



1. Policy Statement

At SPLASH, the safety, health and wellbeing of children is our paramount consideration. We are committed to ensuring that appropriate systems, procedures and risk management practices are in place to support the safe arrival of children travelling between an education and care service and an education or early childhood service.

SPLASH currently does not facilitate or arrange the transportation or independent travel of children between the service and any other education or early childhood service (including schools). All children are delivered directly to and collected from the service by a parent or authorised nominee.

Despite this, SPLASH maintains this policy to ensure compliance with legislative requirements and to provide a framework should travel arrangements be introduced in the future.

2. Background

The Education and Care Services National Regulations require approved providers to ensure policies and procedures are in place for the safe arrival of children who travel between services.

Children's safety and wellbeing is of primary importance. Travel periods present increased risks due to reduced supervision, environmental hazards and multiple duty of care transitions. Even where a service does not currently facilitate travel, it is essential to have a policy framework in place to ensure readiness and compliance.

3. Legislative Requirements

Section/Regulation	Description
Section 2A	Paramount consideration – safety, rights and best interests of children
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
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion



Regulation 102	Authorisation for excursions
Regulation 102AAB	Safe arrival of children policies and procedures
Regulation 102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

4. Principles informing our Policy

All decision-making is carried out in accordance with the principles of our service's Safe Arrival of Children Policy.

- The safety, health and wellbeing of the children at our service is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from, the service.
- We acknowledge the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for the travel to, and collection from, the service premises.
- Our service leaders, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.
- We have clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the travel of children to and from the service.
- 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.



5. Key terms

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority 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.	acecqa.gov.au
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.	National Law (Definitions)
Authorised Person	Means: <ul style="list-style-type: none"> • a person who holds a current WWCC [working with children check, or equivalent]; or • a parent or family member of a child who is being educated and cared for by the service or the FDC educator; or • an authorised nominee of a parent or family member of a child who is being educated and cared for by the service or the FDC educator; or • in the case of an emergency, medical personnel or emergency service personnel; • a person who is permitted under the jurisdictional working with children law to remain at the service without holding a WWCC [working with children check, or equivalent]. 	National Law (Section 170)
Education or early childhood service	Means: <ul style="list-style-type: none"> • a school, • an education and care service, • a children’s service, or • any other service which provides education or care to children. 	National Regulations (Regulation 102AA)
Enrolment Record	The approved provider must ensure an enrolment record is kept for each child enrolled at the service, and the FDC educator must keep an enrolment record for each child they educate and care for. Information about what is required in the enrolment form can be found in the Guide to the NQF.	National Regulations (Regulations 102, 102D, 160-162)



		Guide to the NQF (Management of records – children’s enrolment records)
Parent	In relation to a child, includes: <ul style="list-style-type: none"> • A guardian of the child; and • A person who has parental responsibility for the child under a decision or order of a court. For regulation 99, ‘parent’ does not include a parent who is prohibited from having contact with the child.	National Law (Definitions)
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"> • that the service visits regularly as part of its educational program; and • where the circumstances relevant to the risk assessment are substantially the same on each outing. 	National Regulations (Definitions)
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.	National Regulations (Definitions)
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.	ACECQA- Risk Assessment Template
Transportation (that is part of the education and care service)	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. Examples of transport not forming part of a service include: <ul style="list-style-type: none"> • private transport provided by families and carers (i.e. carers not engaged by/registered with a service) 	Guide to the NQF (Transportation)



	<ul style="list-style-type: none"> • 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 • 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. 	
--	---	--

6. Related Policies

- Acceptance and refusal of authorisations
- Delivery of children to, and collection from, education and care service premises
- Excursions
- Providing a child safe environment
- Incident, Injury, Trauma and illness
- Safe transportation of children.

7. Induction and ongoing training

- All staff, including casual and relief educators, are informed of this policy during induction.
- Ongoing training and policy updates are provided as part of staff meetings and compliance reviews.

8. Policy Review

Last reviewed: March 2026

Date for next review: March 2027



Procedural Guidelines

1. Reference to Policy and Philosophy

These procedures are to be read in conjunction with the Safe Arrival of Children Policy and SPLASH philosophy, which prioritises children's safety, wellbeing and secure transitions.

A copy of this policy is available in the service policy folder and online portal.

