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## Excursions and Transportation

### Policy Statement

Excursions provide diversity to an educational program, as well as the opportunity to expand children's experiences through exposure to different environments and activities. When planning excursions, educators will consider experiences which will encourage children to investigate new ideas, use problem solving skills and complex concepts to transfer and adapt what they have learned from one context to another (My Time, Our Place Outcomes 4.2, 4.3). As children's welfare and safety is paramount at South Turramurra OOSH (OOSH/service), each excursion will be thoroughly planned, all risks will be assessed and parent/guardian's authorisation will be sought prior to excursions.

OOSH recognises that many of our families utilise the extra-curricular activities provided by the local community to further shape and support the development of their children's individual interests. It has been identified that parents rely on OOSH to transport children to and from these weekly commitments, as these activities only run for a portion of the time that they require care for.

If a child is being transported by OOSH as a part of an excursion, or to help children travel safely between OOSH and extra-curricular commitments during an OOSH session, OOSH will assess any risks associated with the planned route or mode of transport. Once risks have been assessed, parent/guardian's authorisation will be sought prior to the transportation of the child.

We are committed to the safe arrival of children during travel between our service and other educational services. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

Child safety is of paramount importance at OOSH. In accordance with the Children (Education and Care Services) National Law (NSW), the service ensures the safety, rights and best interests of every child are the paramount consideration in all decisions, actions and operations. Where competing priorities arise, the child's best interests will prevail, and decision-making will clearly demonstrate how this principle has been applied.

### Legislative Requirements

- Education and Care Services National Law Act 2010: 165, 167, 168, 169, 175
- Education and Care Services National Regulation 2011: 89, 90, 99(4)(a), 100, 101, 102, 102AAB, 102AAC, 102B, 102C, 102D, 102E, 102F, 122, 123, 136, 158, 161, 168(2)(g)), 170, 171, 172, 175(2) (f(g), 177
- National Quality Standards 1.1, 1.2, 2.2, 6.2, 7.1, Elements 1.1.1, 1.1.3, 1.2.1, 2.2.1, 2.2.2, 2.2.3, 6.2.3, 7.1.2
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Children and Young Persons (Care and Protection) Act 1998 and Amendment Act 2009
- Road Rules (NSW) 2014

## Definitions

### Authorised Nominee

- A person who has been given permission by a parent or family member to collect the child from the service.

### Authorised Person

- A parent or family member of a child who is being educated and cared for by the service, or their authorised nominee.

### Education or Early Childhood Service

- An education or early childhood service is a school, an education and care service premises, a children's service, or any other service which provides education or care to children.

### Enrolment Record

- The approved provider must ensure an enrolment record is kept for each child enrolled at the service. Information about what is required in the enrolment form can be found in the Guide to the NQF.

### Excursion

- An outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if:
  - the child or children leave the education and care service premises in the company of an educator; and
  - the child or children do not leave the school site.

### Parent

- In relation to a child, includes: A guardian of the child; and a person who has parental responsibility for the child under a decision or order of a court. For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child.

### Regular Outing

- In relation to an education and care service, means a walk, drive or trip to and from a destination:
  - that the service visits regularly as part of its educational program; and
  - where the circumstances relevant to the risk assessment are the same on each outing.

### Regular Transportation

- In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.

### Risk Assessment

- Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.

### Transportation (that is part of the education and care service)

- Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school, or a place of excursion. Examples of transport not forming part of a service include:
  - private transport provided by families and carers (i.e., carers not engaged by/registered with a service).
  - transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider.

- transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location).
- when a disability service picks up children and transports them to school or an activity.

