

2.15. SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2 | VERSION 2.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy provides a set of guidelines and processes to keep children safe as they travel between Wyndham Early Education and Care Services (EECS) and **early childhood services**.



Policy Statement

EECS is committed to ensuring that children arrive safely while traveling from our services to early other early education services. We are dedicated to always safeguarding the safety and wellbeing of children by completing risk assessments and obtaining authorisations from parents/guardians.

We have specific processes and guidelines in place in this regard, ensuring all educators and staff adhere to them.



Scope

This policy applies to the approved provider, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS.

2.15. SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2 | VERSION 2.0



Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure obligations under the Education and Care Services National Law and National Regulations are always met.	✓	✓	✓	✓	✓
Ensure that nominated supervisors, educators, staff, and volunteers adhere to this policy and processes.	✓	✓	✓		✓
Ensure that an attendance record is kept and includes: <ul style="list-style-type: none"> each child's name. the date and time they arrive and depart. and the signature of the person who delivers or collects the child. 	✓	✓	✓		✓
Ensure that all parents/guardians have completed, signed, and dated their child's enrolment form in line with the <i>Enrolment and Orientation Policy</i> .	✓	✓	✓	✓	✓
Ensure parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child between EECS and other early childhood services. (<i>Appendix 2.17.2 – Ongoing Authority for Regular Transportation of Children</i>)	✓	✓	✓	✓	✓
Ensure that authorisations are kept in the child's enrolment record.	✓	✓	✓		
Obtain written parental authorisation before a child goes on a regular outing from the service premises.	✓	✓	✓		✓
Conduct a risk assessment to identify and address potential risks during a child's travel, specifying who holds duty of care for children during the times of travel. (<i>Appendix 2.15.1: Safe Arrival Risk Assessment</i>)	✓	✓	✓		✓
Conduct a risk assessment annually and promptly address any circumstances affecting the safe transportation of children between EECS and other early childhood services.	✓	✓	✓		✓
Ensure the risk assessment considers all the factors outlined in the regulations. (<i>Process 2.15.1: Risk Assessment for the Safe Arrival of Children</i>)	✓	✓	✓		✓
Ensure any identified risks are updated as soon as practicable.	✓	✓	✓		✓
Ensure a record is kept of each risk assessment conducted.	✓	✓	✓		✓
Ensure a new risk assessment is completed when circumstances change for travel between EECS and other early childhood services .	✓	✓	✓		✓
Ensure that 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	✓	✓			
Ensure all active supervision requirements are met during delivery of children to, and collection from, the service premises.	✓	✓	✓		✓
Ensure that if an incident were to occur relating to the safety of children during travel that the response meets all regulatory requirements, including implementing the <i>Incident, Injury, Trauma, and Illness Policy</i> .	✓	✓	✓		✓

2.15. SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2 | VERSION 2.0

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure the following staff are always present and immediately available when children are traveling from the service to and other early childhood services: <ul style="list-style-type: none"> • staff member or nominated supervisor of the service who holds a current approved first aid qualification. • staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis and emergency asthma management training. 	✓	✓	✓		✓
Take a portable first aid kit (including required medication for dealing with medical conditions) when travelling between EECS and other early childhood services.	✓	✓	✓		✓
Communicate any changes to the travel routine to educators and staff.		✓	✓		✓
Provide road safety education as part of the program.		✓	✓		✓



Definitions

The terms defined in this section relate specifically to this policy.

Active supervision: Constant, active, and diligent supervision of every child at the service, including during travel from one service to. Adequate supervision requires that educators are always able to observe each child, respond to individual needs and immediately intervene if necessary.

Attendance record: Record kept at all services regarding children’s attendance.

Duty of care: A duty to take reasonable steps to protect children from injury that is reasonably foreseeable.

Early childhood service: A school, an education and care service, a children’s service or any other service which provides education and care to children.

Regular outing: A walk, drive or trip to and from a destination that the service visits regularly as part of the educational program.



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard
- Road Safety Act 1986
- Road Safety Road Rules 2009 (Vic)

2.15. SAFE ARRIVAL OF CHILDREN

QUALITY AREA 2 | VERSION 2.0



Related Appendices & Documents

- Process 2.15.1: Risk Assessment for the Safe Arrival of Children.
- Appendix 2.15.1: Safe Arrival Risk Assessment.
- Appendix 2.17.2: Ongoing Authority for Regular Transportation of Children



Related Policies

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- Providing a Child Safe Environment
- Supervision of Children
- Safe Transport and Road Safety Education

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
1	A4673011	New policy created in line with regulations 168 and 169.	01/10/2023	TP – February, 2024	October, 2025
2	A4673011	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>T. Papaicamov</i>	October, 2025