



# Safe Arrival and Departure of Children Risk Assessment

## For children travelling between the service and school or any other ECE service

This risk assessment supports the safety and wellbeing of children travelling between Tanderra OOSH and school or any other education or early childhood service, on each occasion when they attend in before and after school care. Under the Education and Care Services National Regulations (r 102AAC), a risk assessment must be conducted to identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and must specify how the identified risks will be managed and minimised.

This risk assessment will be updated at least annually and following any change to policies and procedures (for example following an incident involving the after school care journey to the service), as part of a process of assessing the risks and taking steps to improve safety for children.

An education or early childhood service is a school, an education and care service premises, a children's service or any other service which provides education or care to children.

Service Details	
<b>Service Name</b>	Tanderra Out Of School Hours Care
<b>Service Address</b>	14 Raymond Road, Springwood, NSW 2777
<b>Outline the age, developmental stage and individual needs of children</b>	<p>This risk assessment refers to children who are primary aged approximately 5 – 12 years old, have been assessed by parents/carer/teachers/educators as being able to manage the task of travelling to the OOSH service on the school bus and walking with the group to and from the service.</p> <p>Where children are assessed as having additional needs which may require additional support, a separate risk assessment will be undertaken to determine if/how to meet their needs in the service.</p>

Travel Details	
<b>Reason for travel</b>	Children travelling between schools and other ECE services or venues (where applicable) and Tanderra OOSH in before and after school care
<b>Point of commencement of responsibility of Tanderra OOSH for children</b>	At first point of contact
<b>Point of cessation of responsibility of Tanderra OOSH for children</b>	At last point of contact
<b>How many educators will be required to provide supervision given the risks posed by the travel (journey between bus stops and Tanderra)</b>	1 - 2
<b>How many other responsible adults will be required to assist in the journey</b>	None
Before school care journey	
<b>Route (1) in before school care</b> See map attached	Depart from Tanderra OOSH, 14 Raymond Road, Springwood. Cross Raymond Road opposite the Centre. Walk down David Road/Springwood Avenue to the bottom of the hill, opposite the start of Petite Lane. Cross Springwood Avenue and walk up Petite Lane. Then choose either:

	<p>a. Turn left towards the Fraser Memorial Church. Walk up through the churchyard to Macquarie Road. Cross the pedestrian crossing on Macquarie Road and walk 10 metres to the right to get to Telstra Park.</p> <p>Or</p> <p>b. Cross at the car park and walk up the walkway leading through the shopping mall to get to Macquarie Road. Cross the pedestrian crossing on Macquarie Road and walk 10 metres to the right to get to Telstra Park.</p>
<p><b>Route (2) in adverse weather or other conditions in before school care</b> See map attached</p>	<p>Depart from Tanderra OOSH, 14 Raymond Road, Springwood. Cross Raymond Road opposite the Centre. Walk down David Road/Springwood Avenue to the bottom of the hill, opposite the RMS building. Cross Springwood Avenue and turn right to Raymond Road. Walk up Raymond Road under the shop awnings. Cross at the driveway to Raymond Mall. Cross at Raymond Lane and continue to Macquarie road. Turn left at Macquarie Road and continue to pedestrian crossing. Cross the pedestrian crossing on Macquarie Road and Telstra Park in on the right.</p>
<p><b>Outline the process for exiting the centre and travelling to the bus stop or destination</b></p>	<p>The educators will instruct the children to line up at the front gate or in the front room if raining.</p> <p>One educator will complete a face-to-name check against the attendance list before setting out from the premises.</p> <p>The lead educator will lead the children out of the front gate and remain at the front of the group at all times. If 2 educators are present, the 2<sup>nd</sup> educator will remain at the rear.</p> <p>The lead educator will stop at all roads, driveways and pedestrian crossings to ensure the group is together before proceeding. At each stop the lead educator will do a head count.</p>

