

# ARRIVAL AND DEPARTURES POLICY



# TABLE OF CONTENTS

Legislative Requirements .....	3
Principles .....	6
Key Terms .....	8
Links to Other Policies and Documents .....	12
Induction and Ongoing Training .....	13
Monitoring, Evaluation and Review .....	13

## POLICY STATEMENT

We are committed to ensuring the safe delivery of children to, and collection of children from, our services. This includes the safe arrival of children while travelling between care settings, such as school and outside school hours care, or kindergarten and outside school hours care. We have detailed processes, procedures and practices to support children's safety which all educators and staff implement.

## BACKGROUND

The Education and Care Services National Regulations require policies and procedures to be in place in relation to the delivery of children to, and collection from, the education and care service premises and in relation to the safe arrival of children who travel between an education and care service and any other education or early childhood service.

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# LEGISLATIVE REQUIREMENTS

<b><u>Education and Care Services National Regulations</u></b>	
<b>Section 165</b>	Offence to inadequately supervise children.
<b>Section 167</b>	Offence relating to protection of children from harm and hazards.
<b>Section 170</b>	Offence relating to unauthorised persons on education and care service premises (applies to an education and care service operating in a participating jurisdiction that has a working with children law).
<b>Section 174</b>	Offence to fail to notify certain information to Regulatory Authority.
<b>Reg 12</b>	Meaning of serious incident.
<b>Reg 86</b>	Notification to parents of incident, injury, trauma and illness.
<b>Reg 87</b>	Incident, injury, trauma and illness record.
<b>Reg 99</b>	Children leaving the education and care service premises.
<b>Reg 100</b>	Risk assessment must be conducted before excursion.
<b>Reg 101</b>	Conduct of risk assessment for excursion.
<b>Reg 102</b>	Authorisation for excursions.
<b>Reg 102AAB</b>	Safe arrival of children policies and procedures.
<b>Reg 102AAC</b>	Risk assessment for the purposes of safe arrival of children policies and procedures.
<b>Reg 122</b>	Educators must be working directly with children to be included in ratios.
<b>Reg 123</b>	Educator to child ratios — centre-based services.
<b>Reg 157</b>	Access for parents.

<b>Reg 158</b>	Children's attendance record to be kept by approved provider.
<b>Reg 161</b>	Authorisations to be kept in enrolment record.
<b>Reg 168</b>	Education and care services must have policies and procedures.
<b>Reg 170</b>	Policies and procedures to be followed.
<b>Reg 171</b>	Policies and procedures to be kept available.
<b>Reg 172</b>	Notification of change to policies or procedures.

<b><u>National Quality Standard</u></b>		
<b>Quality Area 2</b>	<b>Children's Health and Safety</b>	
Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>Quality Area 3</b>	<b>Physical Environment</b>	
Standard 3.1	Design	The design of the facilities is appropriate for the operation of a service.
<b>Quality Area 4</b>	<b>Staffing Arrangements</b>	
Standard 4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.

<b>Quality Area 6 Collaborative Partnerships with Families and Communities</b>		
Standard 6.1	Supportive Relationships with Families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative Partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Element 6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
<b>Quality Area 7 Governance and Leadership</b>		
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### **Family Assistance Law**

A New Tax System (Family Assistance) Act 1999 and Subsequent Updates.

[Child Care Provider Handbook](#), Department of Education, Skills and Employment.



## PRINCIPLES

- We are committed to ongoing and open communication between educational settings where children complete a transition period (e.g. between school and OSHC). To minimise the risk of children's safety, health and wellbeing, we will ensure there is a clear understanding of who holds the duty of care when children travel between schools and education and care settings.
- We will make all efforts to resolve concerns regarding children travelling to/from OSHC under their own recognisance by working collaboratively with families and openly and respectfully communicating concerns.
- We understand being prepared and knowing the risks involved when children travel to or from the service is vital. We develop risk assessments to assist us in identifying the risks involved during this time moving to or from the service.
- We support the safeguarding of children during delivery to, and collection from, the services premises through the creation of policies and procedures and effective process for their implementation.
- We are committed to the accurate collection, recording and storing of attendance and enrolment information. We gather up to date authorisations annually through our enrolment and re-enrolment process.
- We support families and services by having clear procedures for the unexpected arrival, or non-arrival of children on attendance rolls.
- We value and respect our families' decisions about their children; this includes decisions about the people authorised to collect the children from the service premises, and if applicable, decisions about allowing children to leave the service premises on their own.
- We value the learnings and experiences gained by children's attendance at extracurricular activities and aim to support families to be able to access these services in addition to child care.
- We support Service Leaders to ensure child to educator ratios are met through the provision of rostering software and training in its use.



- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulations in regards to the safe delivery, and collection of children to and from service premises.
- We prioritise good governance, quality management and acknowledge the important role played by our service leaders, educators and staff. They are supported with policies, procedures, and guidelines which clearly outline their roles and responsibilities and are provided with the necessary training and support implementation.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

# KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children's Education and Care Quality Authority. The independent national that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	<a href="#">Guide to the NQF</a>
Approved Provider	A provider of child care that has been approved under Family Assistance Law to receive and pass on Child Care Subsidy on behalf of the Australian Government.	<a href="#">Child Care Provider Handbook</a>
Authorised Nominee	A person who has been given permission by a parent or family member to collect the child from the service or the family day care educator.	<a href="#">National Law (Section 170)</a>
Authorised Person	Means: <ul style="list-style-type: none"> <li>• A person who holds a current working with children check or working with children card; or</li> <li>• A parent or family member of a child who is being educated and cared for by the education and care service; or</li> <li>• An authorised nominee of a parent or family member of a child who is being educated and cared for by the education and care service; or</li> <li>• In the case of an emergency, medical personnel or emergency service personnel; or</li> <li>• A person who is permitted under the working with children law of this jurisdiction to remain at the education and care service premises without holding a working with children check or a working with children card.</li> </ul>	
Education or Early Childhood Service	Means: <ul style="list-style-type: none"> <li>• A school;</li> <li>• An education and care service;</li> <li>• A children's service; or</li> <li>• Any other service which provides education or care to children.</li> </ul>	National Regulations <a href="#">(Regulation 102AA)</a>
Educator	An individual who provides education and care for children as part of an education and care service.	<a href="#">Guide to the NQF</a>



Term	Meaning	Source
Enrolment Record	<p>The approved provider must ensure that an enrolment record is kept for each child enrolled at the service. The record must include:</p> <ul style="list-style-type: none"> <li>• Full name, date of birth and address of the child;</li> <li>• The name, address, and contact details of each known parent of the child;</li> <li>• Any emergency contact;</li> <li>• Any authorised nominee;</li> <li>• Any person authorised to consent to medical treatment or administration of medication;</li> <li>• Any person authorised to give permission to the educator to take the child off the premises;</li> <li>• Any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child;</li> <li>• Details of any court orders, parenting orders or parenting plan;</li> <li>• Gender of the child;</li> <li>• Language used in the child's home;</li> <li>• Cultural background of the child and their parents;</li> <li>• Any special considerations for the child, such as cultural, dietary, or religious requirements or additional needs;</li> <li>• Authorisations for:               <ul style="list-style-type: none"> <li>▫ The approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child;</li> <li>▫ The service to take the child on regular outings;</li> <li>▫ Regular transportation of the child;</li> </ul> </li> <li>• Name, address and telephone number of the child's registered medical practitioner or medical service;</li> <li>• Medicare number (if available);</li> <li>• Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis;</li> <li>• Any medical management plan, anaphylaxis medical management plan or risk minimisation plan.</li> <li>• Dietary restrictions;</li> <li>• Immunisation status;</li> <li>• If the approved provider or a staff member has sighted a child health record, a notation to that effect.</li> </ul>	<p>National Regulations  <a href="#">(Regulations 102, 160 - 162)</a></p> <p><a href="#">Guide to the NQF        (Management of Records -        Children's Enrolment Record)</a></p>

Term	Meaning	Source
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination.	<a href="#">Guide to the NQF</a>
Parent	In relation to a child, includes: <ul style="list-style-type: none"> <li>• A guardian of the child; and</li> <li>• A person who has parental responsibility for the child under a decision or order of a court.</li> </ul> For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child.	<a href="#">National Law (Definitions)</a>
Regular Outing	In relation to an education and care service, means a walk, drive or trip to and from a destination: <ul style="list-style-type: none"> <li>• that the service visits regularly as part of its educational program; and</li> <li>• where the circumstances relevant to the risk assessment are substantially the same on each outing.</li> </ul>	
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 substantially the same for each occasion on which the child is transported.	
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates, and can be: <ul style="list-style-type: none"> <li>• The approved provider or a person with management or control of the service;</li> <li>• A nominated supervisor of the service; or</li> <li>• A person placed in day-to-day charge of the service in accordance with the National Regulations.</li> </ul>	<a href="#">Guide to the NQF</a>
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.	<a href="#">ACECQA</a>

Term	Meaning	Source
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.	<a href="#">Guide to the NQF</a>
Transportation (that is part of the education and care service)	<p>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.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> <li>• Private transport provided by families and carers (i.e. carers not engaged by/registered with a service);</li> <li>• 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;</li> <li>• 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.</li> </ul>	



# LINKS TO OTHER POLICIES AND DOCUMENTS

- CEEC GOV PRO Arrivals and Departures Procedure
- [CEEC GOV FORM Extra Curricular Activities](#)
- [CEEC GOV POL Enrolment, Orientation, and Booking Policy](#)
- [CEEC GOV PRO Enrolment, Orientation, and Booking Procedure](#)
- [CEEC GOV POL Acceptance and Refusals of Authorisations Policy](#)
- [CEEC GOV PRO Acceptance and Refusals of Authorisations Procedure](#)
- [CEEC CH POL Providing a Child Safe Environment Policy](#)
- [CEEC HS POL Incident and Investigation Policy](#)
- [CEEC HS PRO Incident and Investigation Procedure](#)
- [CEEC PP POL Incursion, Excursion and Regular Outings Policy](#)
- [CEEC PP PRO Incursion, Excursion and Regular Outings Procedure](#)
- [CEEC PP POL Supervision Policy](#)
- [CEEC PP PRO Supervision Procedure](#)
- [Delivery of Children to, and Collection From, Education and Care Service Premises](#)
- [ACECQA — Safe Arrival of Children](#)

## INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

## MONITORING EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Governance & Performance team.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

