# Safe Arrival of Children

(Sourced: *Child Protection Protocol, The Child Safety Standards,* National Quality Framework and The Education and Care Services National Regulations, ACECQA Policy and Procedure Guidelines Safe Transportation of Children April 2026, Kidsafe A Parent's Guide to Kidsafe Roads National 2016)

## Policy Statement

It is Snuggles' policy that we **DO NOT** provide transportation to children to and from the centre.
We would only provide transportation to children in the event of an emergency where a parent/guardian, all authorised nominees are unable to collect the child from the service and where directed by emergency services/authorised personnel, and where it is possible to provide the required assistance from our education and care service to arrange transportation for the child to be transported to their nominated destination. (Please refer to the Safe Transportation of Children Policy)

Snuggles Early Learning Centre considers the safety, rights and best interests of children as the paramount consideration when developing policies and procedures.

In the event of an emergency, Snuggles staff acknowledge that it is within our duty of care and responsibilities that we provide adequate supervision, maintain the correct educator to child ratios, and provide appropriate child restraints according to the current Australian Standards during the transportation of the child to ensure the safe arrival of children to their designated destination. (Please refer to the Safe Transportation of Children Policy)

The use of the service authorised/issued and personal devices are governed by the Safe Use of Digital Technology and Online Environment policy.

## Policy Background

This policy is intended to: Follow the Safe Transportation of Children Policy

- to guide Snuggles in obtaining an authorisation from parents/guardians, and/or authorised nominees and or emergency personal inclusive of DHHF, Child Protection, The Police and other regulatory authorities that guide interactions with children, for the transportation and safe arrival of children **in the event of an emergency**
- to guide Snuggles in conducting a risk assessment using the Safe Transportation of Children Policy before transporting a child to ensure that the safety of the child and educator is maintained at all times during the trip.
- to ensure the safe arrival and handover of children between the service, families and authorised persons in accordance with the Education and Care Services National Regulations and the Snuggles Policies. .

## Legislative Requirements

The policy is consistent with, and refer to, the following 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 related 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 of 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 – centre-based services |
| Regulation 161 | Authorisations to be kept in enrolment record |
| Regulation 168 | Education and care service must have policies and procedures |
| Regulation 169 | Additional policies and procedures – family day care service |
| 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 |

## Principles to inform your policy

- Children's health, safety, and wellbeing is paramount. We are committed to meeting all the regulatory requirements however we **do not** offer the service of delivery and or collection of children from external services.
- Service leaders, educators and staff are provided with the necessary training and support to implement the policies and procedures for emergency transportation through our Safe Transportation of Children Policy
- Our educators and staff are integral to the education and care of our children. Clear roles and responsibilities and relevant training ensure they are aware of their roles and responsibilities in relation to the safe transportation of children **ONLY** in an emergency situation and these roles are detailed in the Safe Transportation of Children Policy .
- 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 in an emergency situation through the Safe Transportation of Children Policy

- We value and support the families at our service. At all times we seek authorisation and input with regard to our transportation of their children in an emergency situation.

## Key Terms

The definitions to some key terms used in the document are as follow:

| Term | Meaning | Source |
|---|---|---|
| Personal device | A personal device is a device that is owned by a person (NOT owned/supplied by an approved provider for education and care purposes) and is capable of capturing, storing or transmitting an image, for example phones, cameras, tablet computers, and hard drives. | Guide to the NQF (Glossary) |
| Authorised nominee | A person who has been given permission by a parent or family member to collect the child from the service | National Law (Section 170) |
| Service-authorised device | A service-authorised device is a device that has been authorised by an approved provider of a family day care service to be exclusively used for providing education and care, including to capture, store or transmit images of children. This device may not be owned by the approved provider or service. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-authorised device must not be used for personal purposes. | Guide to the NQF (Glossary) |
| Service-supplied / issued device | A service-supplied device is a device that is owned or supplied by an approved provider to be exclusively used for providing education and care, including to capture, store or transmit images of children. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-supplied device must not be used for personal purposes. | Guide to the NQF (Glossary) |

## Procedures

It is with the wellbeing and safety of children and staff in mind that this policy was developed.

