

POLICY/PROCEDURE NAME & REVIEW PROCESS	SAFE ARRIVAL OF CHILDREN POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.2 Safety 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management
NATIONAL LAW AND REGULATIONS	99- Children leaving the education and care service premises 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion 102- Authorisation for excursions 102AAB- Safe arrival of children policies and procedures 102AAC- Risk assessment for the purposes of safe arrival of children policies and procedures 102C- Conduct of risk assessment for transporting children by the education and care service 102D- Authorisation for service to transport children 102E- Children embarking a means of transport—centre-based service. 102F- Children disembarking a means of transport—centre-based service. 168 - Education and care service must have policies and procedures 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures Section 165 Offence to inadequately supervise children. Section 167 Offence relating to protection of children from harm and hazards. Section 175 Offence relating to requirement to keep enrolment and other documents.
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Bus audit record ▪ Bus evacuation record ▪ Bus driver declaration and induction record ▪ Bus supervisor declaration and induction record ▪ Bus safety transportation policy ▪ Safe arrival permission record ▪ Safe arrival of children procedure ▪ Risk assessment record- safe arrival of children
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding the safe arrival of children. To ensure complete safety of all children that are transported on the service bus/es strict guidelines will be adhered to by staff who transport children to and from our service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Implementation The approved provider/nominated supervisor has a critical obligation to ensure that best safety practices are being completed in regard to safe arrival of children who travel from our service to another service. A service may transport children in different ways and although there are different reasons for transportation the safety audits will remain the same every time a child/ren steps onto or off a bus. For the purpose of this policy, we are referring to safe arrival of children in regard to the safe arrival of children to the below destinations. <ul style="list-style-type: none"> ▪ An outside school hours care (OSHC) service and a school. ▪ Family day care (FDC) residence or venue and preschool/kindergarten. ▪ Long day care centre offering school age care and school. ▪ OSHC and preschool/kindergarten or long day care centre. ▪ OSHC and FDC residence or venue.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

Prior to any travelling of children to and from the service a thorough **risk assessment record– safe arrival of children** will be in place.

It will have considered the following:

- The age and individual needs of the child/ren as well as their developmental stage and take into consideration the ratio of staff required based on this knowledge.
- The communication methods from one service to the other taking into consideration the details of the staff at the other service/ the name of nominated supervisor.
- The proposed route and any risks involved with the journey.
- Procedures to be followed in the event of an emergency or child missing or unaccounted for.
- The procedures to be followed regarding leaving the current service and arriving at the next service.

The **risk assessment record– safe arrival of children** will be reviewed at least annually, however any circumstance that poses a risk whilst children are being transported will require an earlier review.

Further to this

- Each child who is transported from the service must have written consent from parent or guardian and this consent must be completed on an **excursion authorisation record**.
- Each bus run requires a qualified first aid educator(supervisor) as a minimum on board who has also undertaken current approved anaphylaxis management and approved emergency asthma management training.
- Higher ratio of staff will be required based on risk assessment requirements when taking into consideration age and development of children, as well as levels of risk.
- Bus supervisor must also hold a current driver's licence and be able to drive bus in case of an emergency.
- There must be a charged mobile phone on board.
- There must be a fully stocked first aid kit on board.
- Bus driver must check that petrol tank more than adequately filled before leaving service and will complete a **bus audit record** prior to every departure.
- There is a working fire extinguisher on board, and it is up to date.
- All child car seats, and booster seats are in full working order and are harnessed according to department of motor transport requirements.
- Bus supervisor must have a proposed route (map) for each journey, highlighting any hazards along the way if applicable and a phone list of who to contact at the destination of the journey in the event of an incident along or during the journey.

Travel procedure.

