

Excursion and Incursion

- ***Excursion Plan and Risk Assessment***
- ***Transporting Children***

Policy Statement

Meerilinga considers excursion and inviting visitors to the Centre to be a valuable part of the children's curriculum and is committed to providing an opportunity to expand and enhance children's experiences, reinforce learning outcomes, explore different environments and engage in meaningful ways to strengthen their connection with community.

Excursions and incursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

Policy Purpose

Children will go on excursions within the local and wider community to broaden their knowledge of the world around them and how it functions. Excursions will be based on children's interests and needs and will support their:

- Sense of identity and wellbeing.
- Connection and contribution to their local and wider community.
- Growth as confident and involved learners.

Scope

This policy applies to children, families, workers, students, volunteers' and visitors of the service.

Exclusions

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation.

Implementation

Meerilinga will ensure that all excursions and incursions undertaken by the service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation.

This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our Service.

Educators, staff, families and volunteers will strictly follow this Policy and Processes.

Excursion

An outing is organised by the service where enrolled children leave the Children and Family Service site.

Regular Outing

Children may be taken on regular outings within the community. These outings may be a walk, drive. These outings may be a walk, or a trip to a destination the service visits regularly as part of its curriculum.

Incursion

When children have the opportunity to engage in other activities outside the Early Learning Program but remain within the Children and Family Service location. This may include visitors to the service or children participating in community events at the service.

Planning

Prior to the excursion or incursion, the Nominated Supervisor will confirm the services insurance policy with the Executive Manager Finance and Assets to ensure liability is protected by the organisation.

Planning for an excursion or incursion will be a collaborative process involving discussion between the Educators and children together with the service Co-ordinator.

Educators will record intentional teaching strategies that are planned to enhance children's learning experience.

The following will be considered:

The relevance and suitability of the proposed activity and how it supports the children's:

- Sense of identity and wellbeing.
- Connection and contribution to their local and wider community.
- Growth as confident and involved learners.
- Current interests as an extension of learning
- Specific requirements for the excursion/incursion.

The Educators and service Co-ordinator (Nominated Supervisor) will complete a Risk Assessment and Management Plan prior to seeking authorisation from parent/guardian, to identify all potential hazards and risks that are likely to be encountered.

When planning an excursion, where possible the risk assessment will include a preliminary site visit, where this is not possible other means/methods will be used to gather information about potential hazards, the availability of toilets, hand washing, drinking and shade facilities from the sun, shelter from cold weather or rain at the destination, mobile phone coverage and access for emergency services, which will also consider any contingency arrangements that need to be made for unexpected events such as inclement weather, transport delay, etc.

Factors to take into account when determining adult : child ratio:

- Age and abilities of all children.
- Possible risk to children (identified in risk assessment)
- Destination and length of the activity.
- Method of transport, if planning a wider community excursion.
- Previous experience of accompanying supervising adults.

Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented, such as higher adult to child ratios.

Travel arrangements for the activity. Excursions that require transport are to abide by Education and Care Services National Regulations and WA Road Safety Codes. Children must be appropriately restrained under the Law, in approved safety devices, that's relevant to their age.

The cost of the activity to the service, estimated number of children participating and parents/authorised nominees accompanying the children.

Children enrolled at the service, but not attending on that day, may participate in the excursion, subject to regulatory compliance.

The Nominated Supervisor will ensure:

- An *Excursion/Incursion Risk Assessment* and management plan is developed prior to any excursion or incursion:
 - Excursion - Excursion and Transport Risk Assessment and Management Plan T385
 - Incursion - Risk Assessment and Management Plan T568
- An excursion Co-ordinator (responsible person) is appointed to oversee the organisation of the excursion/incursion
- Staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- Families are notified about the excursion using an *Excursion Permission Form* and written authorisation must be provide by a parent or other person named in the child's enrolment record
- Families are notified about any incursion and if permission is required for participation.
- Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available
- The risk assessment must
 - Identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion
 - Specify how the identified risks will be managed and minimised
 - Ensure the visiting group/performance is covered by insurance
 - Consider the proposed route and destination for the excursion and identify any water hazards
 - Reflect on any risks associated with water-based activities

- Consider the transport to and from the proposed destination for the excursion, duration and any requirements for seatbelts or safety restraints under a Western Australian Law
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- Consider the ratio of adults to children involved in the excursion
- Consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (e.g.: lifesaving skills)
- Consider the planned activities
- Determine the duration of the excursion
- Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
- Consider strategies to ensure supervision is consistent at all times during the excursion- transitions, toileting, departure from the service and conclusion of the excursion.