*A **Family Emergency** is defined as an unexpected situation whereby it is physically impossible for the parents/guardians or authorised nominees to attend the service.*

1. ***EVERY ATTEMPT TO CONTACT AN AUTHORISED NOMINEE/OR PERSON WITH WRITTEN CONSENT TO PICK UP THE CHILD, WILL BE EXHAUSTED.***
2. ***IF ALL GUIDELINES IDENTIFIED IN THIS POLICY CAN NOT BE MET, SNUGGLES STAFF ARE NOT UNDER ANY CIRCUMSTANCES. AUTHORIZED***

***TO TRANSPORT A CHILD. STAFF WOULD NEED TO CONTACT THE APPROVED PROVIDER AND REMAIN AT THE SERVICE WITH THE CHILD UNTIL ARRANGEMENTS CAN BE MADE.***

***DFFS/Child Protection 1300360452 after hours 131278***

***Police 000***

***** In circumstances where emergency transportation is required, procedures relating to supervision, authorisation, and safe transport will be managed in accordance with the *Safe Transportation of Children Policy*. *****

In the event of an emergency,
A Transport Risk Assessment (Appendix 1) and implementation of appropriate risk management and minimisation strategies will be created prior to the transportation of the child.

1. The child must have a written consent from their parent or authorised nominee. If it is a verbal consent, the authorisation for transportation service form has to be completed prior to the transportation of the child by an educator and witnessed by another educator. Parents/guardian or the authorized nominee will also have to provide consent to the service to leave the premises with their child (Appendix 2).
2. Two staff must accompany any child being transported.
3. Transport attendance records will be maintained to ensure they are accurate and current for the transport run. Records will include:
    - list of child(ren) being transported
    - photograph of each child being transported
    - provision for recording the date and time each child's entry to and exit from the vehicle and their arrival at or departure from the Service
    - provision for the signature of the Educator delivering or collecting the child
    - full name of the Educator in charge of conducting the transport run
    - verification that the vehicle has been checked and cleared of children at the conclusion of the transport run
4. Any vehicles used by the Service will comply with current Service VIC Legislation. Vehicles used to transport children will also need to contain:
    - transportation checklist
    - a fully stocked first aid kit
    - medication, medical management plans and risk assessments for individual child(ren)
    - a charged mobile phone with Service contact and emergency contact details
    - emergency contact details for children and Educators being transported
    - emergency response information including Emergency Policy and First Aid - Management Incident, Injury, Illness and Trauma Policy
    - Safe Transportation of Children Policy
    - Safe Transportation of Children Risk Assessment
5. The child/ren being transported will be accompanied by at least one Educator with approved and current:

- First aid qualifications, and
- Anaphylaxis management training, and
- Emergency asthma management training

6. The staff to child ratio will be maintained throughout the trip. The accompanying educator is to be seated next to the child to allow for better supervision of the child. This will also help to support children with additional needs by ensuring that the child remain seated and not behave in a dangerous and distracting manner. The driver will stop the vehicle if necessary, in a safe place until the children comply with instructions.
7. Educators are to ensure to the best of their ability, that the driver of the vehicle is not under the influence of alcohol or drugs.
8. If an Educator has concerns about the state of the vehicle or the condition of the driver, they are to voice these concerns to the Responsible Person. The Responsible Person in charge is to assess the situation and cancel the trip if the concerns are valid.
9. All drivers will hold the appropriate driver's license for the vehicle they are driving.
10. Before travelling in the vehicle, Educators will ensure that when seat belts are fitted and children are properly secured.
11. When dropping off or collecting children, wherever possible, the vehicle should be parked in accordance to road rules and in a location, which does not require children to cross roads.
12. Regular attendance checks will be conducted throughout the trip to ensure that all children are accounted for.
13. In case of an emergency, if safe to do so, the children shall be instructed to stay with the vehicle until assistance arrives. If site is unsafe, the Responsible Person is to decide where to relocate the children in the safest manner possible.

