

SAFE ARRIVAL OF CHILDREN

PRINCIPAL

Greater Shepparton City Council are committed to the safe arrival of children during travel between an education or early childhood service and an education and care service; where appropriate measures are in place to protect children from harm or hazard during this time.

DEFINITIONS

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 to children (school)

GUIDELINES

Children's Services will ensure:

1. An attendance record is kept with: each child's name; the date and time they arrive and depart; and the electronic signature of the person who delivers or collects the child, a nominated supervisor or educator (*Education and Care Services National Regulations 158*).
2. An enrolment record is kept for each child which contains the information set out in (*Education and Care Services National Regulations 160 and 161*), including authorisations from families.
3. A risk assessment is conducted to identify and address any risks that a child's travel may pose. (*Appendix 12.1 – Children's Services Walking Kinder Bus Authorisation Form*) is to be completed annually and as soon as practicable after becoming aware of any circumstances that may affect the safety, health and wellbeing of children participating in the 'walking bus'.
4. 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
5. All supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (*Education and Care Services National Regulations 122; 123*).
6. If any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (*Education and Care Services National Regulations 86;87*)

7. Communication of any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) is provided to educators and staff.
8. When leaving the education or early childhood 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
9. Educators consider what communication with children may be required to support them to feel safe and contribute to decision –making matters that affects them such as delivery and collection procedures.

Families will ensure:

1. Provide authorisations in their child's enrolment record and ensure the information is kept up-to date.
2. Communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent.

Four-Year-Old Kindergarten

Kindergarten's who have children travelling on the school bus service please refer to the following website for updated information: <https://www2.education.vic.gov.au/pal/school-bus-program/policy>.

Children's Services will ensure:

1. Parent/guardian's accept the conditions of travel and the authority of the coordinating Principal of the school.
2. Parent/guardian's provide a written undertaking to the coordinating Principal that other transport arrangements will be made if seating becomes insufficient due to an increase in the number of students with prior rights to travel or a smaller vehicle is engaged for the service.
3. Parent/guardian provide written confirmation to the coordinating Principal that the child is independently able to travel on the bus.
4. A risk assessment is completed for the children participating in the 'walking bus' which includes the collection of the child from the school bus, escorting them to the kindergarten; and parent/guardian authorisation requirements as set out in the (*Education and Care Services National Regulations 102AAC*).

5. The educator who has been arranged to escort the child/ren from the school bus to the kindergarten are to complete where possible (*Appendix 12.3 – Regular Transportation of Children Record* and sign all children into the service on arrival. (*Education and Care Services National Regulations 102F; 177(1)(p)*).
6. The service notifies the parent/guardian if the child/ren do not arrive on the school bus as expected, as soon as possible.
7. Families notify the Kindergarten before expected arrival time if the child is not travelling on the school bus.

Children's Services will ensure:

In relation to transporting children by foot (walking bus)

1. That the safest route is taken, choosing places where there are sidewalks or footpaths separate from traffic if possible.
2. Extreme care is undertaken when crossing all roads and that children cross the road at the crossing or lights where available, and obey the road rules.
3. Discussions are had with children about road safety so they can gain understanding about the broad range of factors involved.
4. (*Appendix 12.1 – Children's Services Walking Kinder Bus Authorisation Form*) is to be completed annually and as soon as practicable after becoming aware of any circumstances that may affect the safety, health and wellbeing of children participating in the 'walking bus'.
5. Parents/guardians have had *the Walking Kinder Bus Information Booklet* (M20/86740) made available to them, and have completed (*Appendix 12.1 – Children's Services Walking Kinder Bus Authorisation Form*) prior to child/ren participating in the walking bus.

Related policies:

- Acceptance and Refusal of Authorisations
- Child Safe
- Delivery and Collection of Children
- Enrolment and Orientation
- Emergency Situations
- Excursions
- Providing a Child Safe Environment
- Transportation

National Quality Standards 2.2;6.2;7.1;

Education and Care Services National Regulations 2011 Regulations 99, 100,102,102AAB; 102AAC;102A-D; 122; 123;161; 168(2)(gb)

Education and Care Services National Law Act – 165; 167;175

Sources and Reference Tools

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Further Amendment Regulations 2023*
- *National Quality Standards*
- *ACECQA – Safe Arrival of Children – policy and procedures*

Created: October 2023

Next Review due: October 2025