
Document Name:	Safe Arrival of Children Policy
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1. Purpose

The purpose of this policy is to ensure the safe arrival of children travelling between Meli Kindergarten Services and other education or early childhood services. It establishes procedures that uphold children's health, safety, and wellbeing during transitions, in alignment with Quality Area 2 of the National Quality Standard, which requires that each child is protected through adequate supervision and risk minimisation.

This policy supports:

- Active supervision and clear assignment of duty of care during all travel periods.
- Risk assessments that identify and mitigate hazards associated with children's travel.
- Compliance with authorisation requirements under the Education and Care Services National Law and Regulations.
- Road safety education and safe travel practices embedded in the curriculum.
- Collaborative communication between services and families to ensure children's safe arrival and departure.

2. Scope

This policy applies comprehensively to all individuals and groups who are involved in, responsible for, or participate in the care, supervision, and transportation of children attending Meli Kindergarten Services, ensuring that every person understands their role in maintaining children's safety and wellbeing during all relevant activities and transitions. Specifically, this includes:

- All management, staff and educators
- Students, volunteers and contractors
- Parents/guardians
- Any other individuals participating in programs, excursions, or transitions between Meli and other education or early childhood services

This policy is applicable during:

- Arrival and departure times at the service.
- Transitions between Meli and other services (e.g. long day care, early intervention programs).
- Offsite excursions and regular outings involving travel.

- Any situation where children are under the duty of care of Meli staff while travelling.

This policy ensures that all parties understand their responsibilities in maintaining children's safety, complying with supervision requirements, and implementing risk management strategies in accordance with the Education and Care Services National Law and Regulations, the National Quality Standard, and relevant road safety legislation.

3. Background

Under the Education and Care Services National Regulations, approved providers are required to implement policies and procedures that ensure the safe travel of children between education and care services and other early childhood or educational settings. This includes transitions such as those between kindergarten and long day care services.

Quality Area 2 of the National Quality Standard emphasises that each child must be protected through adequate supervision, risk minimisation, and effective implementation of health and safety practices. The safe arrival of children is a critical component of this standard, particularly during times of travel when risks may be heightened.

Children's safety during travel must be supported by:

- Comprehensive risk assessments that identify and mitigate potential hazards.
- Clear assignment of duty of care during transitions.
- Effective communication between services and families.
- Authorisation procedures that comply with regulatory requirements.

In addition, services must consider external factors such as road safety legislation, traffic conditions, and environmental hazards when planning and implementing travel procedures. By embedding these practices into daily operations, Meli Kindergartens ensures that children are protected not only within the service premises but also during their journey to and from the service.

4. Definitions

Adequate Supervision - refers to active, diligent, and ongoing supervision of all children to ensure their safety and wellbeing. Educators must be in a position to observe each child, respond to individual needs, and intervene immediately if necessary. Supervision must be maintained during all routines, including toileting, rest, and transitions, and must comply with educator-to-child ratios as required by the National Law and Regulations.

Factors influencing adequate supervision include:

- Number, age, and abilities of children.
- Number and positioning of educators.
- Visibility and accessibility of activity areas.
- Developmental needs of individual children and groups.
- Educators' experience, knowledge, and skill.
- Communication strategies between staff.

Attendance Record – refers to a record maintained by the service that includes each child's name, time of arrival and departure, and the signature of the person delivering or collecting the child, or of the nominated supervisor or educator. This record supports compliance with Regulation 158 and Section 175 of the National Law.

Authorised Nominee – refers to a person who has been authorised by the parent/guardian to collect the child from the education and care service.

Duty of Care – refers to the legal and ethical obligation of educators and staff to ensure the safety and wellbeing of children under their supervision. This includes taking reasonable steps to prevent harm during travel between services and ensuring children are not exposed to foreseeable risks.

Incident – refers to any event that compromises the safety or wellbeing of a child during travel, including but not limited to injury, illness, or a child being unaccounted for.

Regular Outing – refers to an excursion that occurs routinely as part of the educational program, where the circumstances remain consistent across each occurrence. Authorisation from parents/guardians is required once every 12 months unless there is a change in the outing's circumstances. This definition aligns with Regulation 102(4).

Risk Assessment – refers to a documented process used to identify potential hazards associated with children's travel and determine strategies to mitigate those risks.

Supervision Protocols – refers to procedures and expectations that guide staff in maintaining adequate supervision during travel, including staff positioning, communication strategies, and response actions.

Transition – refers to the movement of a child between Meli Kindergarten Services and another education or early childhood service. This includes scheduled transfers and unscheduled movements (e.g. early pickups).

5. Policy

Meli Kindergarten Services is committed to ensuring the safe arrival of children during travel between Meli and other education or early childhood services. This commitment is grounded in the principles of adequate supervision, risk management, and child protection, as outlined in the Education and Care Services National Law and Regulations, the National Quality Standard, and relevant road safety legislation.

