



RISK ASSESSMENT

SAFE ARRIVAL OF CHILDREN

Walking between SHARE OOSH and Summer Hill Public School

Service	SHARE OOSH
Version	V2
Review date	31 July 2026
Review trigger	Safe arrival incident involving an attendance and booking discrepancy during afternoon school collection
Status	Draft for consultation and endorsement. Pre-existing procedures and interim controls apply immediately.
Prepared by	Lottie Gerber, Nominated Supervisor
Review cycle	Every 12 months and earlier where a review trigger occurs
Next scheduled review	August 2027, or earlier as required

Prepared for the purposes of regulation 102AAC of the Education and Care Services National Regulations.

1. Purpose and Scope

This risk assessment identifies and evaluates hazards that may affect the safety, health or wellbeing of children travelling between SHARE OOSH and Summer Hill Public School. It covers preparation, collection, handover, walking, entry and exit, attendance reconciliation and the response to attendance discrepancies or a missing or unaccounted child.

It has been prepared in conjunction with the Safe Arrival of Children Policy and must be read with the relevant operational procedures. It does not replace an excursion or transportation risk assessment where one is separately required.

Assessment details	
Activity	Before-school delivery from SHARE OOSH to Summer Hill Public School and after-school collection from Summer Hill Public School to SHARE OOSH.
Locations	SHARE OOSH, 135 Smith Street, Summer Hill NSW 2130; Summer Hill Public School, Moonbie Street, Summer Hill NSW 2130.
Designated school collection point	The agreed SHARE collection area at Summer Hill Public School – under the COLA, together with direct kindergarten classroom collection arrangements.
Means of travel	Walking.
Frequency	Each school day during school terms when children are booked for before-school or after-school care.
Estimated travel time	Approximately 10 to 15 minutes, allowing for the size and pace of the group.
Number and age of children	Varies by session, with up to 150 primary school-aged children from Kindergarten to Year 6, ranging from 4 to 12 years of age.
Staffing approach	The legislated educator-to-child ratio is maintained at all times. SHARE targets 1:12 and allocates additional educators where required by children's ages and needs, the collection environment, role separation, route hazards or other identified risks.
Staff involved	Educators vary by roster. The Responsible Person records the names allocated to each critical role on the daily role allocation and reconciliation record. Staff rostering system additionally records the staff working directly with children for each session.
Equipment and information	Current attendance information; service-issued communication devices; walkie-talkies; first aid kit; required medication and medical information; high-visibility vests for Kindergarten children; sun and wet-weather equipment as required.

2. Duty of Care and Handover Points

Travel stage	Responsibility and transfer point
Family delivery to SHARE	SHARE's duty of care begins when the child is delivered during operating hours, signed in and physically received by an educator.
SHARE to school - morning	SHARE retains responsibility throughout preparation and travel until the child is directly handed over into the agreed supervision arrangements of Summer Hill Public School no earlier than 9:00 am. If school supervision is not available, SHARE retains supervision and contacts the school office.
School to SHARE - afternoon	SHARE's responsibility begins when the child is directly collected by a SHARE educator or presents at the designated collection point and is physically sighted, signed in to the OWNA booking system and accepted into the SHARE group. A child who presents unexpectedly remains supervised while their attendance status is verified.
Arrival at SHARE	SHARE remains responsible during entry and final reconciliation. Two educators count children as they enter the service, after which children may disperse into the program. The counts are compared with the attendance record. If the counts do not reconcile, educators immediately complete a full headcount using OWNA and investigate the discrepancy.

Travel stage	Responsibility and transfer point
Non-standard arrangements	The duty-of-care transfer point must be documented through written authorisation and a direct, acknowledged handover. Responsibility is not transferred through assumption or an informal message.