- Any staff member engaged to drive the bus must have an unblemished driver's licence and completed a **bus driver declaration and induction record** prior to driving the bus. They must have completed a thorough induction and nominated supervisor is confident that they understand the policy, records, and their position description. All documents are signed.
- Nominated supervisor must accompany bus driver on at least one journey to destinations to ensure competency with driving.
- The bus driver must be accompanied with a bus supervisor (staff member) who can also drive the bus, and they must have a clear driving licence. Bus supervisor must have driven bus in the presence of nominated supervisor on at least one journey to destinations to ensure competency with driving.
- The bus supervisor must complete a **bus supervisor declaration and induction record**. They must have completed a thorough induction and nominated supervisor is confident that they understand the policy, records, and their position description. All documents are signed.
- Copies of both licences will be kept in staff file.
- The bus driver must complete a **bus audit record** for every journey in conjunction with bus supervisor.
- The bus supervisor must check with nominated supervisor the list of children to travel on bus every journey.
- The bus supervisor must sign children out of service and then conduct a head count and roll call as the children enter the bus.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- The bus supervisor must ensure all children are secured into their seats and check that all seat restraints are in place. Check that all windows are closed.
- The bus driver must only start the journey once the supervisor verbally confirms that it is safe to do so.
- The bus supervisor should sit at the rear of the bus so that they can see all the children in front of them. If more than one staff member present on bus they should sit in middle of bus to allow for further supervision. Bus supervisor/s must constantly actively supervise throughout each journey – no other influence must be undertaken such as use of iPad/ mobile phone usage etc. Bus supervisor/s should not sit together and chat.

On arrival at each destination

- At each arrival destination, the driver must park the bus in a safe space or designated parking space previously organised when preparing risk assessment and turn off the vehicle's ignition. The bus supervisor/ educator will check the roll and call the child/ren who will be taken from the bus.
- The bus supervisor/educator will escort child/ren who are being dropped off and they must hand over child/ren to a designated teacher/ educator who will be named in the risk assessment or escort them into the designated premises ensuring that they are then handed over to the designated person.
- The bus supervisor must check the child off against the bus roll list and a further roll call will be conducted prior to leaving if children are still on the bus.
- The bus driver must only recommence the journey once the bus supervisor verbally confirms that it is safe to do so.
- The above process is repeated for each subsequent arrival.

On arrival at our service

- The driver must park the bus in a safe location close to the entry to the service or in designated bus parking space.
- The bus supervisor/educator must remove the children from the bus and the bus supervisor must conduct a head count and roll call as they embark.
- The bus supervisor must escort the children into the service to be signed back in and another head count and roll call will be conducted. Sign in sheets must not be pre-filled. Children should only be signed in upon being seen. Children must then be escorted back to their rooms or playground area depending on time of day.
- Once the children have been removed from the bus and signed back into the service, the bus supervisor must return to bus and conduct a thorough search of the vehicle, including under the seats, in the luggage racks and in any storage areas and complete the **bus audit record**.
- Nominated supervisor should also conduct random visual checks, throughout the week on the bus at regular intervals especially after embarkation. If paperwork is not being completed nominated supervisor must guide staff and remind them of the importance of completion.
- Once the bus is clear and all children are accounted for the audit will be marked as completed, signed by the relevant person conducting the audit and kept for inspection by the regulatory authority and handed to nominated supervisor to check that they have been completed.
- If a child is unaccounted for, at once make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle, the service, any other relevant location e.g., the school and, if child cannot be found contact the child's family and/or the police.

The Bus

The following must be adhered to:

- The bus is registered, and insurance is up to date.
- The bus is serviced regularly.
- The bus has a current safety certificate.
- Tyres are not worn or unsafe.
- Bus must have more than adequate amount of petrol before leaving service.
- Bus must not be driven if it fails any safety checks before departure.
- **Bus audit record** must be completed prior to departure.

Emergency Procedures

Child not at designated pick-up point

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- If a child is not at designated pick-up point bus driver will stay with children and bus supervisor will look for teacher and child.
- If teacher can't confirm where child is or has already been picked up parent is called to confirm.
- If unable to contact parent call nominated supervisor/ responsible person and wait for confirmation before leaving school.
- Notes will be added to the **bus audit record** under the issues section.
- Parent will be followed up with call on return to service.
- If child is still unaccounted for staff member will call nominated supervisor again and they will advise police and notify parents/ guardian.
- Stay with children on bus until instructed by police as to how to proceed.
- Nominated supervisor will advise approved provider who will report to regulatory authority on NQAITS portal.

Bus is in an accident or breakdown.

- Bus supervisor will assess the situation and decide on the safest place for the children to be (on the bus or off bus depending on circumstance)
- Administer first aid or call an ambulance or fire brigade if needed.
- Call the nominated supervisor/ responsible person at the service and advise of the situation and location.
- Nominated supervisor/ responsible person will inform families of situation.
- All educators and children stay together until help arrives, or families arrive to collect children.
- Mark children off as collected accordingly.
- Check bus if safe to do so to ensure it is empty prior to leaving scene.