<p><b>Outline the process for exiting the delivery location and embarking onto the bus</b></p>	<p>When the bus arrives, one educator will instruct the children to line up at a distance of approx. 2 metres from the edge of the road and will remain at the head of the line.</p> <p>When the bus stops, the educator will guide the children onto the bus while performing a headcount.</p> <p>When all children are on the bus, as educator will sign the children out of the service.</p>
<p>After school care journey</p>	
<p><b>Route (1) in after school care</b> See map attached</p>	<p>Children alight from the bus stop at the Westpac Bank in Macquarie Road, Springwood. Walk towards the Town Square and turn left down the side of the Town Square, towards the lower carpark. Walk through the carpark via the footpath at the left side through to Springwood Avenue. Turn left and walk along Springwood Avenue to Petite Lane. At Petite Lane, cross to the opposite side of the road. Walk east up Springwood Avenue towards Raymond Road. Turn right into Raymond Road and cross the road to Tanderra.</p>
<p><b>Route (2) in adverse weather or other conditions in after school care</b> See map attached</p>	<p>Children alight from the bus stop at the Westpac Bank in Macquarie Road, Springwood. Walk east down Macquarie Road and turn right at Raymond Road. Walk down Raymond Road and turn right at Springwood Avenue. Cross to the other side of Springwood Avenue outside the RMS building. Walk east up Springwood Avenue towards Tanderra. Turn into Raymond Road and cross the road to Tanderra.</p>
<p><b>Outline the process for exiting the pick up location and travelling to the centre</b></p>	<p>An educator will count the children as they alight from the bus, standing near to the open bus doors. This educator will not move away from the doors until the last child has dismounted. The children will be instructed to line up as far from the roadside as possible as they dismount. If another educator is present, he/she will supervise the children and instruct them to line up against the far wall. Once all children have dismounted from the bus, the educator at the front of the line will undertake a face-to-name check against the attendance list and sign the children into the service.</p> <p>One educator will lead the group to Tanderra, ensuring the children remain behind him/her at all times. If there are 2 educators, the other educator will remain at the back of the line and ensure that children remain in front of him/her</p>

	at all times. The educator at the front will stop at each driveway, road or pedestrian crossing to ensure the group is together before crossing and will perform a quick headcount before moving on.
<b>Outline the process for entering the Centre</b>	The educator at the front will count the children in through the gate, ensuring all children enter as per the headcount. If 2 educators are present, the other educator will be the last person to enter the premises. If any discrepancy exists between the number of children marked on the roll and the headcount through the gate, an educator will undertake a face-to-name roll call inside the centre. The last educator to enter the premises will close the gate.