3. Required Considerations under Regulation 102AAC

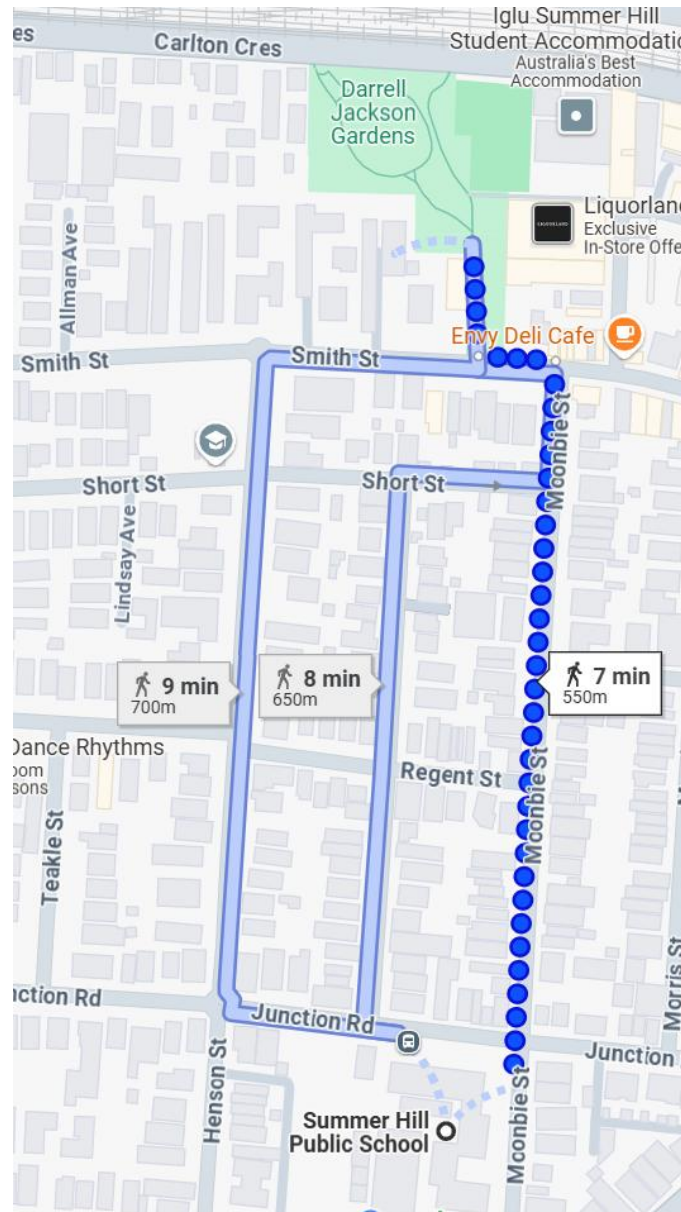
Required factor	SHARE assessment and arrangements
Age, developmental stage and individual needs	The group includes children from Kindergarten to Year 6. Staffing, positioning, pace, communication and support are adjusted for younger children and for individual disability, medical, developmental, behavioural or emotional regulation, mobility, communication, language or comprehension needs, vulnerability, or a known risk of leaving the supervised area. No assumption is made that the group has no additional needs.
Roles and responsibilities	Responsibilities are defined in the Safe Arrival of Children Policy and procedures. Critical daily roles include the Responsible Person, 2 x roll educators, roll helper, Kindergarten collection educators, independent headcount verifiers, and main medical bag carrier.
Education or early childhood service entering or leaving	SHARE and Summer Hill Public School maintain agreed collection and handover arrangements, designated communication contacts, processes for confirming attendance or early collection information, communication of significant changes affecting collection where practicable, and agreed responses where a child cannot be accounted for.
Communication arrangements	Booking changes, absences, early departures and other changes are communicated directly to SHARE. Discrepancies are communicated through closed-loop handover between the roll educators, roll helper and Responsible Person, with school and family contact as required.
Missing or unaccounted child response	The detailed procedure includes immediate reconciliation and checks, contact with SHARE administration, the school and family, maintenance of supervision for other children, appropriate searches and escalation. Where a child's whereabouts cannot be promptly established and their safety cannot be confirmed, 000 is called. The response also includes incident documentation and regulatory notification where required.
Number of educators or other responsible adults	Staffing is based on the assessed risk and not ratio alone. Considerations include group size and age, visibility, route and public environment, educator skill and experience, individual needs and the capacity to respond to an urgent incident without compromising the wider group.
Route, destination and hazards	The approved route is shown in this assessment. Main hazards include road crossings, driveways, public users, route obstruction, weather, separation from the group and competing emergencies.
Entering and exiting locations	Children use designated assembly and entry points. Two independent physical counts are reconciled with the attendance record before departure from school and on entry to SHARE.
Written authorisation	Normal arrangements are supported by enrolment and relevant authorisations. Non-standard or independent travel, departure or alternative handover arrangements require written authorisation that meets regulation 99 and SHARE's Acceptance and Refusal of Authorisations Policy.