Regular safety practice

- Bus driver, bus supervisor and/ or educator/s shall ensure that the child(ren) who are on board receive instruction, at least quarterly about practices and procedures to follow if an emergency occurs while being transported.
- Bus driver, bus supervisor and or educator/s shall ensure that bus evacuations are conducted at least quarterly.
- Each emergency evacuations drill is supervised and recorded on the **bus evacuation record** and this record is kept on file with all the bus records.
- Bus driver and or bus supervisor shall prepare documentation of each emergency evacuation drill, including the date of drill number of children and the names of the staff involved.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that they notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.
- Will have an adequate policy and procedure for the transportation of children.
- Will ensure there is a current **risk assessment record-safe delivery of children** in place to support all children and staff that are travelling from one service to another.
- Ensure all staff that will be driving the bus are aware of their obligations and are inducted in the **bus driver declaration and induction record** and have completed practical training and have a position description in place.
- Ensure that additional training is provided should there be an update to the **bus safety transportation policy** or any change in Regulation or Law.
- The approved provider should ensure that a copy of **bus driver declaration and induction record** is kept available at the service for inspection by authorised officers along with **bus audit record, risk assessment record- safe arrival of children, safe arrival permission record** and any other information or records relating to the safe transportation of children on the bus.
- Will ensure that adequate ratio is met dependant on the requirements of the safety of all children travelling on bus (in some cases it may require an extra staff member) and that the number of children on the bus are included in the service licence of maximum children attending.
- Will have written authorisation from a parent or authorised contact as named in the **enrolment record** and this will be completed thoroughly on a **safe arrival permission record**.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Ensure that the nominated supervisor attends at least one trip to and from service, including the induction of the bus driver and bus supervisor to ensure competency of both drivers.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Ensure that they are complicit in the distribution and ensure there is strong staff understanding of the safe arrival of children policy and procedures.
- Ensure that a child's attendance is recorded for each time they arrive or depart from the service. There must be a record of the person/ staff member who is collecting or delivering the child/ren.
- Ensure that a **risk assessment record- safe arrival of children** is conducted to identify and address any risks posed to a child's travel and clearly states who holds the duty of care for children during these periods of travel.
- Ensure that all staff involved in the safe arrival of children are made aware of and have access to the risk management record. Ensure that this is all understood through thorough induction and ongoing guidance.
- Ensure that strong systems are in place to protect children when leaving the service such as children can only be allowed to leave with a parent/guardian/ authorised emergency contact as stipulated in the enrolment record or staff member when travelling on the bus.
- Ensure that a child who is leaving the service in the care of an educator has written permission on a completed **safe arrival permission record** completed by a parent/ guardian.
- Will provide back up support as in drive the bus or supervise on the bus in the event of staff illness or annual leave.
- Will ensure that they notify the regulatory authority when they start providing or arranging regular transport, and again when they finish. This can be done through the NQA ITS.
- Will keep all travel documentation and associated records in a folder or on computer desktop so that regulatory authority may sight them.
- Must ensure the attendance record and corresponding roll call list for the bus is accurate for the day it must be updated with any last-minute changes or additions to pick up. Any additions that aren't usual must be recorded and verbally given to the bus driver and bus supervisor on the bus.
- Will ensure that the driver or at least one educator who is supervising the children on the vehicle has current first aid, asthma, and anaphylaxis qualifications.
- Will conduct regular meetings and/ or phone calls with the other services/ schools etc that children are being delivered or picked up from to ensure that strong communication is in place.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

	<ul style="list-style-type: none"> Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Ensure the policy is kept up to date with current legislation, research, and best practice. Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. <p>Educators</p> <ul style="list-style-type: none"> Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Must understand that a child cannot travel on the bus if there is no safe arrival permission record completed prior to travel. Must ensure that the nominated supervisor of the service is provided with current information regarding your child/rens absences or change to routine on the day. Must understand the policies and procedures for safe arrival of children and your obligation to the service so that implement their duty of care for the safe travelling and arrival of all children.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 99- Children leaving the education and care service premises	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure parent/guardians are informed immediately if anyone other than the emergency contact arrive at the service to remove a child/ren. Ensure if a new emergency contact is to be added to child's enrolment record, then families will be required to advise by writing (email) nominated supervisor will confirm via phone and will inform responsible person on duty to seek driver's licence id from the new contact. Ensure authorised emergency contacts who attend service for first time will need a form of identity and an email from parents alerting service to the pickup details. Ensure the identity of the contact picking up child (example drivers' licence) will be copied and placed on child's file if not already there. Ensure parent/guardians have completed the excursion authorisation record prior to a child leaving the service. Ensure parent /guardians have completed the permission section on the enrolment record to transport a child prior to allowing the child to be transported to or from the service. Ensure that a child may not leave with a parent if there is a court order in place prohibiting this, another parent must be contacted immediately. Allow a child to leave the service if emergency medical treatment is required and this will usually be in the care of an ambulance and a responsible person or nominated supervisor will attend the journey unless parent arrives before ambulance.
In regard to regulations 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Will ensure that a risk assessment record is completed prior to any excursion taking place from the service. The risk assessment record will be completed according to the outlines in this policy – the plan for excursion, documentation completion, items for excursion and implementation of excursion. All considerations to risk health and safety of the child will be considered when completing the risk assessment as per risk assessment outlines. Will ensure that no child can be taken on an excursion or allowed to leave the service if the parent/guardian has not completed an excursion authorisation record.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