**Authorisations for Transportation (Appendix 2)**

In the event of a family emergency, authorisation for a child to be transported must be given by a parent/authorised nominee or an authorized officer, law enforcement agent, DHHS, or emergency services personnel, to authorise transportation of a child.

The authorisation must state the information listed below:

- child's name, DOB, individual needs
- reason for transportation
- 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
- means of transport
- period of time during which the child is to be transported
- anticipated number of children likely to be transported
- anticipated number of Educators who will accompany and supervise the children during the transportation
- any requirements for seat belts or safety restraints
- risk assessment has been prepared and is available at the Service

- written Policies and procedures for transporting children are available at the Service

**Transportation Risk Assessment (Appendix 1)**
A Risk Assessment must be completed before authorisation of any transportation is requested. The Risk Assessment will be titled Transport Risk Assessment.

The Risk Assessment must identify and assess risks that the transportation of a child may pose to the health, safety and wellbeing of a child and outline steps to manage and minimise them. Consideration will be given to elements such as:

- the route and duration of transportation
- collection and delivery locations
- means of transport
- requirements for seatbelts and safety restraints
- number of children and Educators involved in the transportation
- number of Educators appropriate to provide supervision
- items required to be available while transporting e.g. service-issued mobile phone, emergency contact list, first aid kit
- process for entering and exiting the Service, or other collection or delivery location
- procedures for accounting for children when embarking and disembarking the vehicle

The Approved Provider will ensure the number of children being educated and cared for by the Service does not exceed the maximum number of children specified in the Service approval no matter where the children are located, including while they are being transported by the Service.

**Private Vehicle Transport**
Snuggles does not provide transportation services. In the event of a family emergency, a private vehicle will be used to transport the child.

The following will apply should a private vehicle transport be used:

- Vehicle is registered
- Vehicle has comprehensive insurance
- Vehicle is mechanically sound and tyres are in road worthy condition
- Vehicle is equipped with seat belts
- Children aged 6 months to 4 years of age must use either an approved:
    - Rearward facing child restraint, OR
    - Forward facing child restraint with an inbuilt harness
    - Properly fitted to the vehicle
    - Adjusted to fit the child's body correctly
- Children aged from 4 years old but under 7 years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat. They must not travel in the front seat of a vehicle that has two or more rows of seats

unless all the back seats are occupied by other children who are also under seven years.
- Driver must hold a current full driver's licence
- Driver will ensure that the fuel level is sufficient to undertake the journey
- First aid kit shall be carried in the vehicle
- A charged mobile phone with Service contact and emergency contact details
- Driver ensures the number of passengers does not exceed the vehicle requirements
- Risk assessment of the vehicle to be used will be completed prior to the trip.

**Transportation of children by Foot**

In the event that children need to be transported by foot, for instance, during an emergency evacuation, the following procedures will be followed.

1. Ensure that a Risk Assessment has been carried out detailing the route that Educators and children will be taking. The Risk Assessment will be made available to families, children and Educators. (EMP)
2. Ensure children cross the road at the crossing or lights when available, and obey the road rules.
3. Keep children together as a group and walk in line on pavement. Educators are to remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.
4. First aid kit.
5. Service mobile phone is available at all times and is fully charged and has Service contact and Emergency contact details.

**Safety Rules**

To ensure safe travel, Educators will engage children in establishing and implementing travel behaviour rules at a developmentally appropriate level. Rules will be focused on being safe, respectful and responsible to reflect the Child Behaviour Management Policy.

Additional safety precautions that will be taken are:

- Keeping children supervised at all times
- When near cars, hold their hand or hold them close to keep them safe.
- Never let children play near the road or in the driveway.
- Never leave keys in vehicles.
- Never leave the car motor running.
- Ensure vehicles are locked and secured before taking off.
- Never leave children alone in vehicles, even if they are asleep and can be seen.

**In the case of a vehicle breakdown**, the Educator in charge will:

- When safe to do so, phone the Service to inform the Coordinator or Manager.
- The Staff in charge will discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the children are kept safe at all times.

- The Coordinator or Manager will inform parents/guardians of the breakdown and the alternate travel taken, if necessary.