Roles and Responsibilities	
<b>Outline the roles and responsibilities of the service the care of which the child is entering or leaving</b>	<ul style="list-style-type: none"> <li>• To account for all children who present themselves at the first point of contact</li> <li>• To ensure children depart safely from the last point of contact</li> <li>• To ensure children are signed in and out of the service on each occasion they depart in before school care and arrive in after school care</li> <li>• To ensure any unexplained absences or missing children are accounted for by following up with families/school/bus company/police</li> <li>• To ensure children are safely conveyed to and from the bus stops in before and after school care</li> <li>• To ensure all supervision and ratio requirements are met when conveying children to and from the bus stops in before and after school care</li> </ul>
<b>Outline the roles and responsibilities of the Nominated Supervisor where a child leaves the service premises to travel to school or ECE service</b>	<ul style="list-style-type: none"> <li>• Ensure there are sufficient educators to manage the number of children undertaking the journey</li> <li>• Ensure educators are sufficiently aware of their responsibilities to keep children safe (including having read and signed the Safe Transport Acknowledgement)</li> <li>• Ensure there is always at least 1 educator on duty who holds a current first aid certificate, is trained in asthma and anaphylaxis management</li> <li>• Ensure all children undertaking the journey have a current regular transport permission form in place</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure bus journeys, times and bus numbers are available to educators</li> <li>• Ensure the daily routine is available to educators and families</li> <li>• Ensure small first aid kits are fully stocked and available for the journey</li> <li>• Review this risk assessment at least annually</li> </ul>
<p><b>Outline the roles and responsibilities of the Responsible Person on each shift where a child leaves the service premises to travel to school or ECE service</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the list of children to be delivered/collected is accurate and up to date</li> <li>• Ensure that educators are allocated to deliver/collect children with reference to required first aid certificates, asthma and anaphylaxis management training, ratios</li> <li>• Record the names, departure times and dates of all children who left the service in before school care to travel to school or another ECE service</li> <li>• Record the names, arrival times and dates of all children who arrived at the service in after school care when traveling from school or another ECE service</li> <li>• Ensure all children are accounted for on departure and arrival logs and follow up for any missing child by contacting the family/school/bus company/police</li> </ul>
<p><b>Outline the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel</b></p>	<ul style="list-style-type: none"> <li>• Educators see the children safely onto the buses departing to the schools in before school care</li> <li>• Educators see the children safely off the buses arriving from the schools in after school care</li> <li>• The service's first and last point of contact are clearly outlined</li> <li>• If a child doesn't arrive in the afternoon when expected, the RP will contact the child's family, school, bus company and then police to determine their whereabouts (in that order)</li> <li>• Once a parent/carer or emergency contact has been informed a child is missing when expected, the matter will be deferred to the family to complete any follow up including collecting a child from the school or another location</li> <li>• If the bus company advises that a child got onto the wrong bus or overrode their journey, the bus company will organise for the child to be returned to a designated meeting point as soon as practicable so that an educator can meet and convey them to the service. The family will be</li> </ul>

	<p>advised as soon as the child is located and when they arrive safely at the service</p>
<p><b>Outline the roles and responsibilities of the service the care of which the child is entering or leaving (usually the school)</b></p>	<ul style="list-style-type: none"> <li>• Supervision of children until they get off or on the buses</li> <li>• Advise the family if a child is unaccounted for at the bus stops or at school when expected</li> <li>• Supervise the safe embarking and disembarking onto and off the buses</li> </ul>
<p><b>Outline the roles and responsibilities of the child's parent/carer/family</b></p>	<ul style="list-style-type: none"> <li>• Advise the service when their child will be absent from before or after school care via the parent portal, email or phone</li> <li>• Advise the service when they wish to make changes to a child's booking pattern</li> <li>• Sign a Regular Transport Permission form each year for each enrolled child</li> <li>• Advise the school when their child will be absent</li> <li>• Advise the service in writing if another person will be collecting their child who is not authorised on the enrolment record including the person's name, address, mobile phone number, photo ID number and the date this person is authorised to collect their child</li> <li>• Advise the service of any extracurricular activities which may affect the usual collection and delivery routines for their child in before and after school care</li> <li>• Ensure a child's medication is provided to the service each occasion the child attends</li> </ul>
<p><b>Outline the roles and responsibilities of an authorised nominee named in the child's enrolment record</b></p>	<ul style="list-style-type: none"> <li>• Be prepared to show photo ID on arrival at the service so that service staff can verify their authorisation status</li> <li>• Present themselves to an educator at the service when arriving to collect a child for the first time</li> <li>• Complete the sign in/out record as required when collecting a child from the service</li> <li>• (in the case of emergency contacts) Be prepared to collect a child from the service if/when required if the child's family is unable to or cannot be contacted</li> </ul>