102- Authorisation for excursion	<ul style="list-style-type: none"> Alternative plans for the child will be conducted at the service.
<p>In regard to regulation 102AAB- Safe arrival of children policies and procedures</p> <p>102AAC- Risk assessment for the purposes of safe arrival of children policies and procedures</p> <p>102C- Conduct of risk assessment for transporting of children by the education and care service.</p> <p>102D- Authorisation for service to transport children</p> <p>102E- Children embarking a means of transport—centre-based service.</p> <p>102F- Children disembarking a means of transport—centre-based service.</p>	<p>Approved Provider and Nominated Supervisor</p> <p>Before the service transports a child, they must complete a risk assessment record to identify and assess the risks that the bus transportation could potentially have on the children. The risk assessment must include the following:</p> <ul style="list-style-type: none"> The proposed route and duration of the transport. The proposed pick-up location and destination. The means of transport. Legal requirements around seatbelts and safety restraints. How many adults and children are involved in the transportation. The appropriate number of educators or other responsible adults needed to provide supervision considering the risks, and whether any adults with special skills are required. Whether any items should be readily available during the transportation, e.g., a mobile and list of emergency contacts. The process for entering and exiting the service and the pick-up location or destination. Procedures for embarking and disembarking the transport, including how each child will be accounted for. Risk assessments should be completed each time a child is to be transported by bus unless the transportation is defined as regular transportation. This means that the transport is ‘substantially’ the same each time the child is transported (e.g., it follows the same route and has the same destination). If the transportation is regular, then the risk assessment must be reviewed at least annually. The nominated supervisor will also complete a risk assessment record- safe arrival of children and this will be in conjunction with safe arrival of children policy and procedure and in consultation with staff, families, and if applicable children. Annual review of this risk assessment will be completed, however any circumstance that poses a risk whilst children are being transported will require an earlier review. <p>The risk assessment record – safe arrival of children must include the following.</p> <ul style="list-style-type: none"> Age of child and any developmental stages or individual requirements. The responsibility and role of the bus driver/ bus supervisor/s The name/s of the nominated supervisor at the destination service/s The child/rens parents’ name. The authorised contact from the enrolment record Contact details and procedures for arrival at service and procedures for when a child cannot be accounted for. Procedure to follow if a child is identified as missing or unaccounted for during travel. Ratio required in order to provide safe travel and adequate supervision for safe travel. The proposed route and destination, including any proximity to harm and hazards. The process for entering and exiting the service, the pickup location or destination. <p>Written authorisation for travel to and from service.</p> <p>A parent (or another person authorised in the child’s enrolment record) must give written authorisation for the child to be transported.</p> <p>The authorisation is only needed annually if it is for regular transportation.</p> <p>The written authorisation must include the following:</p> <ul style="list-style-type: none"> The child’s name. The reason the child is to be transported If the authorisation is for regular transportation, a description of when the child is to be transported. If the authorisation is not for regular transportation, the date the child is to be transported. A description of the proposed pick-up location and destination. The means of transport. The period during which the child is to be transported. The anticipated number of children likely to be transported. The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