4. Consultation and Access

This assessment is to be developed and reviewed in consultation with educators, families, children where appropriate, and Summer Hill Public School. Consultation must be recorded in the review and approval table at the end of this document. The current assessment and related procedures must be accessible to staff, including casual and relief educators, before they participate in safe arrival arrangements.

5. Approved Route

The routine route is between Summer Hill Public School and SHARE OOSH via Moonbie Street and Smith Street, using designated pedestrian crossings. The map below is indicative. The Responsible Person may only approve a variation following a dynamic risk assessment, communication with the service and appropriate headcounts. An unassessed alternative route must not be used unless required to avoid an immediate danger.



Indicative route: Summer Hill Public School - Moonbie Street - Smith Street - SHARE OOSH, Darrell Jackson Gardens.

6. Risk Rating Method

Risk is assessed by considering the potential consequence and the likelihood of that consequence occurring. Initial risk reflects the risk before the listed controls are applied. Residual risk reflects the risk expected when all controls are implemented and consistently followed.

Consequence / likelihood	Rare	Unlikely	Possible	Likely	Almost certain
Catastrophic	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Major	MODERATE	MODERATE	HIGH	HIGH	EXTREME
Moderate	LOW	MODERATE	MODERATE	HIGH	HIGH
Minor	LOW	LOW	MODERATE	MODERATE	HIGH
Insignificant	LOW	LOW	LOW	MODERATE	MODERATE

Consequence	Guide
Catastrophic	Death, permanent disability, abduction or multiple serious injuries.
Major	Serious injury or hospitalisation; a child missing or unaccounted for; serious and sustained psychological harm; major regulatory or legal consequences.
Moderate	Medical treatment, significant distress, temporary loss of direct supervision or a serious near miss.
Minor	First aid, short-term distress or a brief disruption without loss of safety.
Insignificant	No injury and negligible impact.

Likelihood	Guide
Almost certain	Expected to occur frequently or has occurred repeatedly.
Likely	Will probably occur in most comparable circumstances.
Possible	Might occur at some time or has occurred previously.
Unlikely	Could occur, but is not expected in normal circumstances.
Rare	Would occur only in exceptional circumstances.

Risk level	Required response
LOW	Manage through routine controls and monitoring.
MODERATE	Maintain documented controls, monitor effectiveness and reduce further where reasonably practicable.
HIGH	Additional management action or controls are required before proceeding, or immediate corrective action is required.
EXTREME	The activity must not proceed until the risk has been reduced and approved by the Approved Provider or Nominated Supervisor.

7. Risk Register

Controls marked in this assessment apply to all relevant sessions. Where a control cannot be implemented, the Responsible Person must stop or delay the activity, implement an approved alternative, and notify the Nominated Supervisor.