If the excursion is a *regular excursion*, or '*regular outing*' a risk assessment authorisation is only required to be carried out once in a 12-month period, however, must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

Authorisation for Excursions

The nominated supervisor will ensure that:

- That a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- The authorisation form must state:
 - The child's name
 - The reason the child is to be taken outside the premises
 - The reason the child is to be transported (if transportation is included in the excursion)
 - If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
 - The date the child is to be taken on the excursion and transported
 - A description of the proposed pick-up location and destination for the excursion
 - The method of transport to be used for the excursion
 - The proposed activities to be undertaken by the child during the excursion
 - The period the child will be away from the premises
 - The period of time during which the child is to be transported
 - The anticipated number of children likely to be attending the excursion

- The anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the Service
- That written policies and procedures for transporting children are available at the Service
- If the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period
- Parental authorisation may be required for incursions if identified in the risk assessment or if a cost is required
- Authorisations must be kept securely in the child's enrolment records.

Staffing Arrangements

The Nominated Supervisor will ensure that:

- Educator to child ratios are no less than the prescribed ratios as per National Regulations
- Additional educators/staff are engaged to provide care and support to children with additional needs
- Consideration for adequate supervision may include:
 - The number, age and ability of children
 - The number and physical positioning of educators
 - Each child's current activity
 - Risks related to the mode of transport (for example: walking)
 - Visibility and accessibility
 - The experience and skill of each educator
- Educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- Educators are aware the procedures to follow in the event of an emergency
- At least one educator or the Nominated Supervisor participating, must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training

Volunteer Participation

The Nominated Supervisor will ensure volunteers:

- Are encouraged to participate in excursions where possible
- Complete the Excursion Volunteer Declaration form and sign to accept the application prior to excursion
- Cannot be counted as part of the educator to child ratio

- Cannot be left alone with a child/children and must be supervised by an educator at all times
- Are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone
- Are aware that smoking is not permitted
- Are aware of need to wear appropriate clothing and footwear.

Travel Arrangements

Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Children will not be transported in a vehicle without written authorisation from the parent/guardian or authorised person.

All vehicles used for excursions must be registered and free of any defects that could put any passenger at harm. The driver must have a current and correct drivers licence for the vehicle class they are driving.

Walking

Educators will:

- Ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights
- Ensure all children and adults obey road rules
- Ensure children follow the 'stop, look, listen and think' process when walking near roads
- Remain vigilant that no child runs ahead or lags behind the group

Motor Passenger Vehicle

- A motor passenger vehicle seats **under** 12 adults (including the driver)
- Western Australian Child Restraint Laws require drivers to ensure all children up to 7 years of age travelling in a motor passenger vehicle are restrained in an approved child restraint.

Refer to Child Safety Commission – [Child Safety on WA Roads](#)

- Children will not be transported in an employee's private motor vehicle.
- Children will walk to and from the vehicle in small groups and carefully supervised.
- Determined educator to child ratios will be maintained during journeys in vehicles.
- Educators who supervise children in the vehicle will involve them in activities that will encourage appropriate behaviour rules and make the journey pleasant for all.

Bus (Public Transport or Private Bus Charter):

- The Nominated Supervisor the seating capacity as displayed on the compliance registration is not exceeded.
- The Western Australian Road Traffic Code 2000 states - a 'bus' is defined as a motor vehicle, built mainly to carry people, which seats **over** 12 adults (including the driver). In this case, child restraints are not required.
- If the bus has seat belts, they must be worn at all times.
- Children travelling on a bus will be required to remain seated at all times the vehicle is in motion and preferably with, or close to, a supervising adult.

Train (Public Transport):

- The risk assessment conducted prior to excursion will determine the travel arrangements on a train.
- Children travelling on a train will remain seated at all times whilst in motion, in one carriage if possible and preferably with, or close to, a supervising adult.

Insurance

The Approved Provider or Nominated Supervisor will review the insurance policy prior to the excursion/incursion to ensure liability is protected by the Service.