To uphold this commitment, Meli will:

- Ensure children are actively supervised at all times during travel, with clear assignment of duty of care to educators or authorised adults.
- Conduct and document risk assessments for all travel arrangements, identifying potential hazards and strategies to minimise risks.
- Obtain and maintain written authorisations from parents/guardians for children to travel between services.
- Maintain accurate attendance records that document arrival and departure times, and the identity of the person delivering or collecting each child.
- Ensure that all children travelling in vehicles as part of Meli Kindergarten Services activities are seated in age-appropriate, properly fitted child restraints. Restraints must comply with Australian Standard AS/NZS 1754 and be used in accordance with manufacturer instructions.
- Communicate clearly with families and other services regarding travel arrangements, supervision responsibilities, and any changes to routine.
- Respond promptly and appropriately to any incidents or concerns that arise during travel, in accordance with the Incident, Injury, Trauma and Illness Policy.

This policy applies to all regular outings and transitions between services, and must be implemented consistently by all staff, volunteers, and contractors involved in the care and supervision of children.

6. Delegations and Responsibilities

The **CEO** is responsible for:

- Ensuring Meli Kindergartens maintains organisational compliance with the Education and Care Services National Law and Regulations, and relevant road safety legislation.
- Providing executive leadership to embed child safety and supervision practices within Meli's governance, risk, and quality frameworks.
- Approving the Safe Arrival of Children Policy and ensuring it aligns with Meli's strategic objectives and child safety commitments.
- Promoting a culture of safety, accountability, and continuous improvement in relation to children's travel and wellbeing.

The **Executive Director Services** is responsible for:

- Providing operational leadership to ensure safe arrival procedures are implemented consistently across all Meli Kindergarten Services.
- Overseeing the development, implementation, and review of travel-related risk assessments, supervision protocols, and staff training.
- Monitoring compliance with supervision and authorisation requirements through internal audits, incident reporting, and service-level reviews.
- Ensuring the Children's Services Program Director manages risks associated with children's travel, including missing child procedures and duty of care assignments.

Program Directors and Managers are responsible for:

- Implementing and monitoring safe arrival procedures in daily operations.
- Ensuring staff and volunteers understand and follow supervision and authorisation protocols.
- Maintaining records of attendance, authorisations, and risk assessments.
- Communicating with families and other services regarding travel arrangements and responsibilities.
- Ensuring risk assessments are completed, reviewed annually, and updated when circumstances change.

Early Childhood Teachers, Educators and All Other Staff are responsible for:

- Actively supervising children during travel and transitions between services.
- Following procedures for authorisation, attendance recording, and risk management.
- Promoting a safe and secure transition for children, engaging in meaningful interactions throughout.
- Communicating with other staff before and during the transition to keep children safe and implement any risk minimisation strategies.
- Responding promptly to incidents or concerns during travel, including missing child scenarios.
- Carrying portable first aid kits and required medications during travel.
- Promoting road safety education and modelling safe travel behaviours including e.g. child absence.
- Ensuring that educator to child ratio requirements are maintained at all times, including when children are being transitioned by the service.

Parents/Guardians are responsible for:

- Providing written authorisation for their child's travel between services.
- Ensuring enrolment records include accurate details of authorised nominees.
- Communicating any changes to travel arrangements or authorised persons.
- Supporting safe travel practices and discussing road safety with their child.

Contractors, Volunteers and Students are responsible for:

- Complying with this policy and following staff instructions during travel-related activities.
- Assisting with supervision as directed and reporting any concerns immediately.
- Completing basic induction or training related to supervision and child safety, as required.

7. Policy Application

To ensure the values and objectives of this policy are achieved, Meli Kindergarten Services will:

- Seek regular feedback from educators, staff, families, and other stakeholders on the effectiveness and clarity of the policy and procedures related to children's safe arrival.
- Monitor implementation and compliance, including supervision practices, authorisation processes, and incident responses during children's travel between services.
- Investigate any incidents or concerns related to children's safety during travel (e.g. a child cannot be accounted for) and take appropriate corrective action in accordance with relevant policies and regulations.

- Review and update the policy to reflect changes in legislation, sector guidance, and best practice in early childhood supervision and child safety.
- Undertake scheduled policy reviews every three years as part of the service's continuous improvement cycle, or earlier if required due to emerging risks or incidents.
- Notify all affected stakeholders of any significant changes to this policy or its procedures at least 14 days in advance, unless a shorter timeframe is necessary to manage risk.

8. Legislation, Acts, Standards

This policy is underpinned by the following legislation, regulations, and standards:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard – Quality Area 2: Children's Health and Safety
- Australian Standard AS/NZS 1754
- Road Safety Act 1986 (Vic)
- Road Safety Road Rules 2009 (Vic)

These instruments establish the legal and regulatory framework for ensuring children's safety during travel between education and care services. They outline requirements for supervision, authorisation, risk assessment, and incident response, and guide services in implementing best practice procedures to protect children's health and wellbeing.

9. Related Documents

Sources

- [ACECQA – Risk Assessment and Management Tool](#)
- [Guide to the National Quality Standard – ACECQA](#)
- [Belonging, Being & Becoming – The Early Years Learning Framework for Australia](#)
- [Victorian Early Years Learning and Development Framework](#)

Related Policies

- Acceptance and Refusal of Authorisations Policy
- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Excursions and Service Events Policy
- Child Safe Environment and Wellbeing Policy
- Supervision of Children Policy
- Road Safety and Safe Road Transport Policy
- Incident, Injury, Trauma and Illness Policy

10. Document History

Version	Approved By	Approval Date	Effective Date	Sections Modified	Updated By
1.00	CEO	10/12/2025	10/12/2025	New policy	Cassandra Gallop