A. Attendance, Booking and Handover

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
A1	A child expected on the roll does not present at the designated collection point. Potential harm: the child may be missing, have left school without authorisation, or remain in an unsupervised location.	The child is flagged as soon as the normal attendance sweep is complete, or earlier if concern arises. The roll helper coordinates immediate reconciliation and checks, including SHARE administration, school attendance and early collection information, agreed school locations, neighbouring care arrangements and family communications. The family and authorised emergency contacts are contacted as required while supervision of the wider group is maintained. Where the child's whereabouts cannot be promptly established and their safety cannot be confirmed, the Child Does Not Arrive / missing or unaccounted child procedure is activated and 000 is called in accordance with the procedure.	Roll helper. Immediate response.	Major Possible HIGH	Major Unlikely MODERATE
A2	A booking, absence, early collection, late change or extracurricular arrangement is not reflected in the roll or communicated to the collection team. Potential harm: the child may be incorrectly expected, overlooked or sent to the wrong destination.	Attendance information is refreshed and checked close to the school bell. Families are instructed to notify SHARE directly and not rely on the school or child to pass on changes. Staff regularly refresh the attendance list in OWNA for any updates.	Administration staff, Responsible Person and roll team. Before and during each collection.	Major Possible HIGH	Major Unlikely MODERATE
A3	A child presents to SHARE but is not visible on the roll, is believed not to be booked, or is incorrectly directed away. Potential harm: the child may be left unsupervised, become missing or be exposed to traffic or members of the public.	Every child who presents is immediately acknowledged and remains within the supervised SHARE group. The roll educator must not direct the child away or make a final booking decision. The matter is handed directly to the roll helper, who checks the full roll, alternate spellings, year group, recent booking changes, absence messages and office communications, and contacts the Responsible Person, SHARE office, school or family as required. The outcome is recorded and communicated back to the roll educator.	Roll educator, roll helper and Responsible Person. Every afternoon collection.	Major Possible HIGH	Major Rare MODERATE
A4	An attendance discrepancy is noticed but not directly handed over, recorded or escalated. Potential harm: the issue may be assumed to have been resolved, and the child may remain unaccounted for.	A named roll helper is allocated each day. The roll educator gives a direct verbal handover using the child's full name, year group and issue. The receiving person acknowledges the handover and records the open item. The Responsible Person reviews all open discrepancies and gives an explicit all-accounted-for confirmation before departure.	Roll educator, roll helper and Responsible Person. At the time of discrepancy and before departure.	Major Possible HIGH	Major Rare MODERATE
A5	After presenting to SHARE, a child leaves the collection group, returns to a classroom, goes to the toilet or moves elsewhere without effective supervision. Potential harm: the child may become missing or be injured.	Once physically received, children remain within the defined supervised area. Movement away from the group requires educator permission and an acknowledged handover. Toilet, office or classroom movements are accompanied in accordance with the procedure, with the child's bag left in the defined supervised area and the return communicated to the roll team where required. Boundaries and expectations are reinforced with children.	All educators. From first sighting until departure.	Major Possible HIGH	Major Unlikely MODERATE
A6	The physical headcount does not match the attendance record, or the group departs before reconciliation is complete. Potential harm: a child may be left behind or an unknown child may be included without verification.	Two educators complete independent headcounts after the roll is finalised and compare the result with the number recorded present. The group does not leave until the count matches or the Responsible Person formally activates the missing-child response and allocates educators to remain. A clear verbal departure sign-off is required. The process is repeated on entry to SHARE.	Two headcount verifiers and Responsible Person. Before school departure and on entry to SHARE.	Major Possible HIGH	Major Rare MODERATE



Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
A7	Children with similar names or details are confused, or one child is marked present for another. Potential harm: the wrong child may be accounted for and another child may remain missing.	Educators use the child's full name and year or class information, and speak directly with the child where appropriate. Duplicate or similar names are flagged on the roll. Corrections are made only after verification and are communicated to the roll helper. A physical sighting must support each present mark.	Roll educator and roll helper. During every roll call.	Major Possible MODERATE	Major Rare MODERATE
A8	A child is listed on both SHARE's attendance roll and the roll of another OSHC provider operating at the school. Potential harm: each service may assume the child is with the other provider, the child may join the wrong group, or there may be a delay in confirming the child's location and intended care arrangement.	Known duplicate bookings are flagged and clarified before collection where possible. Neither service will assume responsibility has transferred based solely on the child's name appearing on another roll. The service that physically receives the child will keep them supervised while the roll helper directly confirms the child's location and intended arrangement with the other provider and the family. Any transfer between providers must be direct and acknowledged. The outcome and any attendance correction are recorded and communicated to the Responsible Person. If the child's location cannot be promptly confirmed, the missing or unaccounted child procedure is activated.	Roll helper and Responsible Person, in communication with the other OSHC provider and family. Before collection where identified, or immediately when the duplicate booking is discovered.	Major Possible HIGH	Major Rare MODERATE
A9	A child booked to attend SHARE is absent from school for the day or is collected early, but the family does not notify SHARE and cannot be contacted at collection time. Potential harm: delayed confirmation of the child's whereabouts, unnecessary activation of missing-child procedures, diversion of educators from supervising other children, delayed departure from school and uncertainty about whether the child is safe.	Families are required to notify SHARE directly when their child will be absent, collected early or will not attend as booked. SHARE checks OWNA absences and relevant communications before and during the afternoon roll. If a booked child does not arrive, the roll helper promptly confirms the child's school attendance status with the school office. The school confirmation and time received are documented. SHARE continues attempting to contact the parent and, where necessary, authorised emergency contacts. Where the school confirms that the child was absent all day or formally signed out early, and there is no conflicting information or safety concern, the Responsible Person may classify the matter as an unnotified absence or early collection. Where the school cannot confirm the child's status, information conflicts or a safety concern exists, the missing or unaccounted child procedure is activated. Failures to notify SHARE are followed up with the family in writing and managed in accordance with the service's enrolment, attendance and non-notification arrangements.	Roll helper and Responsible Person, immediately when the child does not arrive as expected. Administrative staff and the Nominated Supervisor follow up repeated non-notification.	Major Possible HIGH	Major Likely HIGH
A10	A child who has already been signed into SHARE is collected by a parent or authorised person at the school collection area or during the walk to SHARE, but the departure is not immediately recorded or communicated to the roll team. Potential harm: the child may remain recorded as present, creating an inaccurate headcount, attendance discrepancy or false indication that the child is missing.	Once a child has been signed into SHARE, any collection by a parent or authorised person must be directly acknowledged by an educator and recorded as a departure at the actual time of collection. The educator must immediately communicate the child's departure to the roll educator or Responsible Person so the attendance record and expected headcount are updated. Where collection occurs during the walk, the group is stopped or safely managed while the authorised collection and attendance update are completed. The child must not leave the SHARE group until the authorised person has been verified in accordance with the Delivery and Collection of Children and Acceptance and Refusal of Authorisations procedures. Any discrepancy between the physical group count and attendance record is resolved before travel continues.	All educators, roll educator and Responsible Person. Immediately when a child is collected after being signed into SHARE.	Major Possible HIGH	Major Rare MODERATE

B. Staffing, Roles and Systems

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
B1	Critical roles are unclear, unfilled or changed without a proper handover. Potential harm: key checks may be missed or assumed to be another educator's responsibility.	The Responsible Person completes a daily role allocation before staff leave SHARE or commence collection. Roles include roll educator, roll helper, Kindergarten collection team, headcount verifiers, and medical bag carrier. Staff verbally accept their role. Any change requires an acknowledged handover and update to the record.	Responsible Person. Before each afternoon travel period and whenever roles change.	Major Possible HIGH	Major Rare MODERATE
B2	An educator is unfamiliar with current arrangements, has not demonstrated competence, or returns after an extended absence and is allocated a critical role. Potential harm: errors may occur in attendance, escalation, supervision or handover.	All staff, including casual and relief educators, receive induction and regular refresher training. Educators returning after an extended absence are briefed on changes and shadow or receive direct support before undertaking a critical role. The Responsible Person considers experience, recent practice and demonstrated understanding when allocating roles. A staff member is not allocated sole responsibility for a critical role until competent.	Nominated Supervisor and Responsible Person. Before allocation and during induction/refresher training.	Major Possible HIGH	Major Rare MODERATE
B3	Staff numbers, placement or capability are inadequate for the group, or a medical or behavioural incident draws staff away from essential roles. Potential harm: active supervision and reconciliation may be compromised.	Staffing is based on assessed risk, not ratio alone. SHARE targets 1:12 and allocates additional educators for Kindergarten, individual needs, high attendance, public conditions and role separation. Educators are spaced evenly throughout the group. The Responsible Person may delay departure, reallocate staff or seek assistance if essential roles cannot be filled. Emergency response roles preserve supervision of the wider group.	Nominated Supervisor and Responsible Person. Roster planning and dynamic review each session.	Major Possible HIGH	Major Unlikely MODERATE
B4	Electronic attendance, internet, power or communication devices fail, or device use distracts educators from supervision. Potential harm: attendance information may be unavailable, or children may not be actively supervised.	OWNA Offline Mode is enabled on service-issued devices used for collection and is periodically tested. If internet or OWNA access is disrupted, staff use Offline Mode to access attendance and headcount information and reconcile records once connectivity is restored. Service-issued communication equipment is checked before each travel period, with a backup communication methods available. If reliable attendance information cannot be accessed or verified, the Responsible Person must delay or modify the travel arrangement until children can be safely accounted for.	Responsible Person, roll team and administration staff. Before and during each session.	Major Possible HIGH	Major Unlikely MODERATE
B5	Communication between SHARE, the school, or families is delayed, unclear or based on outdated contact details. Potential harm: a child's location or change of arrangement may not be confirmed promptly.	Current family and emergency contacts are maintained through enrolment review. SHARE uses agreed school-office and service contact channels. Messages affecting collection are logged and acknowledged. Staff do not rely solely on a child or third party to communicate a change. The Responsible Person coordinates communication during a discrepancy and records the outcome.	Administration staff, families, school contacts and Responsible Person. Ongoing and at each change.	Major Possible HIGH	Major Unlikely MODERATE



