SAFE ARRIVAL OF CHILDREN POLICY

(Required regulation)

Policy Statement

New Lambton District OOSH (NLDOOSH) will ensure that children arrive and leave our centre in a manner that maintains their safety, security and well being. This will be achieved by having clear procedures communicated and implemented by educators, parents and guardians, ensuring all parties understand their roles and responsibilities. To ensure that the transition between other educational facilities and our OOSH service is safe, appropriate and complies with the National Laws and Regulations that govern the service, all individuals will work within the procedures outlined below.

Procedures

The safety of children enrolled at New Lambton District OOSH is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury or harm. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including when children are travelling between our services and an educational facility. We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment.

NLDOOSH will:

a. Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
b. Take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related risk assessment.
c. Ensure copies of the policy and procedures are readily available and accessible to all stakeholders.
d. Clearly communicate any updates to policies and procedures to educators.
e. Conduct a risk assessment to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our OOSH service and an educational facility.
f. Consult with staff, educators, families and children (where applicable) during the preparation of a risk assessment.

g. Review the risk assessment annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised.

h. Provide ongoing training and information to nominated supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people.

i. Develop open communication channels between families, our service, educators and the educational facility.

j. Advise families to inform the OOSH service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware.

Educators will:

a. Implement a risk assessment to identify and manage any risks or hazards that may pose a threat to children's health, safety or wellbeing as they travel between our OOSH service and an educational facility.

b. Implement procedures for the safe handover of children between our OOSH service and an educational facility, ensuring this process is documented correctly and clearly communicated with all stakeholders.

c. Ensure enrolment records are kept up to date for all children, including authorisations from families.

d. Ensure accurate attendance records are kept up to date using our Electronic Sign in procedure. Children are also marked off on a paper roll when departing after the morning session and attending afternoon tea in the afternoon session for New Lambton South students and when embarking onto the bus for both sessions for New Lambton Public students

e. Follow the Transport Policy at all times to ensure regulations are met when children embark and disembark from vehicles during travel between our OOSH service and other educational facilities

f. Implement the Administration of First Aid Policy and Incident, Injury, Trauma and Illness Policy in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians if required.

g. Ensure that when leaving our OOSH service, children are given into the care of a parent, an authorised nominee named in the child's enrolment form or a person authorised by the parent or authorised nominee; or given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee.

h. Communicate any changes to travel routine to family members, educators and the nominated supervisor.

Families will:

a. Adhere to the service's Delivery and Collection of Children Policy and Safe Arrival of Children Policy

b. Communicate any changes in routine, circumstances and activities that may affect the child's safe arrival or departure as soon as they are aware.

c. Notify the OOSH Service if their child is going to be absent on a particular day or session.

d. Provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly (as required).

Missing Children

a. Should a child not be present and waiting in the designated area the staff member will:

* Look around the area and check with other educators if they have seen the child in question.

* Ask the children of their knowledge of where the child might be, or if they were at school that day, This will need to be confirmed by an adult.

* If there are any school staff nearby ask for any information they might have regarding the child's attendance at school that day.

b. If the child was known to be at school that day the OOSH staff will:

* Contact OOSH (via admin phone if at New Lambton PS or via walkie talkie if at New Lambton South PS) where the admin staff member will phone the parent/guardian to determine the child's whereabouts.

* This information will then be passed on to the ESI educators at the relevant school.

* All children are to be fully supervised at all times.

c. If the child has not been found centre staff will:

* Keep in contact with the parent/guardian.

* If contact with parents can not be made OOSH admin staff will phone other emergency contact numbers on the enrollment forms.

* Continue to keep in touch with the educators and school.

* If parents have not responded for 15mins after the initial phone call, the bus is to return to OOSH with all educators and present children. Educators are to inform the teacher on bus duty of the missing child as they have not been signed in to our service. Also see "Electronic Sign in Procedure".

d. If the child is still missing

* Parent/ guardian is to be kept informed

* The police are to be contacted immediately.

Extra-curricular Activities

a. At times children in our care attend extra-curricular activities at New Lambton South Public School such as drama or music classes. To ensure the safety of the children a "Permission/ Authorisation for Extra Curriculum Activity" form must be completed. When the child leaves our care they will be signed out and signed back in when they return from the activity.

Considerations

Name	Reference
Education and Care Services National Regulations	99, 160, 168
National Quality Standard	4
Other NLDOOSH policies/ documentation	• Acceptance and Refusal of Authorisations • Bus Procedure • Child Protection Policy • Delivery and Collection of Children Policy • Electronic Sign in Procedure • Enrolment Policy • Excursion Policy • Incident, Injury, Trauma and Illness Policy • Priority of Access Guidelines • Providing a Child Safe Environment • Risk Assessment Policy • Transport Policy • Child Safe Standards
Other	Children and Young Persons (Care and Protection) Act 1998 (NSW)

Policy status

Policy developed	February 2012
Last reviewed	October 2026
Due for review	April 2028
Policy owned by	New Lambton District OOSH Inc