**In the case of an accident,** the Educator in charge will:

- Check on the welfare of children and Educators and provide first aid, comfort and support.
- Call emergency services, if required.
- Implement all other actions in accordance with Service's Emergency and First Aid Management Incident, Injury, Trauma And Illness Policies.
- Take the required details of the other driver involved:
    - name
    - contact phone numbers
    - registration number
    - driver's licence
    - Insurance
    - if safe to do so, take photos of any damage made to either vehicle.
- Phone the Service to inform the Coordinator or Manager and organise alternative transport.
- The Coordinator or Manager will inform parents/guardians of the breakdown and the alternate travel taken, if necessary.
- Complete a report and hand it to the Service. Please refer to the incident, injury, trauma and illness policy for the documentation of the accident.

******* Section from Safe Transportation Policy ends here ********

Educators will maintain their duty of care at all times, ensuring that children are safely supervised and protected from harm or hazard during arrival and collection procedures until they are formally released into the care of an authorised person.

**Upon arrival,** the Educator in charge will:

1. Ensure that the child is released into the care of an authorised person.
2. Complete **Appendix 3 Safe Arrival of Children – Authorised Collection Confirmation Form.**
3. Ensure all relevant communication is completed with the parent/guardian and/or nominated supervisor, including notification of the child's release and any relevant details, and that all records are accurately documented in accordance with service procedures.

**In case the child is missing, the educator-in-charge will**

1. Immediately search the premises.
2. Dial 000 for police.
3. Roll call of other children.

4. Contact parent/guardian and emergency contacts
5. Document and report the incident to relevant authorities.

**Emergency vehicle transportation**

- In the event that an emergency vehicle is required to transport a child, and a parent or emergency contact is not available to accompany the child :
    - A staff member will accompany the child in the emergency vehicle until such time as the parents arrive for hand over (for instance at the hospital)
    - A personal device may be used in an emergency situation to remain in contact with the parents or approved provider or centre staff (as appropriate) and provide updates on the child's condition.
    - It is the responsibility of the emergency services vehicle to ensure the safe collection, transportation and arrival of the occupants of its vehicle inclusive of the patient and staff accompanying the patient)

## Links to other policies

This policy if related to the following policies:

- Safe Transportation of Children Policy
- Providing a Child Safe Environment policy
- Incursion/Excursion policy
- Incident, Injury, Trauma And Illness policy
- Enrolment and Orientation Policy
- Acceptance and refusal of authorisations
- Delivery of children to, and collection from, the service
- Emergency Evacuation Policy and Guidelines
- Governance and Management Policy
- Delivery of children to, and collection from, education and care service premises policy
- Medical Conditions policy
- Administration of First Aid policy
- Interaction with Children Policy
- Safe Use of Digital Technology and Online Environments Policy

## Induction and Ongoing Training

Snuggles Early Learning Centre is committed to the ongoing training and development of our Educators. Professional development is offered to Educators regularly to support the development, health and wellbeing of children and to support our community.

## Policy Created/Reviewed

This review will be done in accordance with regulations.

SNUGGLES

Educating Children Birth to Kindergarten

| | |
|---|---|
| **Policy reviewed** | **June 2026** |
| **Policy Review Date:** | **2027** |

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## Appendix 1: Transport Risk Assessment

| **Risk assessment and management template - Excursions** | |
|---|---|
| **Service Name** | Snuggles Early Learning Centre |
| **Activity e.g.** collecting children from school to home | **Start Date and End Date** |
| | _____ to _____ |
| **Estimated time of travel between the locations** e.g. departing the service, arriving at children's homes or schools and arrival at the service | |
| | |
| **Proposed Route** | **Pick up location and destination (s)** Include each location travelled to or from e.g. each child's home address or each school |
| | |
| **Means of transport** E.g., public bus, private bus, coach, private car, taxi, tram | **Requirements for seatbelts or safety restraints in your state or territory have been met.** |
| | Yes / No Comment: |
| **Number and full names of each adult involved in the excursion.** E.g., service staff, family members, volunteers | |
| | |
| **The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.** E.g. for children's individual needs. | |
| | |
| **The number of children being transported.** | **Age, Developmental Stages and Individual needs of child(ren).** |
| | |
| **Educator to child ratio,** including whether this excursion warrants a higher ratio. | |
| | |
| **Any water hazards on proposed route travelled and at each stop?** E.g. Bridge, causeway, risk of flooding, beach, lake, dam | Yes / No Comment: |
| **Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):** | |
| **Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):** | |