C. Morning Delivery and Afternoon Collection

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
C1	A child remains inside SHARE or in the surrounding service area when the morning group departs. Potential harm: the child may be left without appropriate supervision.	A named rear educator checks all rooms, toilets, quiet areas, storage-accessible spaces and the immediate service grounds before departure. The roll and physical count are reconciled before exit. The sweep and all-clear are verbally confirmed to the Responsible Person. A formal headcount occurs at the school handover point using OWNA's headcount feature.	Rear educator, headcount verifiers and Responsible Person. Before every morning departure.	Major Unlikely MODERATE	Major Rare MODERATE
C2	Morning handover occurs before school supervision is available or is not directly acknowledged. Potential harm: children may be left without a clear duty-of-care holder.	SHARE retains duty of care until the agreed school supervision arrangements are active. Older children are delivered to the designated supervised area and Kindergarten children are accompanied in accordance with the procedure. If the expected school staff or supervision is unavailable, SHARE retains the group and contacts the school office. Departure is recorded only after transfer.	Morning Responsible Person and educators. At every school arrival.	Major Unlikely MODERATE	Major Rare MODERATE
C3	A Kindergarten child is not collected from the classroom, does not reach the COLA, or is assumed to be with another group. Potential harm: the child may remain at school or move through the grounds unaccounted for.	A designated Kindergarten team uses a current Kindergarten list, collects children from agreed classroom points and completes a direct handover to the main roll team. High-visibility vests are used. Each relevant classroom or teacher is checked as required, and no Kindergarten child is assumed accounted for without physical sighting and roll confirmation.	Kindergarten collection educators, roll helper and Responsible Person. Every afternoon collection.	Major Possible HIGH	Major Rare MODERATE
C4	A child attends an extracurricular activity or other non-standard arrangement without clear authorisation, timing or acknowledged handover. Potential harm: responsibility may be unclear and the child may be missing or collected by the wrong person.	Written authorisation identifies the activity, time, location, responsible person and return arrangement. Children are signed out and in at the actual transfer time. The receiving adult acknowledges the handover. If the provider or authorised person is unavailable, SHARE retains care and contacts the family. Independent travel or return is not permitted unless specifically authorised and planned in accordance with the relevant procedure and risk assessment.	Responsible Person, educators and families. Before and at each non-standard handover.	Major Possible HIGH	Major Unlikely MODERATE
C5	Summer Hill Public School unexpectedly changes the agreed collection point or another school arrangement affecting collection. Potential harm: SHARE educators and children may attend different locations, children may not be accounted for promptly, or supervision and handover arrangements may become unclear.	SHARE does not rely on an informal or unverified change to the agreed collection arrangements. The Responsible Person confirms the change with the school office or agreed school contact, determines a safe alternative arrangement, completes a dynamic risk check and communicates the change to all relevant educators. Children are accounted for before and after any movement between collection locations. Where the change cannot be safely implemented, collection or movement is delayed until safe supervision and handover arrangements are established.	Responsible Person and designated school contact. Immediately when a change is advised or identified.	Major Possible HIGH	Major Rare MODERATE