## Implementation Strategies – how will it be done?

The Approved Provider/Nominated Supervisor will:

- **establish a strong organisational culture** that prioritises child safety.
- **ensure that an enrolment record is kept for each child** which contains all the information set out in regulation 160, as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation.
- **ensure that an attendance record 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, a Nominated Supervisor or educator (regulation 158).
- ensure the **risk assessment identifies and assesses the risks**, specifies how these will be managed and/or minimised, and includes all details required by regulation 101 and **clearly states who holds the duty of care for children during these periods of travel**.
- take reasonable steps to ensure 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**.
- ensure **educator to child ratios are maintained during the excursion** and address the risks identified.
- ensure **children are supervised at all times**.
- **ensure that a child does not leave the service premises for an excursion 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 102(4).
- **ensure a staff member or Nominated Supervisor (other than the driver) is present at the service to account for all children as they embark and disembark transport at the service premises and keep a record of how each child was accounted for**.
- ensure that **parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised** at all times and are not left with sole supervision of individual children or groups of children.
- ensure **volunteers understand the details of the excursion, expectations and their supervision responsibilities**.
- **ensure a new risk assessment is completed for regular outings when circumstances change**.
- **undertake regular attendance checks to account for all children**.
- ensure that a **Nominated Supervisor or a staff member (other than the driver) must:**
  - **be present when children embark and disembark a vehicle** at the service premises.
  - **account for each child when they embark and disembark a vehicle** at the service premises.
  - **complete a check of the interior of the vehicle after all children have disembarked** at the service premises to ensure there are no children left on the vehicle.
- **ensure systems are in place so that children only leave the service premises:**
  - if they are given into the **care of a parent, an authorised nominee** named in the child's enrolment record, **or a person authorised by the parent or authorised nominee**.
  - **in accordance with the written authorisation** of the child's parent or authorised nominee.
  - **if they are taken on an excursion or on transportation** provided or arranged by the service, **with written authorisation from the parent or authorised nominee**.
  - if they are given into the care of a person or taken outside the premises **because the child requires medical, hospital or ambulance care or treatment, or because of another emergency** (regulation 99).

- **verify that all required equipment and/or items are taken on the excursion** (first aid kit, personal medication, Medical Management Plans, emergency contact lists).
- **ensure a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions** for notification in the event of an incident, injury, trauma, or illness.
- **ensure an accurate head count is taken and checked regularly.**
- **notify the Regulatory Authority that the service will offer or arrange regular transportation** as part of your application for service approval.
- **notify the Regulatory Authority if the service decides to no longer offer regular transportation.**
- **ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority.**
- **ensure the risk assessments for excursions include the specific considerations related to transportation listed in regulation 101.**
- **ensure the risk assessments for transportation:**
  - **identify and assess risks that transporting the child may pose to the safety, health, or wellbeing of the child.**
  - **specify how the identified risks will be managed and minimised.**
  - **include the specific considerations listed in regulation 102C.**
- **ensure all supervision requirements are met during delivery of children to and collection from the service premises, including relevant educator to child ratios** (regulations 122 and 123).
- **ensure first aid requirements are met during transportation**, including the availability of up to date, suitably equipped first aid kits and that educators or staff with first aid qualifications and training are in attendance.
- **ensure that records are kept for regular transportation.**
- **ensure the service has policies and procedures for transportation (regulation 168(2)(ga))** including:
  - **procedures that address requirements for risk assessments**
  - **(regulations 102B and 102C).**
  - **written authorisations (regulation 102D).**
  - **record keeping requirements (102E and 102F).**
- **should any incidents occur relating to the safety of children during travel**, (e.g. a child cannot be accounted for) **ensure that the response meets all regulatory requirements**, including implementing your *Incident, Injury, Trauma and Illness policy and procedures* (regulations 86 and 87).
- **verify that educators or staff with current first aid qualifications and training are in attendance during transportation.**
- **contact emergency services in the first instance then notify parents/guardians immediately after a serious incident, injury, trauma, or medical emergency, or as soon as is practicable.**
- **where children leave the premises using transport that is not part of the service, ensure they leave in accordance with regulation 99** and the service's *Delivery and Collection of Children Policy and Procedures*.
- **ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle is adequate, effective and ensures active supervision.**
- **only use child restraints in accordance with the National Child Restraint Laws and the mandatory standard AS/NZS 1754** Child restraint systems for use in motor vehicles.
- **ensure that service transportation is kept clean and tidy.**
- **ensure that any chartered transport companies provide evidence of the operators WWCC** and that this is verified before the use of the transportation.
- **apply the paramountcy principle** by ensuring children's safety, wellbeing and best interests take priority over all other considerations.

