

ARIAH PARK PRESCHOOL

Arrivals, Departures, Road & Bus Safety Policy

Aims:

To ensure that all children and family members can arrive at and depart from the centre in a safe and secure manner

To educate all children in relation to basic road safety (RTA) rules thus empowering them as road safety users. This will occur as part of the centre's educational program

To increase parents' awareness of road safety issues likely to affect their children

To ensure the safety of preschool children from outlying farms and within the town, who arrive and leave the centre in a school, or other local bus

Legislative Requirements

Education and Care Australian National Regulations 2011

Occupational Health and Safety Act 2000 and Regulations 2001

Who is affected by this policy?

Child

Families

Staff

Relevant Early childhood professional standards

Early Childhood Code of Ethics: 1-1, I-5, II-1, II-3, II-9, VI-3

Early Years Learning Framework: Outcomes 1.1, 1.2, 5-1,
Principles – 1, 2, 4

Education & Care Services Australian National Regulations: 99, 158

National Quality Framework: Quality areas: 2.3.1 – 2.3.3, 6.1
7.3.4,

Sources/References

Harrison, L. (2007). Promoting Road Safety in Childcare Services. In Newsletter of National Childcare Accreditation Council, Issue 23, p16-18 (retrieved January 2012):
http://www.ncac.gov.au/pcf/Promoting_Road_Safety_Sept07.pdf

Kids & Traffic: Early Childhood Road Safety Educational Program: Macquarie University & RTA NSW (retrieved January 2012):
<http://www.kidsandtraffic.mq.edu.au>

Kidsafe NSW: Road & Vehicle Safety (retrieved January 2012):
<http://www.kidsafensw.org/roadsafety/index.htm> (Retrieved January 2012)

Procedures re:	1. Arrivals & departures	(p2)
	2. Bus usage	(p4)
	3. Road safety	(p4)

1. Procedures for children's arrival and departure from the centre

Upon arrival to the centre:

1.1 The Director will already have discussed road safety in relation to parents who drive to the centre and parents of either farm children or town children who will be required to use a local bus.

This discussion is part of the initial enrolment interview (see Aim 2 in this centre's 'Enrolment & Fees Policy')

1.2 It is essential upon arrival that all children are signed in by a parent or authorised person. This also assists staff in the event of evacuation of the centre. Signing in is the parent/guardian's responsibility and not the centre's. The centre is not responsible for a child until he/she has been signed in, or after the child has been signed out

1.3 A staff member will always be available to warmly greet and receive each child as they arrive. Each child will have their own locker for personal belongings and will be encouraged to place their things there. The child's name will be posted above their locker

1.4 The centre will be ready and look inviting for the children's arrival e.g. in line with the Director's current educational planning, equipment will have been set up and learning areas will be ready for use

1.5 Parents arriving with their child will also be welcomed by a staff member and will not be made to feel that they must leave quickly as this may be an important time to exchange information about their child's needs (health, food requirements etc)

1.6 The centre's front door will always remain locked while children are present, and entry will be via the Harper Park side door, which is secured with child proof gates.

Upon departure from the centre:

1.7 There will be an authorised pick-up list for each child which is readily accessible to staff. Staff will only release children to the appropriate persons. Therefore:

- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the pick-up list. If notice is not given and staff cannot contact the parent for confirmation, the child must not be released into the care of that person. If the person collecting the child is noted as an emergency contact person for the child but is unknown to staff, the staff member is entitled to request photo I.D.
- It is the parents' responsibility to inform the Director at the initial enrolment interview if there is a court order and/or custody issues pertaining to their child including who is authorised to bring/collect them from the centre. It is also the parents' responsibility to inform the staff of any change to the pick-up list authorisation

1.8 If the parent or person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. The Director will suggest that they contact the child's emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, staff are to inform the police of the circumstances, the person's name and vehicle registration number. Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child

1.9 It is essential on departure that all children are signed out by a parent or authorised person. This assists staff in being able to confirm who has left the centre

1.10 At the end of each day a staff member will thoroughly check the premises to ensure that no child remains on the premises after the centre closes

2. Procedures re bus usage

Any preschool children who need to use a local bus to arrive at and/or depart from the preschool will have signed parental or guardian consent which will be given at the initial enrolment interview. This consent will cover both the use of the bus.

For bus children, the role of the parent/guardian is as follows:

- Notifying the bus company to confirm that their child can travel on the bus
- Informing the centre of the days this will occur
- Being at the bus stop to collect the child at the end of the day/session
- Notifying the preschool and bus company if the child's bus routine is changed

If a child is to travel home on a bus, the bus driver must sign the child out.

3. Road Safety

Staff will employ both formal and informal teaching strategies to inform children about road safety generally and more specifically in relation to arriving at and leaving the centre. The Director will use a range of methods to provide road safety information to parent/s. To this end the staff will:

3.1 Use planned and spontaneous learning experiences to promote the key safety messages regarding the need for children when walking near roads to:

- Always holding someone's hand/pram/bag/clothing
- Always cross the road with an adult
- Always wear a seatbelt when in the car
- Always use the safety door
- Always ask adults where it is safe to play if near busy roads
- Always wear a helmet when riding a bicycle

3.2 Use relevant up-to-date road safety information and resources (kits, games, and posters) as per the sources cited in this policy. Staff will disseminate this information to parents as posters, brochures, information in newsletters etc as deemed necessary by the Director

3.3 Through play, help children become familiar with, and to practice passenger safety, pedestrian safety and safe play near roads

3.4 Teach safe road practice through example and discussion e.g. if walking with the children outside of the centre (eg when participating in evacuation practice) staff will discuss the meaning of traffic signs etc

3.5 The Director will ensure the teaching of road safety as an enjoyable experience by incorporating stories, pictures, songs etc where possible

The Director will ensure that this policy is maintained and implemented at all times.

Review

The rationale and procedures for reviewing this policy are twofold. They are as follows:

(1) This policy will be formally reviewed after three years. All formal reviews will be conducted by the Committee of Management, the Director, parents, and interested community members if the Director feels it is necessary. For example the Director might decide that a health and hygiene policy should be considered by a local doctor or nurse as part of the formal review process. All formal reviews will be recorded as per the 'Centre Review Sheet – Formal Three Yearly Review Form' attached to each policy. Given the large number of policies that early childhood centres are now required to develop, it is considered that a formal review does not need to be taken more frequently because (1) each policy needs time for staff to adapt to and time to run so as to enable a well informed evaluation/review during the third year and (2) the formal, three year review process will be a demanding one for the preschool Committee of Management which is composed of voluntary members. Therefore it is considered that a formal review should occur regularly but not excessively so.

(2) Within this three year period however the policy will still be monitored, evaluated and minor adjustments can be made in line with daily occurrences or needs at the centre. This will occur as part of an ongoing process of review undertaken by the centre Director and staff during each calendar year. These reviews will be recorded and dated as per the 'Director's Annual Review Form' and these will also be attached to each policy, along with the formal, three yearly reviews.

The Director's annual review will occur on an ongoing basis and will thus ensure this policy is continually updated. For example if updates are received from a government department that warrant immediate change of some policy procedures, or if implementing a policy has resulted in agreement by staff that minor modifications are necessary before the policy is enacted upon

again, these improvements can be made immediately through the Director's annual review process and then be presented to the Committee of Management for ratification at the next formal, three yearly review.

Reviewed: 18th November 2014.

Signed: Leanne Nixon