D. Walking Route and Public Environment

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
D1	Children are struck by a vehicle or exposed to traffic at road crossings. Potential harm: serious injury or death.	The approved route and designated pedestrian crossings are used. The group waits behind a defined boundary until the crossing is safe. Educators are positioned in groups of 12-15 children across the line. Children cross in an orderly group only when safe. An educator remains on the road whilst children are crossing until all children have crossed. Educators do not direct traffic. The group is stopped during any disruption until it is safe to resume walking.	All educators. At every road crossing.	Catastrophic Possible HIGH	Catastrophic Rare MODERATE
D2	Vehicles at driveways, bicycles, scooters, dogs or other public-space users enter the group's path. Potential harm: collision, fall, bite or separation from the group.	Educators continuously scan ahead and pause the group at driveways or emerging hazards. Children walk in pairs and educators maintain curbside and group-edge positions. Bikes and scooters are dismounted and walked at the rear beside an allocated educator. The group avoids uncontrolled animals and congested areas, and only follows a diversion approved by the Responsible Person.	All educators, led by front and rear positions. Throughout the walk.	Major Possible HIGH	Major Unlikely MODERATE
D3	A child runs ahead, falls behind, leaves the line or becomes separated from the group. Potential harm: the child may enter traffic, become missing or be injured.	Children are briefed on walking expectations and travel in pairs. Staff are spaced so all sections remain visible and accessible. Children with known risk factors are positioned near an allocated educator. The pace is set to the youngest or least mobile children. Educators immediately stop, communicate and regroup if separation occurs.	All educators. Entire travel period.	Major Possible HIGH	Major Unlikely MODERATE
D4	A stranger or member of the public approaches a child, interferes with the group or attempts unauthorised collection. Potential harm: abduction, assault, distress or loss of supervision.	Children remain within the supervised group and are not released during the walk except under an approved arrangement. Educators position themselves between the group and the person, move children to a safer location and contact Police if there is a threat. Staff do not engage in unsafe physical confrontation and provide identifying information to Police where possible.	All educators and Responsible Person. Immediate response.	Catastrophic Unlikely HIGH	Catastrophic Rare MODERATE
D5	Heat, heavy rain, storm activity, wet surfaces or low visibility affect the route. Potential harm: heat illness, slips, reduced visibility or unsafe road conditions.	Conditions are checked before travel. Children use appropriate sun, hydration, rain and visibility measures. The group slows, uses shelter or delays movement where necessary. Additional staffing or high-visibility equipment is used when risk increases. The Responsible Person may activate an approved alternative plan and communicates changes to staff and the service.	Responsible Person and all educators. Before and during travel.	Moderate Possible MODERATE	Moderate Rare LOW
D6	Roadworks, an obstruction, emergency scene or other unexpected condition requires a route change. Potential harm: children may be exposed to an unassessed environment or become disoriented.	The routine approved route is used wherever possible. The Responsible Person conducts a dynamic assessment before approving a diversion, communicates the change, and ensures counts before and after the change. An unassessed route is not used unless required to avoid immediate danger. Emergency services are contacted where necessary.	Responsible Person and front educator. When a route change is considered.	Major Unlikely MODERATE	Major Rare MODERATE

E. Health, Individual Needs and Behaviour

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
E1	A child or educator experiences a medical emergency or injury during collection or travel. Potential harm: delayed treatment, deterioration or reduced supervision of the wider group.	A first aid kit, required medication, medical information and service communication devices are carried. At least one appropriately trained educator is available. A designated educator responds while others maintain group supervision. Emergency services, the family and the Responsible Person are contacted as required, and the incident is recorded.	First aid/medication carrier, Responsible Person and educators. At all times.	Major Possible HIGH	Major Unlikely MODERATE
E2	A child's disability, medical, developmental, mobility, communication, language, behavioural or emotional regulation needs, vulnerability or known risk of leaving the supervised area are not known, planned for or supported, or required medication is unavailable.	Current enrolment information, medical plans, risk minimisation plans and relevant behaviour or support strategies are reviewed. Staff receive need-to-know briefings. Required medication travels with the child's group. Individual positioning, pacing, communication and additional staffing are planned. The service does not rely on a general statement that no children have additional needs.	Nominated Supervisor, Responsible Person and designated educators. Planning and before each session.	Major Possible HIGH	Major Unlikely MODERATE
E3	Behavioural escalation, conflict or a child's distress diverts educators from supervision and attendance tasks. Potential harm: the child or others may be injured or become unaccounted for.	Known triggers and support strategies are reviewed before collection. Staff position children who need support near suitable educators and use proactive separation or structure. One educator responds while other allocated educators continue roll, line and road supervision. The Responsible Person may delay movement or reallocate staff until the group is safe.	Responsible Person and all educators. Before and during travel.	Major Possible HIGH	Major Unlikely MODERATE