## Educators and Staff will:

- **conduct the vehicle check after children have disembarked.**
- ensure the **required educator to child ratios are in place** and children are supervised at all times.
- **undertake regular head counts to account for all children.**
- ensure that the **attendance record is completed when children arrive and leave**, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a Nominated Supervisor or Educator.
- **ensure all children's health and medical needs are taken on the excursion (first aid kit, medication, Medical Management Plans etc).**
- **include all children in excursions and events regardless of their abilities, additional needs, or medical conditions if it is safe to do so.**
- **ensure all children attending the excursion have written authorisation from families or other person named in the child's enrolment record as having authority to attend, prior to the excursion.**
- **ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children.**
- **ensure an accurate roll of attendance is taken and checked regularly**, including embarking and disembarking any means of transport. These records must be made immediately and include the time, date, full name and signature of the person responsible for accounting for the children.
- check that a **risk assessment for an excursion has been conducted**, including the specific considerations related to transportation listed in regulation 101.
- check that risk assessments have been conducted prior to the service transporting children and ensuring the risk management/minimisation strategies they contain are implemented.
- check that the **risk assessments for transportation**:
  - **identify and assess risks that transporting the child may pose to the safety, health, or wellbeing of the child.**
  - **specify how the identified risks will be managed and minimised.**
  - **include the specific considerations listed in regulation 102C.**
- **must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.**
- ensure the **required educator to child ratios are in place and children are supervised at all times.**
- ensure that all the **required equipment and/or items are taken on the transportation**, including but not limited to a first aid kit, emergency contact lists, children's individual medication, required medical management plans and service mobile phone.
- **should any incidents occur relating to the safety of children** during travel between the service and any other education or early childhood service, (e.g. a child cannot be accounted for) **ensure that the response meets all regulatory requirements**, including implementing your *Incident, Injury, Trauma and Illness policy and procedures* (regulations 86 and 87).
- ensure **jurisdictional requirements relating to seatbelts and safety restraints are met.**
- complete any **relevant documentation of children's attendance and movements to and from locations.**
- **account for all children as they embark and disembark a vehicle** during regular transportation at the service premises and complete a record immediately, confirming children have been accounted for.
- **conduct a check of the vehicle after all children have disembarked** at the service premises for regular transportation to ensure no children are left on the vehicle and complete a record immediately to confirm the check has been completed.
- **communicate with families regarding safe transportation, including for excursions**, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.
- **contact emergency services in the first instance** then notify parents/guardians immediately after a serious incident, injury, trauma, or medical emergency, or as soon as is practicable.

- where **children leave the premises using transport that is not part of the service, ensure they leave in accordance with regulation 99** and the service's *Delivery and Collection of Children Policy and Procedures*.
- ensure that **when leaving the service, children are:**
  - **given into the care of a parent, an authorised nominee** named in the child's enrolment record, **or a person authorised by the parent or authorised nominee.**
  - **given into the care of a person in accordance with the written authorisation** of the child's parent or authorised nominee.
- **remain responsible for all children being transported** and provide particularly close attention to any children in their assigned group.
- ensure **all supervision requirements are met** during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123).
- **communicate any changes to the travel routine** (e.g. a different walking route is proposed due to inclement weather) to other educators and the Nominated Supervisor.
- **promote a safe and secure transportation journey for children**, engaging in meaningful interactions throughout.
- **maintain items that are taken on transportation in a neat and organised fashion.** Notify the responsible person of any items that need replacing and ensure the items are returned to their designated space at the conclusion of transportation, ready for their next use.
- **communicate with other staff before and during the transportation** to keep children safe and implement any risk minimisation strategies.
- ensure that **no child is ever left unsupervised on any transportation.**
- ensure children **disembark the vehicle on the side of road away from traffic** and wherever possible, in a position where road crossing is not required.
- **not use their personal mobile phones or devices with image taking capabilities while directly responsible for children**, other than in an emergency.
- **implement road safety activities and messages with children.**
- **role model road safety practices** at all times.
- **apply the paramouncy principle** by ensuring children's safety, wellbeing and best interests take priority over all other considerations.