| Transport checklist (Please tick) | |
|---|---|
| € First aid kit | € List of adults involved in transportation |
| € List of children involved (with photograph) | € Medication, health plans and risk assessments for individual children |
| € Contact information for each child | € Contact information for each adult |
| € Safe Transportation of Children Policy | € Safe Transportation of Children Risk Assessment |
| € Mobile phone / other means of communicating with the service & emergency services | € Other items, please list |

| Plan and Review | | |
|---|---|---|
| Plan prepared by: | Full name:<br>Signature:<br>Role/Position: | Date: |
| Prepared in consultation with: | Full name:<br>Signature:<br>Role/Position: | |
| Communicated to all relevant staff: | Yes / No<br>Comment if needed: | |
| Vehicle safety information reviewed and attached: | Yes / No<br>Comment if needed: | |
| Risk assessment to be evaluated and reviewed on:<br>A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for '*regular transportation*'*, a risk assessment must be undertaken *at least* annually. | Date: | |

**Appendix 2: Parent Authorization for Transportation of Child**

I give permission for my child _____ (please print) _____ (DOB) of _____ (Room) to be transported by Snuggles Early Learning Centre & Kindergarten on _____(Date) from _____(Pick-up Location) at _____(Time) to _____(Destination) to be released to _____(Name of Authorised Nominee). The estimated length of time during which the child is to be transported is _____ (hours) _____ (minutes).

I understand that my Child will be transported by _____(Mode of Transport).
I understand that my Child will be secured in their car seat with seatbelts and safety restraint under the law of our jurisdiction in which the Child is being transported.

Reasons for the need of transportation service are as follows:

_____

_____

Number of Children likely to be transported _____
Number of accompanying Educators who will supervise the children during transportation __

A risk assessment for this transportation has been prepared and is available at this service.

In the event of any accident or illness, I authorise the Educator-in-charge on the day to obtain such medical assistance as is required and I agree to meet any expense attached thereto.

My Child is allergic to the following medications:

_____

My Child needs the following medication or attention:

_____

PARENT / GUARDIAN'S NAME: _____ (please print)
CONTACT NUMBERS DURING TRANSPORTATION : _____
SIGNATURE OF PARENT/GUARDIAN: _____
DATE: _____

**If this form is completed by an educator on behalf of the child's parent/ guardian, please state name: _____ signature: _____**
**Name of witness: _____ signature: _____**

**<u>PLEASE NOTE</u>: Children will not be able to be transported if this official Permission Slip is not completed.**

**Appendix 3: Safe Arrival of children – Authorised Collection Confirmation Form**

Service Name: Snuggles Early Learning Centre & Kindergarten

Date: ____ / ____ / _____

Time of Departure: _____ Time of Collection: _____

**Child Details**

Child's Full Name: _____ DOB:_____

Room/Group: _____

**Person Collecting Child**

Full Name: _____ Relationship to Child: _____

- ID Checked (if required): ☐ Yes ☐ No _____
- Authorised Nominee on Enrolment Form: ☐ Yes ☐ No

**Confirmation of Safe Release**

I confirm that the above child has been safely released into the care of the authorised person listed above in accordance with service procedures.

**Communication & Notification**

- Parent/guardian contacted prior to collection (if required): ☐ Yes ☐ No
- Supervisor notified of collection arrangement: ☐ Yes ☐ No
- Any concerns or exceptions communicated and recorded: ☐ Yes ☐ No
- Details of communication (if applicable):

_____

_____

**Confirmation**

Educator Name: _____ Signature: _____

Educator Witness: _____ Signature: _____

Parent/Guardian Name: _____ Signature: _____

Person Collecting Name: _____ Signature: _____