or delegate) will conduct a physical search of the Centre and school grounds and nearby areas.
- If the child is still not accounted for, the police will be contacted to support and the relevant family will be contacted.

Communicating with families/carers

- Families are informed through our Information Handbook, that they are required to notify the Centre of any daily absences, both planned and unplanned
- ELC staff and school admin staff, follow up any unexplained absences via a text message, ClassDojo message or phone call (or sometimes a combination of these).
- Families with children transitioning/travelling between parts of our site are provided with a copy of this policy.

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 will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures and will use relevant tools for ensuring compliance (ie checklists)
- the site leader will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.
- the site leader will ensure educators and other staff undertake a review of safe arrival risk assessment at least every 12 months.

Roles and responsibilities

Roles	Responsibilities
Site leader	<ul style="list-style-type: none"> Identifies roles and responsibilities for the ELC educators and for the preschool, regarding children travelling between the ELC and school. Ensures ELC staff communicate any changes to the travel routine to the school or vice versa Ensures supervision requirements are met during delivery of children to, and collection from, the service Ensures risk assessments are completed. <p>Supports the ongoing review of policies and procedures in relation to the safe arrival of children</p>
ELC educators	<ul style="list-style-type: none"> Responsible for transportation of children travelling from ELC to school, and children exiting the ELC premises in accordance with attendance procedures. Have duty of care for children travelling from ELC to school (until they enter the school grounds). Responsible for receiving children travelling from school to ELC in accordance with attendance procedures (ensuring they are signed into the Centre's attendance management system 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 travel. <p>Ensure the attendance record is completed when children arrive and leave.</p>
eg Parent or authorised nominee named in child's enrolment record	<ul style="list-style-type: none"> Are aware of the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel. <p>Communicates any changes to circumstances that may impact the service's practices related to the travel of their child between services, including if their child will not attending the service.</p>

Procedure creation and revision record

Version:	1
Approved by site leader:	Richard Hall
Date of approval:	16/06/2025
Date Approved by Governing Council:	
Date of next review:	June 2026
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