## Procedures

### Risk assessments

- Risk assessments will be conducted for all excursions and transportation of children.
- In accordance with the National Regulations, a risk assessment will be completed prior to seeking authorisation from parent/guardians as per the *Acceptance and Refusal of Authorisations policy*.
- Risk assessments are required to be completed before an excursion unless the excursion is a regular outing for which a risk assessment has already been conducted less than 12 months prior. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, OOSH will update the risk assessment and related authorisation forms.
- If any changes are made to a risk assessment that relates to an ongoing authorisation (e.g. for regular transportation or regular outings), new authorisations must be gained as per the *Acceptance and Refusal of Authorisations policy*.
- Risk assessments will be kept and maintained digitally and will always be accessible at OOSH and physical copies will be taken on excursions.
- Risk assessments are to be completed by one staff member and signed off by a Coordinator/Nominated Supervisor.
- The risk assessment will identify and assess any risks that the excursion or transportation may pose to the safety, health and wellbeing of any children attending, as well as how the identified risks have been minimised (Regulation 102C (1)).

*Risk assessments for regular transportation of children will include the following:*

- the proposed route and duration of the transportation.
- the proposed pick-up and drop off location and destination.
- the means of transport.
- any requirements for seatbelts or safety restraints under law of each jurisdiction in which the children are being transported.
- any water hazards.
- the number of adults and children involved in the transportation.
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and if any adults with specialised skills are required.
- whether any items should be readily available during transportation.
- the process for entering and exiting the OOSH premises and the proposed pick up/drop off location (if required).
- the procedure for embarking and disembarking the means of transport, including how each child will be accounted for on embarking and disembarking.

*Risk assessments for excursions will include the following:*

- the proposed route and destination of the excursion.
- any water hazards.
- any risks associated with water-based activities.
- if transportation is required for the excursion, and if so:
  - the means of transport.
  - any requirements for seatbelts or safety restraints under the law of each jurisdiction in which the children are being transported.
  - process for entering and exiting the OOSH premises as well as the pick-up location or destination.
  - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.
- the number of adults and children involved in the excursion.
- given the risks posed by excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- the proposed activity.
- an estimated duration of the excursion.
- site specific hazards.
- any verbal instructions to be given children before or during the excursion.
- items that should be taken on the excursion.
- A copy of the provider/intended site's risk assessment, if available.

## Transportation of Children

### Transportation

- OOSH provides transportation for children as a part of excursions, as well as regular transportation (walking) of children between OOSH and weekly extra-curricular commitments, both on and off school site.
- Written authorisation must be obtained for children to be transported as a part of an excursion, or regular transportation by OOSH to an agreed upon extra-curricular activity, as outlined in the *Acceptance and Refusal of Authorisations policy*.
- If travelling by public or private transport to an excursion e.g. travelling by bus, a risk assessment must be carried out and ensure:
  - all bus operators hold appropriate licenses, WWCC and insurance.
  - it has appropriate facilities such as wheelchair access if required.
  - adequate adult supervision.

- children follow appropriate behavior guidelines as set by educators.
- In the case of a breakdown, educators will ensure children remain safe and ratios of educators to children will be maintained. Under no circumstance will children be left in the sole custody of bus drivers or any other persons.
- In the circumstance of arriving back at the OOSH premises later than anticipated, all efforts will be made to contact parents and OOSH staff present at OOSH premises prior to the planned arrival time.
- Parents are responsible for dropping their children off at OOSH before the agreed upon departure time of transportation. If a child is expected to be transported by OOSH and has not been marked absent for the session, reasonable effort will be made by educators to contact the parent/guardian to notify them of departure. Any fees associated with the session will be forfeited by the family if they miss the excursion.