	<ul style="list-style-type: none"> Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported. That a risk assessment has been prepared and is available at the education and care service. That written policies and procedures for transporting children are available at the education and care service. Must ensure that a staff member/ bus supervisor or nominated supervisor of the service, who doesn't drive the bus will be present when the children embark onto the bus at the beginning of the journey. There will be a count of each child as they embark onto the bus by the supervisor/ staff member or nominated supervisor and this will be recorded against the roll. Must ensure that a staff member/bus supervisor or nominated supervisor of the service, who doesn't drive the bus will be present when the children disembark the bus at the end of the journey. There will be a count of each child as they disembark the bus by the staff member/bus supervisor or nominated supervisor and this will be recorded against the roll and children will be signed back into the service. Once the children have disembarked from the bus the staff member/ bus supervisor or nominated supervisor Not the bus driver will thoroughly examine the bus – under seats in seats and luggage areas to ensure the bus is empty and that no children remain on the bus. This will then be dated with time name and signature on the bus audit record by staff member/ bus supervisor or nominated supervisor.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service's education and care of children or Significantly impact the family's ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable nominated supervisor is in place and will monitor practices relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

procedures to be kept available.	<ul style="list-style-type: none"> Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
LAW IMPLEMENTATION	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Section 165- Offence to inadequately supervise children.	<p>Approved provider and Nominated supervisor.</p> <ul style="list-style-type: none"> Approved Provider will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case. Nominated supervisor will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400. <p>Approved provider and Nominated supervisor must ensure the following:</p> <ul style="list-style-type: none"> Educator to child ratios is kept at all times considering the proficiency of staff, ability of staff to respond in a crisis and read cues of children playing. Rostering is crucial in ensuring that there is a balance of competent staff to guide and support less competent staff. Staff are actively involved with children knowing where children are at all times and how many children are in their care. Approved provider or nominated supervisor will observe staff abilities to adapt their levels of supervision based on the age of the children in their care. No other tasks are to be performed by staff when travelling with children on any journey. Active supervision must be constant throughout the journey.
In regard to Section 167- Offence relating to protection of children from harm and hazards.	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Approved Provider must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case. Nominated supervisor must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400. <p>All methods of precaution must be implemented in the form of safety audits and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> Completion of bus audit record prior to transporting children to and from services. Completion of this record after every journey to ensure that no child is left on a bus. Quarterly bus evacuation record completed in conjunction with children and staff to ensure that in the event of an emergency that children and staff are prepared.

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

	<ul style="list-style-type: none"> ▪ Bus driver declaration and induction record and bus supervisor declaration and induction record completed for any staff member that is to transport children. This will also be completed with a thorough induction completed in conjunction with nominated supervisor/ approved provider. ▪ All staff involved in the transportation of children must have strong knowledge and understanding of the bus safety transportation policy and read this in conjunction with safe arrival of children policy and procedure. ▪ All staff responsible for safe delivery of children must only transport children who have a completed excursion authorisation record this must be sighted and checked prior to all journeys and staff must alert nominated supervisor in the event that it is not in place and ensure that child is not removed from the service if this occurs. ▪ All staff must be familiar with and adhere to the risk assessment record- safe arrival of children and will advise nominated supervisor immediately if there is any risk to the safety of children in order for amendments to be made to the risk assessment. ▪ Will ensure that all staff are aware of the procedures for releasing children into the care of authorised persons.
In regard to section 175- Offence relating to requirement to keep enrolment and other documents	<p>Approved provider of an education and care service must keep the prescribed documents available for inspection by an authorised officer in accordance with this section. Penalty \$4000, in the case of an individual. \$20 000, in any other case.</p> <p>Documents are those outlined in the record keeping and retention of records policy They must if practical be kept at the education and care service premises if they relate to:</p> <ul style="list-style-type: none"> ▪ the operation of the service ▪ any staff member employed or engaged by the service. ▪ any child, cared for, or educated at, those premises in the previous 12 months. ▪ In any other case must be kept at a place, and in a manner, that they are readily accessible by an authorised officer.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> ▪ Conducting regular reviews and updates of this policy with all stakeholders. ▪ Actively seeking feedback from children, families, and staff members. ▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. ▪ Regular outing- In relation to an education and care service, it 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- 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.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACECQA- https://www.acecqa.gov.au/sites/default/files/2023-02/Info_Fact_Sheet_ChangesToRegularTransportationOfChildren March 2023 ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ Safe transportation of children guidelines Acecqa ▪ Safe transportation of children info sheet Acecqa ▪ Safe arrival of Children guidelines ACECQA ▪ Safe arrival of Children Info Sheet - ACECQA

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- United Convention on the Rights of the Child

Policy Name	SAFE ARRIVAL OF CHILDREN POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	October 2023	Last review date	March 2025	Next review date	March 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				