<p><b>Outline the roles and responsibilities of a person authorised by the child's parent or an authorised nominee named in the child's enrolment record</b></p>	<ul style="list-style-type: none"> <li>• Show photo ID on arrival at the service so that service staff can verify that they have been authorised to collect the child/children in question</li> <li>• Present themselves to an educator at the service when arriving to collect a child</li> <li>• Complete the sign in/out record as required once authorisation has been verified</li> </ul>
<p><b>How will each child be accounted for before, during and after each travel period</b></p>	<ul style="list-style-type: none"> <li>• Prior to departure to the bus stops in before school care, the RP will ensure the list of children in attendance is up to date</li> <li>• The RP will check each child is present before departure to the bus stops</li> <li>• The educators will undertake a headcount at the start of each journey, at the first/last point of contact, at every stop and on arrival at the destination (bus stop or service)</li> <li>• The RP will ensure each child is signed in and/or out of the service at the first and last point of contact</li> <li>• In after school care, an educator will do a headcount and call the roll while signing children into the service</li> <li>• Any missing child will be reported to the RP as soon as possible for follow up with family/school/bus company/police</li> <li>• A headcount will be undertaken at every stop and at the final destination</li> </ul>
<p><b>Outline any proximity of children to harm and hazards</b></p>	<p>Children are close to roads with cars at all times throughout the journey</p>
<p><b>Outline the procedures to be followed by the service when a child leaves the premises in accordance with the written authorisation of their parent or an authorised nominee named in their enrolment record</b></p>	<ul style="list-style-type: none"> <li>• Educators will ensure that person collecting the child is authorised as per the child's enrolment record and will verify their identity using photo ID</li> <li>• Educators will ensure the authorised nominee signs the child out of the service</li> <li>• Educators will ensure the person collecting the child is not intoxicated or otherwise unfit to take responsibility for the child</li> <li>• For children departing the service alone, educators will ensure the parent/authorised nominee has completed a <i>Permission for a child to arrive or leave the service unattended</i> form</li> <li>• For children departing the service alone, educators will ensure the child leaves in accordance with the information included on the form (times, dates, frequency etc)</li> </ul>




The table below identifies and assesses risks to the safety, health or wellbeing of children, and specifies how these risks will be managed and minimised [regulation 102AAC].

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Collecting children from the bus stop	Missing child	Very High	<ul style="list-style-type: none"> <li>• Sign children into the service</li> <li>• Report any missing child to RP as soon as possible (without compromising safety of children in care on journey)</li> <li>• RP will follow up on child's whereabouts with family/school/bus company/police</li> </ul>	All educators  RP (Responsible Person)	At first point of contact  As soon as you're aware that child is missing
Entering/exiting the bus	Injury while exiting or entering bus (including at entrance of doors)	Very High	<ul style="list-style-type: none"> <li>• Instruct children to enter and exit bus in single file</li> <li>• Educator stands near door of bus as children enter and exit</li> <li>• Educator guides and supports children to enter/exit bus</li> </ul>	All educators	When children get onto/off buses
Delivering children to/collecting children from the bus stop	Child Absconding (running off)	Very High	<ul style="list-style-type: none"> <li>• Ensure children remain behind educator in front and in front of educator at rear (if there is one)</li> <li>• Headcount frequently on journey (at start, before crossing a road or pedestrian crossing, at destination)</li> <li>• Instruct children to listen and stay calm</li> <li>• Enact risk assessment for Absconding Child if needed</li> </ul>	All educators	As needed throughout journey