### Regular Transportation

“Regular transportation, in relation to an education and care service, means transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported.”

*NQF Operation Requirements – 2.14 Transportation (page 390)*

- In accordance with the National Regulations, a risk assessment will be completed prior to seeking authorisation from parent/guardians, or a person listed in the child’s enrolment as authorised, to consent to transportation of children.
- As stated in the risk assessment, the following items will be taken when transporting children to ensure children’s safety:
  - a First Aid Kit.
  - Medication and Medical Management Plans for individual children.
  - the OOSH mobile phone.
  - a list of children who are being transported.
  - a list of adults who are involved in transportation.
  - contact information for each adult attending the regular transport.
  - contact information for each child attending the regular transport.
  - any other provisions required as outlined in the risk assessment for transportation of children.
- All medications and Medical Management Plans will be taken from the child’s medication drawer in the first aid bay before departure from OOSH. All medications and Medical Management Plans must be returned to the first aid area promptly upon return to the OOSH premises.
- Educators must record the time and date of departure or arrival from OOSH, the full name and signature of the educator making the record and ensure the record is made immediately as children depart from or arrive at OOSH.
- If children are to attend an activity, enrolled in externally by their parent/guardian, OOSH educators are not required to remain onsite or supervise during the activity. When children are dropped off at the activity, educators must record on the transport list, the time and date of arrival at the activity, full name and signature of the educator making the record, and ensure the record is made immediately as children are dropped off at the activity. In addition to the transport list, educators must also sign children out of OOSH care via the Playground app (in accordance with regulation 158).
- If children are to be collected from an activity enrolled in externally by their parent/guardian, OOSH educators must record on the transport list the time and date of departure from the activity, full name and signature of the educator making the record, and ensure the record is made immediately as children are departing. In addition to the transport list, educators must also sign children in to OOSH care via the playground app (in accordance with regulation 158).

- When dropping off and collecting children from external activities, the facilitator of the activity will also sign the transport list to acknowledge duty of care of children for the duration of the activity.
- As outlined in the risk assessment, OOSH will not provide walking transportation in cases of extreme weather, including when lightning is present. Parents will be contacted as soon as practical when transportation is canceled for this reason.
- South Turramurra OOSH *Health and Safety policy* and *Behaviour Management policy* will be taken into consideration and implemented when planning and carrying out regular transportation.
- South Turramurra OOSH will only provide regular transportation to off school site extra-curricular activities if the location of the activity is within reasonable walking distance of OOSH, and the Approved Provider/Nominated Supervisor has approved the transport. The PMC will consider the following when considering transporting children off site:
  - number of children who need transportation.
  - number of staff required to transport the children.
  - the appropriateness of the distance from the OOSH premises to the extra-curricular activity.
  - the impact on the local School and South Turramurra Communities.
  - all risks associated with the transportation of children.
  - the supervision requirements of the children that remain at the OOSH premises during the transportation period.

## Excursions

- In accordance with the National Regulations, a risk assessment will be completed prior to seeking authorisation from parent/guardians, or a person listed in the child's enrolment as authorised to consent to excursions.
- As stated in the risk assessment, the following items will be taken on each excursion to ensure children's safety.
  - a First Aid Kit.
  - Medication and Medical Management Plans for individual children.
  - the OOSH mobile phone.
  - a list of children involved in the excursion.
  - a list of adults involved in the excursion.
  - contact information for each adult attending the excursion.
  - contact information for each child attending the excursion.
  - any other provisions required as outlined in the risk assessment for individual excursion programs.
- All medications and Medical Management Plans will be taken from the child's medication drawer in the first aid bay before departure from OOSH. All medications and Medical Management Plans must be returned to the first aid area promptly upon return to the OOSH premises.
- South Turramurra OOSH *Health and Safety* and *Behaviour Management policies* will be taken into consideration and implemented when planning and carrying out the excursion.
- OOSH will favour private bus charters for excursions but may also make use of public transport or walk as a group if the location is near OOSH premises.