F. Arrival, Incident Response and Governance

Ref	Hazard and potential harm	Control measures	Responsibility and timing	Initial risk	Residual risk
F1	Children disperse into SHARE or the entry headcount does not match the school departure count and roll. Potential harm: a child may have been lost during travel or incorrectly recorded.	Two educators independently count children as they enter SHARE. Children may disperse into the program once counted. Both entry counts are compared with the school departure count and attendance record. If the counts do not reconcile, the Responsible Person is notified immediately and a full headcount using OWNA is commenced while the discrepancy is investigated. The missing or unaccounted child response is activated where required.	Headcount verifiers and Responsible Person. On every arrival at SHARE.	Major Possible HIGH	Major Rare MODERATE
F2	An incident, near miss or departure from procedure is not reported, reviewed or used to improve systems. Potential harm: ineffective controls remain and a similar or more serious incident recurs.	Staff immediately report incidents, near misses and procedural departures to the Responsible Person and Nominated Supervisor. Required incident, family and regulatory notifications are completed. The policy, procedures, risk assessment, staffing and training are reviewed as soon as practicable, corrective actions are assigned and completion is monitored. Superseded versions are removed and records retained.	Approved Provider, Nominated Supervisor and Responsible Person. Immediate and ongoing.	Major Possible HIGH	Major Rare MODERATE
F3	The risk assessment or procedures become outdated because the route, attendance numbers, staffing, school arrangements, children's needs or regulatory requirements change. Potential harm: staff follow controls that no longer manage the actual risk.	Formal review occurs at least annually and earlier after an incident, near miss, identified risk or material change. Consultation includes staff, the school, families and children where appropriate. Changes are approved, dated, communicated and included in induction and refresher training. The Nominated Supervisor monitors completion of review actions.	Approved Provider and Nominated Supervisor. Annual and trigger-based review.	Major Possible HIGH	Major Rare MODERATE

8. Monitoring and Review Record

Review item	Record	Date / action
Prepared by	Lottie Gerber, Nominated Supervisor	Date: 01 August 2026
Approved by	Name and position: Gavin Doyle, Business Manager	Date: 18 August 2026
Staff consultation	Names / forum / date: Emerson White / Team Meeting / 18 August 2026	Actions incorporated: Add parent collection during walk – See A10
Summer Hill Public School consultation	Representative / position / date:	Actions incorporated:
Family and child consultation, where appropriate	Method / date:	Actions incorporated:
Communicated to staff	Method and date: Team Meeting – 18 August 2026	Training record location: OWINA, Staff Meeting Minutes
Next review	August 2027, or earlier following an incident, near miss, identified risk or material change.	Review owner: Nominated Supervisor

9. Legislative and Service References

- Education and Care Services National Law (NSW): sections 2A, 3A, 165, 167 and 175.
- Education and Care Services National Regulations: regulations 86, 87, 99, 102AAB, 102AAC, 122, 123, 158, 160, 161, 168, 170, 171, 172 and 176.
- National Quality Standard: Elements 2.2.1, 2.2.2, 6.2 and 7.1.2.
- ACECQA, Safe arrival of children: Policy and procedure guidelines, March 2026.
- SHARE OOSH Safe Arrival of Children Policy and related procedures.
- SHARE OOSH Acceptance and Refusal of Authorisations Policy; Delivery and Collection of Children Policy; Enrolment and Orientation Policy; Incident, Injury, Trauma and Illness Policy; Providing a Child Safe Environment Policy; Supervision Policy.