

RUTHERGLEN KINDERGARTEN

SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2. | ELAA version 1.0

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PURPOSE

This policy provides a set of guidelines and procedure for keeping children safe while travelling between Rutherglen Kindergarten and other education or early childhood services.

POLICY STATEMENT

VALUES

Rutherglen Kindergarten is committed to:

- the safe arrival of children during travel between Rutherglen Kindergarten and Indigo North Health (INH) Rutherglen Outside School Hours Care (OSHC)
- ensuring the health, safety and wellbeing of children at all times and keeping regular communication with OSHC.
- assisting to provide adequate supervision of all children during the travel between Rutherglen Kindergarten and Indigo North Health Rutherglen OSHC if needed.
- 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 Rutherglen Kindergarten, 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					
Ensuring that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met	R	R	√	√	√
Ensuring that nominated supervisors, educators, staff and volunteers follow this policy and procedures	R	√	√		√
OSHC are responsible for walking the Kinder children to and from Rutherglen Kindergarten. Educators need to ensure that OSHC are signing the children in on arrival and out on departure.	R	R	√		
Ensuring educators sight all children that have arrived with OSHC before signing their attendance record to show that the children have been handed over to the Kinder.	√	√	√		
Ensuring that an attendance record (<i>refer to Definitions</i>) is kept with each child's name; the date and time they arrive and depart; who is collecting the child, and the signature of the person who delivers or collects the child (<i>National Law – Section: 175, Regulation 158</i>)	R	R	√		√
Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (<i>refer to Enrolment and Orientation Policy</i>) including details of persons able to authorise an educator to take their child outside the service premises (<i>Regulation 99, 160, 161</i>)	R	R	√	√	√
Ensuring that parents/guardians have named OSHC as an authorised nominee in their child's enrolment record if they will be attending.	R	R	√	√	
Ensuring that all staff are familiar with the Transportation risk assessment conducted by OSHC. OSHC to provide the Kinder with a copy of their Transportation risk assessment every time it is updated.		√	√		√
Ensuring educators are familiar with OSHC's Transportation risk assessment as educators may be asked to assist OSHC to walk the children back to their premises at Rutherglen Primary School.		√	√		
Ensuring OSHC share any necessary information about the child on arrival and educators pass on any relevant information to OSHC on departure.			√		
When children are attending OSHC and there are messages to pass onto the families, OSHC can be informed however it is the educators responsibility to contact the family directly to make sure the messages have been successfully communicated.			√		

Educators to have children attending OSHC ready to go to OSHC at the end of the day: children have been sent to the toilet and have their bags packed.			√		√
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. Educators to communicate any questions and concerns with OSHC.	R	√	√		√
Ensuring that if any incidents were to occur relating to the safety of children during travel when a Kinder educator is assisting, (e.g. a child cannot be accounted for) that the response meets all regulatory requirements, including implementing the <i>Incident, injury, trauma and illness policy (Regulations 86 and 87)</i>	R	√	√		√
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:

- 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, etc. 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: www.acecqa.gov.au
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- Victorian Early Years Learning and Development Framework: www.education.vic.gov.au

RELATED POLICIES

- Acceptance and Refusal of Authorisations
 - Delivery and Collection of Children
 - Enrolment and Orientation
 - Excursions and Service Events
 - Child Safe Environment and Wellbeing
 - Supervision of Children
 - Road Safety and Safe Road Transport
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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 (2)).



ATTACHMENTS

- Nil



AUTHORISATION

This policy was adopted by the approved provider of Rutherglen Kindergarten on October 2024.