Check for Children's Safety

Educators will ensure:

- Children's attendance records are taken on excursions
- All children are accounted for when embarking/disembarking the car/vehicle or bus
- Children's names are marked off as they enter and leave the vehicle including time and date
- A thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person should repeat this check for safety)
- The vehicle is parked to avoid other vehicles, driveways or car parks
- The vehicle is parked as close as possible to the Service premises or visiting venue
- Children only disembark the vehicle when it is safe to do so
- Where possible, educators hold children's hands to supervise them walking into the Service premises
- Head counts are conducted at least every 30 minutes whilst on the excursion
- Bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised

Refer to Process section of this policy for more detailed processes for children's safety whilst on an excursion.

Process	
Process Owner	CEO
Effective Date	14 October 2022
Date of Last Revision	30 October 2020

Process Details	
	Description
1.	<p>Excursion or Incursion Planning</p> <p>Purpose and Collaboration</p> <p>Educators will determine the relevance and suitability of the proposed activity and how it supports the children's:</p> <ul style="list-style-type: none"> - Sense of identity and wellbeing. - Connection and contribution to their local and wider community. - Growth as confident and involved learners. - Current interests as an extension of learning - Specific requirements for the excursion/incursion. <p>Educator to discuss with Director and collaborate with children and families.</p> <p>Risk Assessment and Management Plan</p> <p>Service Co-ordinator and Educator will conduct a Risk Assessment for activity to identify all potential hazards and risks that are likely to be encountered.</p> <ul style="list-style-type: none"> - Proposed activities and duration; - Venue/Destination - easily supervised and accessible, enough shaded areas; - Travel arrangements and proposed route; - Any potential hazards, including water hazards; - If applicable, method of transport to and from destination; - The number of educators required, Responsible Person and children attending; - An assessment on whether additional responsible adults are required to provide appropriate supervision; - Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc. - Safety measures, emergency plans and First Aid Kit with emergency medication. - Suitable storage for any medication and food and beverages that may need to be taken on the excursion. <p>Nominated Supervisor must approve excursion/incursion Risk Assessment and Management Plans.</p> <p>Authorisation for Excursion</p> <p>For all excursions, Educator will develop a permission form with full details of the excursion for the parents / legal guardian or authorised person nominee to complete and return.</p>

Process Details

	Description
2.	<p>On the Day of an Excursion</p> <p>All educators, volunteers and children attending will be informed of excursion plan, timetable/ itinerary, special requirements and, grouping of children.</p> <p>* Changes to this plan are only made if the Responsible Person in charge of the excursion feels it necessary for the safety and wellbeing of the children.</p> <p>Should a child feel unwell, it is asked parents/authorised nominees not send their child, in the interest of everyone concerned.</p> <p>Guidelines for each excursion will ensure that all adults attending the excursion are advised on their responsibilities which will include safety procedures:</p> <ul style="list-style-type: none"> ✓ Advising the educator in charge of the excursion immediately if any incident, emergency or identified risk; ✓ The name of the person who will have charge of the First Aid Kit during the excursion, and which educators are qualified to administer first aid; ✓ Making regular head-counts of the children they are supervising in order to account for children at all times. <p>A copy of the excursion plan, itinerary and timetable as well as the mobile phone number contact will be left at the service.</p> <p>A list of children on the excursion will be left at the service and a copy carried by the delegated Responsible Person.</p> <p>Items to be taken on excursions include:</p> <ul style="list-style-type: none"> ✓ A suitable stocked first aid kit that includes emergency medication. ✓ A mobile phone - fully charged, turned on to ensure contact can be made at all times. ✓ Children's emergency contact numbers. ✓ Children's medication, including EpiPen if required and ✓ Other items as required (eg: sunscreen, water, drinking cups, spare clothes etc) <p>A record of each excursion will be retained for a minimum of 3 years from the date of the excursion.</p> <p>On completion of an incursion/excursion educators will provide a written evaluation detailing where appropriate positives, limiting factors, incidents or continuous improvement to the service Co-ordinator and maintain these records.</p> <p><i>The Responsible Person in charge of the excursion will:</i></p> <ul style="list-style-type: none"> - Ensure that the excursion follows the Excursion and Transport Risk Assessment and Management Plan. - Ensure that only children whose parents/authorised nominees have completed and returned the permission form participate in the excursion. - Take a list of those participating in the excursion and a copy of the attendance book page for that day, along with any emergency medication and medical plans. <p>Medication permission forms and medication on the excursion.</p>

