

Mount Rogers Primary School – Melba Preschool

Delivery and Collection of Children Risk Assessment

Risk assessment				
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who? When?
An authorized nominee is named in the child's enrolment record.				
Child being delivered to Melba Preschool by parent, guardian and authorised nominee.	Child is dropped off and left unsupervised at the preschool before 9:00 am. Child escapes from the outdoor play space when other children are coming in. Child hurts themselves in the playground whilst left unsupervised. Child is unable to separate from the parent at 9:00 am drop off (delivery).	High	The preschool day begins at 9:00 am and parents are to stay with their child until 9:00 am. Parents are advised of the 9:00 am starting time at the parent information session the previous year to starting preschool. Parents are reminded of the 9:00am starting time at the parent/teacher interview held at the end of the year prior to starting preschool. Parents, guardians and authorised nominees are invited to support their preschool child to settle into the preschool day. Predictable morning routines are established for effective transitions. Preschool staff welcome children as they arrive and assist those requiring additional support. Educators ensure that all children in attendance will be signed into Sentral by 9:30 am. Children arriving at preschool after 9:30 am are to be sign in by their parents and will be marked as a partial absence for the day on Sentral.	Preschool Teachers Educators Parents

Children being delivered to Melba Preschool by OSHC (Out of School Hours Care)	Child is dropped off and left unsupervised at the preschool before 9:00 am. Child escapes from the outdoor play space when other children are coming in. Child is unable to separate from the OSHC staff at drop off (delivery). Child absconds from the OSHC staff on the walk between the two centres.	High	One staff member from OHSC walks the children to Melba Preschool each morning. They have a list of children attending the preschool, check them off and sign them in the 'Student Sign in and Sign out Register'. The preschool day begins at 9:00 am. The staff from OHSC remain on the Melba Preschool premises until 9:00 am. A long-term relationship has been established with OHSC, and they understand we start at 9:00 am. OHSC provide a brief handover of student needs on a daily basis. Predictable morning routines are established for effective transitions. Preschool staff welcome children as they arrive and assist those requiring additional support. The children walk directly between the two centres, accessing Melba Preschool from the internal gate. Educators ensure that all children in attendance will be signed into Sentral on by 9:30 am.	Preschool Teachers Educators Parents OSHC Staff	Melba Preschool will be aware in term 4 of the year previous year (or at enrolment if this is after this time) that the child will be brought to preschool by OSHC. On a daily basis during delivery of children to the preschool.
Children being collected from Melba Preschool by parents, guardians and authorised nominees.	Child has not been picked up by 3:10 pm. Child escapes from the outdoor play space when other children are leaving. An unauthorised person coming to collect the child. Wrong child is collected. Siblings from the school arrive and are waiting in the preschool site for parents to collect.	Extreme	The preschool day finishes at 3:00 pm and parents are asked to pick their child up by this time. Parents are advised of the 3:00 pm finishing time at the parent information session the previous year to starting preschool. Parents are reminded of the 3:00 pm finishing time at the parent/teacher interview held at the end of the year prior to starting preschool. During enrolment and throughout the year, parents advise Melba Preschool of the names of people who are authorized to collect their child from school. Children are ONLY released into the care of a parent, guardian or an authorised nominee once sighted by a Melba Preschool staff member.	Team Leader Preschool Teachers Educators Parents	Term 4 of the year prior to the child commencing preschool. Upon enrolment of the child if it is at the beginning of the school year or during the school year. On a daily basis during collection of children from the preschool.

			Predictable afternoon routines are established for effective transitions. If a child is collected during regular school hours, they will only be released into the care of a parent, guardian or authorised nominee. They will need to be signed out if before 2:30 and this will be marked as a partial absence through Sentral. A parent who is prohibited by a court order from having contact from the child is not considered an authorised parent for the purposes of this procedure. If authorisation to collect a child is made via phone, this conversation must be documented in writing and retained on the child's enrolment record. If there is a concern that the person calling is not the parent, the preschool staff will phone back to confirm. All preschool staff are responsible for ensuring the release of children from Melba Preschool to parents, guardians or authorized nominees. All children remain in the indoor space until a Melba Preschool educator sees their parent, guardian or authorized nominee. If an 'Unwelcome Visitor' who is not authorized to collect a child from preschool the school Principal will be contacted and/or educators will call 000 if this has previously been advised. If a child is not collected by 3:10 pm, the child will remain with the Melba Preschool educators and parents will be phoned. If this is for an extended period, the preschool teacher will contact the Team Leader for additional support.		
--	--	--	---	--	--