## Planning

When planning an excursion, the following will be taken into consideration:

- the appropriateness of the activity to the ages, abilities and interests of the children attending.
- children interests and suggestions.
- ways to maximise learning and development opportunities including any cultural experiences.
- suitability of the venue i.e. access to food, drink, toileting facilities and shade.
- equipment and clothing required.
- feedback on previous excursions from staff, parents, and children.

- staffing arrangements.
- cost.
- weather.
- travel arrangements.

## Water Safety

- If the excursion activity involves swimming, parents will be asked to inform OOSH of their child's swimming capabilities prior to the excursion. Children will be grouped according to their skill level and the appropriate allowable depth.
- Children may not be able to participate in a water-based activity if they do not possess a safe level of swimming ability for the activity.
- Please refer to *Creating a Child Safe Environment policy* for further information regarding water safety.

## Staff to Child Ratios and Supervision

- Supervision is extremely important on excursions and will always be maintained.
- Ratios of educators to children are determined by a risk assessment, the ages and abilities of the children participating and the nature of the activities. We will maintain ratios of between 1:8 on excursions and 1:4 where water activities are involved.
- Children will be briefed on any rules, risks, how to contact OOSH in case of becoming lost and emergency procedures applicable to the excursion, prior to departure.
- Head counts and roll calls will be conducted regularly and during any transitions (e.g. entering a venue, transportation, mealtimes).
- If a child needs to use the toilet, an educator will accompany the child and at least one other child or educator to the bathroom and inspect the facilities prior to use. All children will be accounted for upon entering and exiting the bathrooms.
- When walking in potentially risky areas, children will walk in lines. One educator will lead the group and one educator will follow behind the group, with the remaining educators dispersing themselves on both sides throughout the group.
- When crossing the road, pedestrian crossings will be used. If in a circumstance where this is not possible, educators will deem the safest place to cross and an educator will step out onto the road and stop traffic, if necessary, until all children are safely to the other side.

## Missing or Unaccounted For Children

When on excursions the following steps will be taken in the case if a missing child:

### 1. Search Alert and Assistance

If an educator suspects a child is missing or has absconded, they must notify the RP immediately. The RP will conduct a headcount and check in with all staff regarding the whereabouts of the missing child while searching the immediate area where the child was last seen.

### 2. Head Count and Area Search

After the RP has confirmed the child is missing, they will notify all educators of the missing child and all children will be brought to the meeting point for a roll call headcount. RP will split educators into two groups. One group will supervise children (maintaining legal ratios) and assist in keeping the group quiet and calm, while the other group searches the area for the missing child.

### 3. Notify Venue Staff (if applicable)

Inform the venue staff that you are searching for a missing child and request their assistance in searching.

### • Repeat Head Count and Area Search

In case the child was missed or was hiding and has returned without being noticed.

- **Contact Authorities**  
If the child is not found after a reasonable area search, contact local authorities to report the missing child. Provide authorities with all necessary details, including the child's name, age, description and last known location.
- **Inform Parents/Guardians**  
Notify the child's parents/guardians about the situation, providing them with all relevant information and steps taken so far.
- **Continue Search and Updates**  
Continue to search for the child while awaiting the arrival of authorities. Provide regular updates to all staff, venue personnel (if applicable) and parents/guardians.
- **Post Incident Procedure**  
Once the child is located, inform all parties (e.g. educators, authorities, parent/guardians, venue staff) and ensure the child receives any necessary medical attention or support. Complete an incident report at the earliest possible convenience and ensure the incident is reported to the relevant authorities as outlined in the *Incident, Injury, Illness and Trauma policy*. Conduct a debrief with all educators to review the incident and update procedures as needed to prevent future occurrences.

