

Safe Arrival of Children Risk Assessment

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Arriving at Service	Child does not arrive	Moderate	If child has not arrived within 10 minutes of OSHC service commencing, and parents have not notified us in advance that their child will be absent, call the child's school to ask if they attended school that day and/or follow up with a phone call to the parents.	Nominated Supervisor/educator in charge Child's School Parent Child	10 mins post service start time
Arriving at Service	Unsupervised Children	Low	Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the service	Nominated supervisor/educators Parents Children	Upon arrival at Service
Arriving at Service	Children left unattended in cars	High	Educators and staff will remind parents/guardians of the dangers of leaving other children unattended in vehicles and encourage them to bring those children with them when dropping off or collecting a child enrolled at the service	Nominated supervisor/educators Parents Children	In Parent Handbook Upon arrival at Service

Arrival at Service	Child not signed in	Low	All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.	Nominated supervisor/educators Parents	In Parent Handbook Upon arrival at Service
Arrival at Service	Educator unaware of child's arrival	Low	An educator will greet and receive each child to ensure the child is cared for at all times Educator will do a roll call to ensure all children have arrived safely	Educators Children	Upon arrival at Service

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Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan and Review			
Plan prepared by:	Full name: Signature: Role/Position:	Date: 30/09/2023	
Prepared in consultation with:	Full name: Signature: Role/Position:		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed: We do not provide transportation of children to our Service. Children arrive via private arrangements		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Reviewed Date: 30/03/2026 Date of next review: 30/03/2027		