2. Procedures

2.1 Current Practice (Non Applicable)

SPLASH does **not**:

- transport children between one Education and Care setting to another Education and Care setting (Family Day Care for example)
- escort children between school and service- SPLASH is on the same grounds as the school.
- arrange travel between services

Children:

- arrive in the mornings accompanied by a parent/authorised nominee
- are signed in and out in accordance with Regulation 99
- arrive in the afternoon by a staff member or SPLASH staff member, where applicable (it is not standard practice, however new/Reception children may be accompanied by staff members to SPLASH as they adjust)

Therefore, no travel-related duty of care is transferred to SPLASH.

2.2 if Travel between services was to be introduced to SPLASH (future compliance procedure)

If SPLASH introduces travel between services, the following will be implemented:



Risk Assessment	A documented risk assessment will be completed prior to commencement, considering: <ul style="list-style-type: none"> • age and needs of children • route and environmental hazards • supervision requirements • communication processes • emergency procedures
Duty of Care Procedure	Clear procedure will be established outlining: <ul style="list-style-type: none"> • when duty of care transfers • who is responsible at each stage • communication between services
Supervision	<ul style="list-style-type: none"> • Adequate educator-to-child ratios maintained at all times • Additional supervision provided where required
Attendance and Head Counts	<ul style="list-style-type: none"> • Attendance records completed before departure and upon arrival • Regular headcounts conducted throughout travel
Authorisations	<ul style="list-style-type: none"> • Written parent authorisation obtained prior to any travel • Records maintained in enrolment documentation
Missing Child Procedure	Procedures for if a child doesn't arrive as expected, such as: <ol style="list-style-type: none"> 1. Immediate headcount conducted 2. Contact school/service and family 3. Notify nominated supervisor 4. Follow Incident, Injury, Trauma and Illness procedures 5. Notify regulatory authority if required

3. Roles and Responsibilities

Roles	Responsibilities
-------	------------------

Living and Learning Together in Christ

44 Audrey Avenue, Blair Athol, South Australia 5084

T 08 8260 2655 E admin@stpaulba.sa.edu.au

W stpaulba.sa.edu.au / ABN 84 648 346 828



St Paul Lutheran School- SPLASH

Safe arrival of children Policy and Procedure

March 2026

<p>Approved Provider</p>	<ul style="list-style-type: none"> • ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that an attendance record is kept with each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158) • ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel. • take reasonable steps to 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 systems are in place so that children only leave the service premises: <ul style="list-style-type: none"> ○ if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee ○ in accordance with the written authorisation of the child's parent or authorised nominee ○ if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee ○ if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99). • ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families • ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123) • should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87). • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Safe arrival of children policy and procedures.
---------------------------------	--



St Paul Lutheran School- SPLASH

Safe arrival of children Policy and Procedure

March 2026

	<ul style="list-style-type: none"> • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and 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.
<p>Nominated Supervisor</p>	<ul style="list-style-type: none"> • implement the Safe arrival of children policy and procedures • ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158) • ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel • take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel • implement systems so that children only leave the service premises: <ul style="list-style-type: none"> ○ if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee ○ in accordance with the written authorisation of the child's parent or authorised nominee ○ if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee ○ if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99). • ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families • ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123) • communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to educators and staff



St Paul Lutheran School- SPLASH

Safe arrival of children Policy and Procedure

March 2026

	<ul style="list-style-type: none"> • should any incidents occur relating to the safety of children during travel between the service and an education or early childhood service, (e.g., a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87).
Educators	<ul style="list-style-type: none"> • must be aware of and follow the Safe arrival of children policy and procedures • ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator • must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel • should any incidents occur relating to the safety of children during travel between the service and any other education or early childhood service, (e.g., a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87) • ensure that, when leaving the service, children are: <ul style="list-style-type: none"> ○ given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee ○ given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee • all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123) • Communicate any changes to the travel routine (e.g., a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor • be aware of the requirements should any incidents occur.
Families	<ul style="list-style-type: none"> • be aware of and follow the Safe arrival of children policy and procedures • remain up to date with the service's practices related to the travel of children between the service and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel • provide authorisations in their child's enrolment form and ensure the information is kept up-to-date



	<ul style="list-style-type: none">• complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature• communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service• provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.
--	--

4. Sources

- Education and Care Services National Law and Regulations
- National Quality Standard
- ACECQA – Safe transportation of children in education and care: Your questions answered <https://www.acecqa.gov.au/qa2-information-sheet-safe-transportation-children-your-questions-answered>
- ACECQA – Safe transportation of children information sheet <https://www.acecqa.gov.au/qa2-information-sheet-safe-transportation-children>
- ACECQA – Transportation risk assessment template <https://www.acecqa.gov.au/media/29841>

5. Procedure Review

Last reviewed: March 2026

Date for next review: March 2027