## Safe Arrival of Children

### Authorisations for Travel

- Written authorisation for a child to travel between services must be given by a parent or other person named in the child's enrolment record as having authority to authorise the travel unless the arrangement is regular travel between services and there is an authorisation which is less than 12 months old.
- The authorisation will include:
  - child's name.
  - if it is regular travel between services, a description of which days and when the child is to travel.
  - if it is not regular travel between services, the dates and times of travel.
  - destination.
  - means of travel. If transport involved, the means of transport, and any requirements for seatbelts or safety restraints.
  - how long the child will be away from the service.
  - expected number of children who will be travelling between services at the same time.
  - expected ratio of educators to children.
  - expected number of additional adults who will be attending.
  - items children are required to bring from home.
  - advice that the risk assessment is available at service.
- The rules about when and with whom, children are allowed to leave our premises as set out in our *Delivery and Collection of Children Policy* must always be followed.

### Staffing arrangements, roles, and responsibilities

- The risk assessment and procedures include the number of educators and responsible adults and children, the ratio of adults to children, whether extra adults are required for supervision and safety and any specific skills required from educators, including the capacity to respond to medical or other emergencies.
- The risk assessment considers the roles and responsibilities of prescribed persons and the service of which the child is entering or leaving.
- Clearly defined roles and responsibilities of each staff member involved during children's travel between education and care services and any other education or early childhood service are included within the position description.
- The service policies and procedures also include the role and responsibilities of families, staff of other education or early childhood services and school staff.
- Statements refer to the roles and responsibilities of:
  - the Nominated Supervisor of each service that is delivering or receiving children.
  - the child's parent.

- an authorised nominee in the child's enrolment record.
- anyone who is authorised in writing by the child's parent or the authorised nominee named in the child's enrolment record.
- The risk assessment includes the roles and responsibilities of other stakeholders such as an extra-curricular tutor or sports coach that are involved during children's travel between education and care services and any other education or early childhood service.
- Roles and responsibilities statements consider:
  - the context of the service (e.g. ages and compositions of groups of children, the premises, location, environmental factors).
  - links with the service philosophy.
  - strategies to seek and include the views of educators, staff, families and the school or other education or early childhood service.
- The roles and responsibilities of a Nominated Supervisor include ensuring:
  - all supervision requirements are met during delivery of children to and collection from the service premises.
  - risk assessments are completed and authorisations are regularly reviewed to ensure their currency.
- The responsibilities of children's parents include:
  - providing up to date information to service staff about their child's extra-curricular activities or absences.
  - developing an understanding of the policies and procedures for safe arrival of children and their duty of care for their child during travel.
- The Approved Provider considers additional contextual risks to the process and environment including:
  - what to do if there is a last minute or unplanned change to staffing arrangements e.g. if the regular staff member is not available due to illness.
  - how each child will be accounted for before, during and after the travel period.
  - how children's non-attendance is communicated between the service and the school.

## Communication

- Communication will be made between the service the child is leaving and the service the child is entering, including if a child is missing or cannot be accounted for during the child's travel.
- Other communication arrangements that should be considered are:
  - details and methods for contacting staff members.
  - if any new risks have been identified.
  - for absent children.
  - related to authorisations and record keeping.
  - emergency procedures.
  - for stakeholders outside the services who may be involved (such as sports coaches, tutors).
  - for staff and families about who holds the duty of care at each service during travel.
- Educators will share the process with children to build their understanding of risk and their safety and wellbeing during travel between the service and school or other location.
- Educators will collaborate with children, their families and the school or other education and care services when making and implementing decisions about risk assessment and management during children's travel. This will:
  - enable staff, children, families and community members' perspectives to be considered when developing and implementing the policies, procedures and practices.
  - build the child, family and community members' understanding of this policy and procedures and risk management practices.
  - promote processes that are embedded in practice, easily understood and ensure children's safety, health and wellbeing.
- The *Excursions and Transportation Policy and Procedures* are shared with parents via our website <https://www.tpsoosh.com.au/policies>.

- Parents will inform the service about any planned or unexpected absences of their children from OOSH by texting or emailing [bookings@tpsoosh.com.au](mailto:bookings@tpsoosh.com.au). If a child is not accounted for at the time of transportation, the educators and staff will follow the *Missing or Unaccounted for Child Procedure*.