Children being collected from Melba Preschool by OSHC.	Child escapes from the outdoor play space when other children are going out. Child absconds from the OSHC staff on the walk between the two centers. Incorrect children being taken from Melba Preschool to OSHC.	Extreme	One staff member from OHSC walks the children from Melba Preschool each afternoon. At the end of the day the Melba Preschool staff sign the book again stating the names of children going back to OSHC. Following this the Baringa staff member signs the Student Sign in and out Register. The preschool day concludes at 3:00 pm. The staff from OHSC arrive at Melba Preschool for a 3:00 pm departure. A long-term relationship has been established with Baringa, and they understand our we conclude our day at 3:00 pm. The children walk directly between the two centers, leaving Melba Preschool from the internal gate. Predictable afternoon routines are established for effective transitions. Parents, guardians and authorized nominees picking a child up at OHSC before 3:00 pm will pick their child up straight from Melba Preschool.	Preschool Teachers Educators Parents Baringa Childcare Centre Staff	Term 4 of the year prior to the child commencing preschool. Upon enrolment of the child if it is at the beginning of the school year or during the school year. On a daily basis during collection of children from the preschool.
A child leaves the premises requiring medical, hospital or ambulance care or treatment	Child is anxious and unable to separate from a Melba Preschool staff member.	Low	If a child is injured and requires an ambulance parents will be contacted and asked to support. An educator from Melba Preschool will contact Mount Rogers Primary School to ask for an additional educator to come and support. If the parent is unable to get to school before the ambulance is ready to leave, a staff member from the Melba Preschool will travel in the ambulance with the child.	Preschool Teachers Educators Parents	When the need arises.

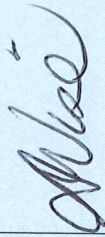
Plan and Review

Risks identified from this risk assessment have been addressed within policy and procedure (regulation 102AAC) as well as other matters required under regulation 102AAC, including:

- the age, developmental stage and individual needs of the child.
- the role and responsibilities of the following persons (if applicable)
 - in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service;
 - the child's parent;
 - an authorised nominee named in the child's enrolment record;
 - a person authorised by— A. the child's parent; or B. an authorised nominee named in the child's enrolment record.
- the role and responsibilities of the service the care of which the child is entering or leaving.
- 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.
- the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel.
- given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision.
- the proposed route and destination, including any proximity to harm and hazards.
- the process for entering and exiting—
 - the service premises; and
 - the pick-up location or destination (as required);
 - the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

This **Delivery and Collection of Children Risk Assessment** will be reviewed at the beginning of each school year using the knowledge of Getting to Know You interviews. It will also be reviewed before, and as soon as practicable after, becoming aware of any circumstances that may affect the safety, health and wellbeing of children entering and leaving the service.

Plan and review

Plan prepared by	Full name Signature Role/position	Jenelle Martin  Educational Leader Team Leader	Date: 25/03/2025
Prepared in consultation with	Full name Signature Role/position	Amanda Wise  Melba Preschool Teacher	
Communicated to all relevant staff	Yes ☒ No ☐		Comment (if needed): Staff were emailed the link to the risk assessment and asked to read it thoroughly and comment as necessary.
Communicated to Melba Preschool families	Yes ☒ No ☐		Comment (if needed): Families were notified of the update of this risk assessment through the school newsletter directing them to QR codes available at the preschool site.

Risk Control Ratings

Good – Documented policy and procedures

Adequate – Established and proven practice

Marginal – Untested practice or subject of unsubstantiated assessment

RISK ASSESSMENT MATRIX		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood						
Almost certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Medium	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	Extreme
Unlikely	2	Low	Medium	Medium	High	High
Remote	1	Low	Low	Medium	Medium	High

Risk Likelihood

Rating	Scale	Criteria
1	Rare	- Remote chance of risk event and even then in highly exceptional circumstances, 1 in 10,000
2	Unlikely	- Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise 1 in 1,000
3	Possible	- Foreseeable that risk event may occur, but is not expected to occur 1 in 500
4	Likely	- Risk event likely to occur at least once 1 in 100
5	Almost Certain	- Expect frequent occurrences 1 in 10

See the ACT Public Preschools Delivery and Collection of Children Procedure (00048/5).

This document relates to obligations under Regulation 99 of the [Education and Care Services National Law](#).

00048/5 is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate's website](#)

Risk Consequences

Rating	Description	Remarks
1	Insignificant	- No Injuries - Negligible community disruption - No disruption to excursion - No environmental or other damage. - Minimal financial risk or loss (1% of budget)
2	Minor	- Small number of injuries - Only first aid required - Limited disruption to excursion - Some environmental or other property damage - Some financial risk or loss (2.5% of budget)
3	Moderate	- Ambulance / Hospital Treatment required - Some community inconvenience - Some activities unable to proceed - Some environmental damage (minor long term effect) - Other property damage - Significant financial risk or loss (5% of budget)
4	Major	- Extensive injuries - Significant hospitalisation - Some community displacement - Extensive environmental damage (long term effect) - Other extensive property damage - Serious financial risk or loss (10 % of budget)
5	Catastrophic	- Fatalities - Injuries and extended hospitalisation periods - Widespread community displacement - Extensive and widespread property damage - Significant short or long term environmental damage - Extreme financial risk or loss (25% of budget)

See the ACT Public Preschools Delivery and Collection of Children Procedure (00048/5).

This document relates to obligations under Regulation 99 of the Education and Care Services National Law.

00048/5 is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate's website](#)

Last updated for Mount Rogers Primary School Melba Preschool site – June 2025

Risk Priority

Description	Priority Ranking
Very High Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital	A
High Requires involvement from School Network Leader Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital	B
Significant Requires involvement or attention from principal Requires immediate attention from first aid officer	C
Low Requires assistance by staff on site / Possible attention by first aid officer	D

See the ACT Public Preschools Delivery and Collection of Children Procedure (00048/5).

This document relates to obligations under Regulation 99 of the [Education and Care Services National Law](#).

00048/5 is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate's website](#)