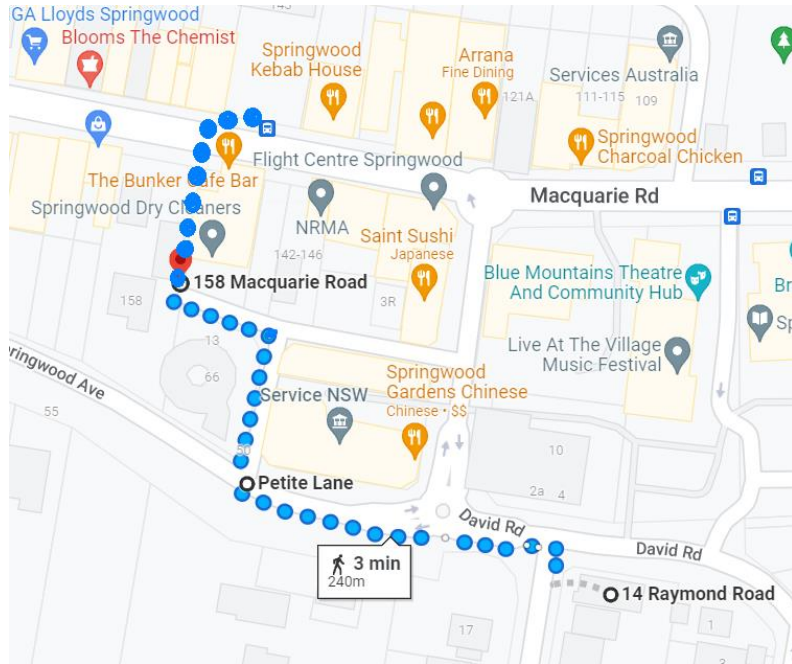


Delivering children to/collecting children from the bus stop	Unknown collector arrives to collect child	Very High	<ul style="list-style-type: none"> <li>Educators will refuse unknown collectors until their authorised status can be verified</li> </ul>	All educators	As needed
Walking to and from the bus stop	Encountering an aggressive dog/person or other danger	Very High	<ul style="list-style-type: none"> <li>Instruct the children not to approach dogs while walking</li> <li>While waiting at the bus stop, children may only approach an unknown dog with the permission of an educator and that action must be directly supervised</li> <li>Educators will look out for hazards and reroute the group or act to prevent undue risks</li> </ul>	All educators	On the journey
Walking to and from the bus stop	Injuries to educators	High	<ul style="list-style-type: none"> <li>Educators will not carry children's belongings unless the child is sick/injured or otherwise unable to carry it themselves</li> </ul>	All educators	On the journey

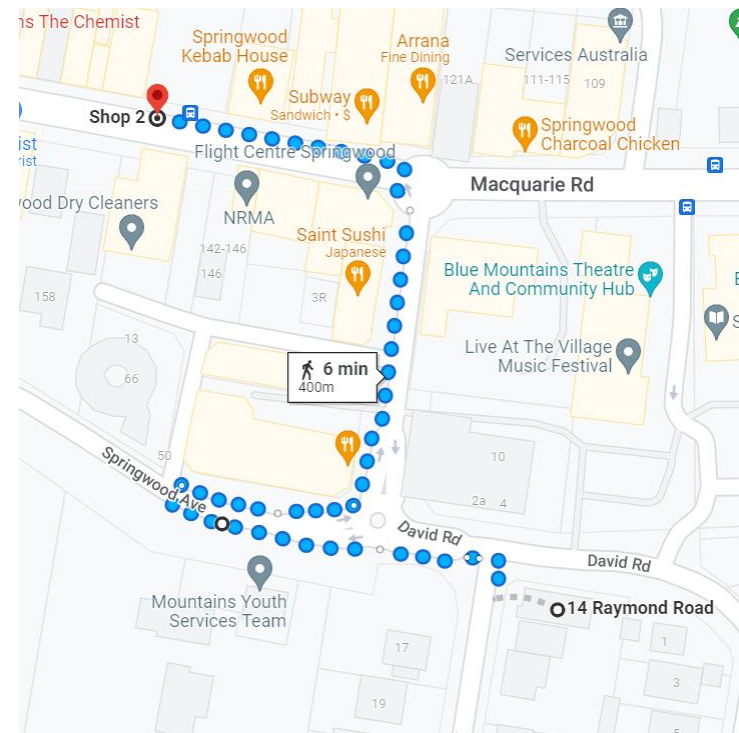
Plan and Review		
<b>Prepared by (name and role):</b> Suzanne Allnutt, Nominated Supervisor	<b>Signature:</b> 	<b>Date:</b> 28.09.2023
<b>Last review date:</b> 17.06.2024		
<b>Reviewed in consultation with:</b> Simone Knox, Molly Boys, Pheobe Knox, Callum Nichols, Sharon Fairbairn, Lilli Wheeler, Lily Reynolds, Dallas Bigelow		
<b>Communicated to all team:</b> Yes, via team social media group	<b>Comment if needed:</b> N/A	
<b>Next Review Date:</b> 17.06.2025		