### Collaborative Partnerships with Schools and other Education and Care Services

- Processes for the *Safe Arrival of Children Policy and Procedures* are developed in collaboration with staff from the school and other education or early childhood services to ensure the safe arrival of children and minimise risks to children's safety, health and wellbeing.
- Collaboration will support all settings to work together in developing risk assessments and procedures for the safe arrival of children who travel to and from the service.
- We will communicate with other educators and school-based staff to ensure a mutual understanding of who holds the duty of care for children.

### Record Keeping

- Educators must keep accurate attendance records that show each child's name, the time and date of arrival and departure, and the signature of the person who collects or delivers the child and a Nominated Supervisor or Educator.
- Records of children travelling between services must be kept to:
  - confirm each child was accounted for when arriving or departing at the service premises.
  - state how each child was accounted for at the service premises.
  - be made immediately and include the time, date, full name and signature of the person/s responsible for the children during travel.
- The service will also keep records of any risk assessments conducted and associated consultation with staff and families.
- If travel between services is via transportation such as by bus, educators or staff must implement the record keeping procedures as set out in the *Excursions and Transportation Policy and Procedures*.

### References and Related Policies and Procedures

#### References

- ACECQA's sample Excursion Risk Management Plan – <https://www.acecqa.gov.au/media/22736>
- ACECQA information sheet - Changes to regular transportation of children - [www.acecqa.gov.au/sites/default/files/2023-02/Info\\_Fact\\_Sheet\\_ChangesToRegularTransportationOfChildren\\_March2023%20%283%29.pdf](http://www.acecqa.gov.au/sites/default/files/2023-02/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren_March2023%20%283%29.pdf)
- ACECQA Minimising the risk of children being left behind in vehicles - [https://www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet\\_MinimisingTheRiskOfChildrenBeingLeftBehindInVehicles\\_0.pdf](https://www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet_MinimisingTheRiskOfChildrenBeingLeftBehindInVehicles_0.pdf)
- ACECQA Safe transportation of children - [www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet\\_SafeTransportationOfChildren.pdf](http://www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet_SafeTransportationOfChildren.pdf)
- NSW Government - <https://www.nsw.gov.au/driving-boating-and-transport/roads-safety-and-rules/safe-driving/child-seats>
- ACECQA Risk Assessment Template for Transporting Children (other than as part of an excursion) - [https://www.acecqa.gov.au/sites/default/files/2021-05/Transportation\\_RiskAssessment\\_Template.docx](https://www.acecqa.gov.au/sites/default/files/2021-05/Transportation_RiskAssessment_Template.docx)
- My Time, Our Place - <https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf>

#### Related Policies and Procedures

- Providing a Child Safe Environment
- Child Protection
- Incident, injury, trauma, and illness
- Dealing with Medical Conditions in Children
- Emergency and Evacuation
- Nutrition and Food Safety

- Sun Protection
- Health and Safety
- Acceptance and Refusal of Authorisations
- Delivery and Collection of Children
- South Turrumurra OOSH Risk Assessments

#### Approval and Revision History

| Review Date | Reviewed By                | Approved By      | Next Review    |
|-------------|----------------------------|------------------|----------------|
| 13/07/2020  | Courtney Sparkes (created) | Scott Everard    | July 2021      |
| 15/01/2021  | Amy Kitto                  | Scott Everard    | January 2022   |
| 07/01/2022  | Scott Everard              | Amy Kitto        | January 2023   |
| 23/09/2023  | Scott Everard              | Courtney Sparkes | September 2024 |
| 25/07/2024  | Amy Kitto                  | Scott Everard    | July 2024      |
| 28/08/2024  | CELA                       | Scott Everard    | August 2025    |
| 21/01/2026  | Adam Smith                 | Scott Everard    | January 2027   |
| 11/07/2026  | Scott Everard              |                  | July 2027      |