

Family Day Care

Safe Arrival of Children Policy

Section: 2 Children's Health and Safety

Policy ID Number: 2.16

Link to National Quality Standards: 2.2.1, 2.2.2

Link to Education and Care Services National Legislation: 102AAB, 102AAC

1. Policy Statement

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the safe arrival of children who travel between an education and service and any other education or early childhood service.

Children's safety and wellbeing is of primary importance, and we are committed to the safe arrival of children during travel between a school and a Family Day Care (FDC) residence or an outside school hour care service (OSHC) and a FDC residence or a FDC residence or venue and a preschool/kindergarten. We have detailed processes, procedures and practices in this regard and ensure that all FDC educators implement them.

2. Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

FDC educators are fully responsible for the safe travel of children between FDC services and other education or early childhood services and will take account of any risks identified in a risk assessment.

FDC educators ensure children are adequately supervised at all times when taking children out of the care environment. FDC Coordination Unit support educators to facilitate the safe arrival of children by developing a safe travel risk assessment with the FDC educators.

3. Procedures

3.1 Safe travel of children

- Educators will undertake risk assessments to identify and assess any risks that a child's travel between an education and any other education or early childhood service may pose to the safety, health or wellbeing of the child.
- Educators will consider the age, developmental stage and individual needs of the child.
- Educators understand their roles and responsibilities in case of an emergency.
- Educators understand the procedure to be followed if a child is missing or cannot be accounted for during the child's travel.
- The Educator must PIN the child into and/or out of care on drop off to and/or collection from any other education or early childhood service.
- The Educator will accompany all FDC children to and from the school and/or kindergarten premises when dropping off or collecting any child from any other education or early childhood service.

- The Educator will sign the absence on the Attendance Record if the parent/guardian is absent or is unavailable.
- Educators will update Risk Assessments when changes occur e.g. new route, new times

3.2 Missing child or children

- If a child or children appear to be missing during the child’s travel the Educator must immediately thoroughly check all areas of the premises, both inside and outside to find the child/ren.
- A child will be deemed “missing” if they are not at the designated pickup point/time at school or kindergarten as arranged with the parent/guardian. Educators are to approach school/kindergarten staff immediately.
- If the child is not found or is missing, the Educator must immediately contact the Coordination Unit. In the event the incident occurs out of hours, the Educator must call the emergency phone.
- The educator is required to continue providing appropriate supervision to all other children in care.
- The Coordination Unit will support the Educator by attending the Educator’s residence or the location of the incident.
- The Coordination Unit will contact the parents and then call the Police if the child is not located within 10 minutes of the initial report. The Coordination Unit and the Educator will cooperate with the Police as directed and provide support to the family.
- The Children’s Services Coordinator will notify the Children’s Services Unit Manager immediately. Council’s policies will be followed to report and manage the situation.
- The incident must be recorded by the Educator and the Coordination Unit staff, and then retained on the child’s and the Educators file.
- The Coordination Unit will report the incident to the Department of Education as a Serious Incident within **24 hours**.

4. References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)

Revision History

Date	Revision No.	Revision Section	Revision Description
October 2023	1.0		Initial Policy Release (creation date)
October 2024	1.1	2.0, 3.1, 3.2	Updated to include further details.
October 2025	Next Review Date		