## IN BEFORE SCHOOL CARE

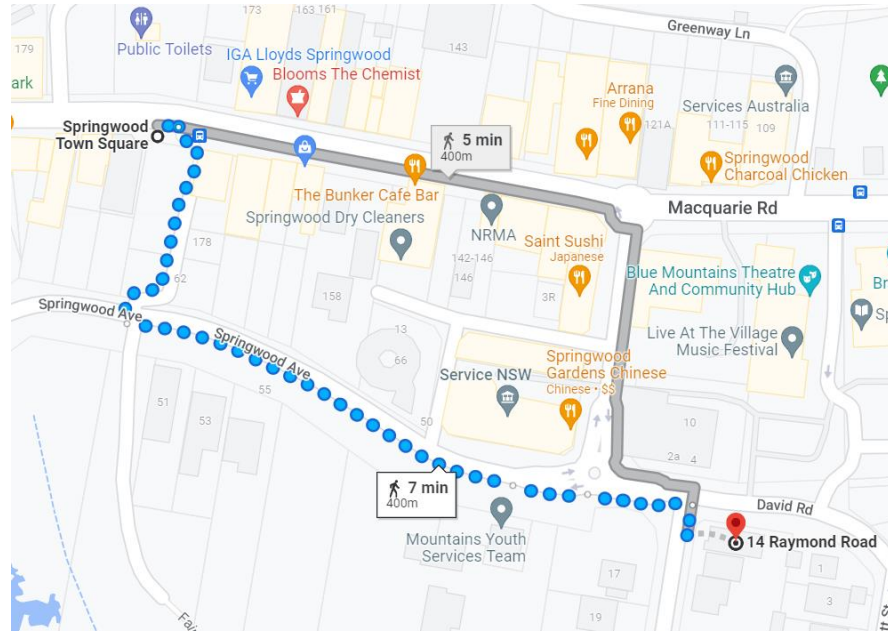
ROUTE 1 (Usual route)



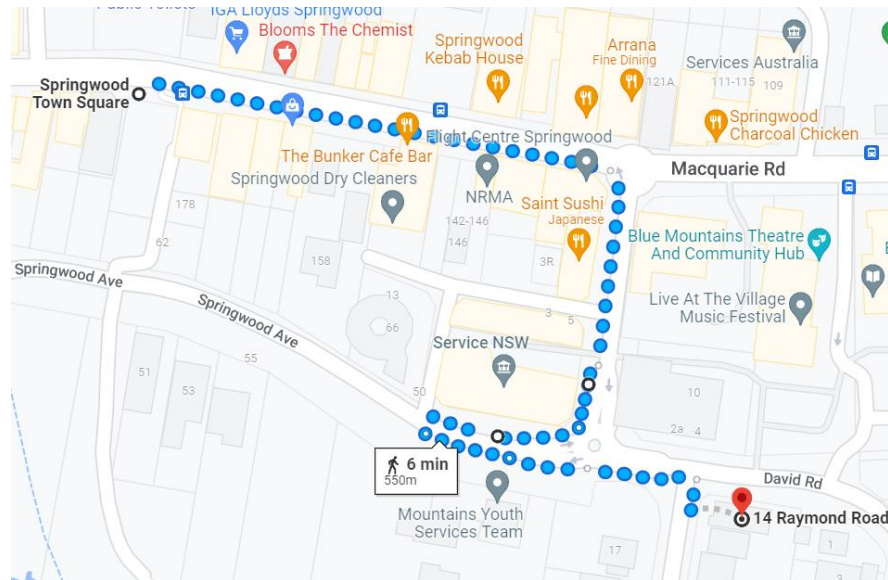
ROUTE 2 (Alternate route, for adverse conditions)



# IN AFTER SCHOOL CARE



Route 1 (usual route)



Route 2 (alternative route, to be taken in poor weather or other adverse Conditions)