Process Details

	Description
	<ul style="list-style-type: none"> - Ensure that all parents/authorised nominees assisting with supervision on the excursion are under the immediate supervision of a responsible person/ educator. - Ensure educators explain to children the limits and rules of the excursion including staying with an adult and holding hands, appropriate behaviour, sitting appropriately on the bus/train, and safety when crossing roads. - Notify parents/authorised nominees and nominated Supervisor immediately of any change, or delay to the proposed excursion if this occurs. - Arrange for a staff member to notify parents/authorised nominees, if the excursion is late returning to the service. - Ensure first aid, emergency phone and emergency contact details for all children, staff and helpers are correctly filled out and taken on the excursion.
3.	<p>Transporting Children – Embarking and Disembarking Vehicle</p> <p>This process must be followed when departing and arriving at all locations / destinations through the excursion.</p> <p>Behavioural expectations when travelling in the vehicle will be discussed with the children, staff and volunteers prior to the excursion.</p> <p>Where a child displays unacceptable behaviours while travelling in the vehicle the contact staff member will follow the Guiding Children's Behaviour Policy.</p> <p>Entering Vehicle:</p> <ul style="list-style-type: none"> - Ensure the vehicle surroundings are safe. - When entering the vehicle, Excursion Co-ordinator will count children and check their names off on the attendance list, another delegated staff member will verify the count to ensure all children are accounted for. - Where fitted, educators are responsible for ensuring that all children are appropriately restrained in accordance with the requirements under the Law. <p>Exiting the Vehicle:</p> <ul style="list-style-type: none"> - Children remain seated until a staff member has stepped off the bus to ensure that the surroundings are safe for the children to exit the vehicle. - Children, staff and volunteers are asked to leave the vehicle in an orderly fashion. - Children walk with their designated staff or volunteer to a safe meeting point at the venue or set back from the road and traffic. Ensure the walking rules are followed. - Excursion Co-ordinator will count children and check their names off on the attendance list, another delegated staff member will verify the count to ensure all children are accounted for.

Process Details

	Description
	<ul style="list-style-type: none"> - Where a private bus charter vehicle is used for the excursion, a delegated staff member to return to the vehicle, walk the full length to the back of the bus to check and ensure no children or personal belongings have been left on the bus. <p>Walking Rules for Children</p> <p>Prior to the excursion, the Educators will initiate intentional teaching with the children on road safety and following the walking rules during the excursion.</p> <ul style="list-style-type: none"> - Always make sure you are with your designated adult in your group of 3 to 4 friends. - Stay with your group at all times, do not walk or run ahead. - Always make sure there is an adult next to or in front of you. - You must wait at intersections, only cross the road with an adult. - Watch where you are walking. • When walking to the vehicle the children are asked to follow a staff member in front while another staff member will walk at the back behind the children. • If the children are required to cross a road, the staff members will lead and direct them across, when it is safe to do so.
4.	<p>Excursion Bathroom Procedure</p> <p>A Public bathroom is any toilet facilities accessible to the general public. To manage the safety of children when using public bathrooms, follow the stages outlined by Worksafe Western Australia to monitor safety and health.</p> <p>This involves: Spotting the Hazard Assessing the risk Make the changes</p> <p>By using this principle, you will have a system to manage hazards when using Public Toilets on an Excursion.</p> <ol style="list-style-type: none"> 1. When on an excursion and a child / children request to go to the toilet at least (1) Adult Staff member must accompany them to the bathroom. Ensure the determined staff:child is maintained at all times. 2. When you enter the bathroom, the children will be asked to wait near the entry inside the bathroom, while the staff member checks the whole bathroom / toilet cubicles area checking for any hazards: <p>Spot the Hazard</p> <ul style="list-style-type: none"> ✓ Locking mechanisms on the doors to ensure the children are capable of locking and unlocking the doors. ✓ Cleanliness of the toilet. ✓ No toilet paper, soap or handtowels.

Process Details

	Description
	<ul style="list-style-type: none"> ✓ Dangerous or hazardous items such as broken glass, needles etc. ✓ Vandalism resulting in damage to toilet facilities. ✓ People using the bathroom for non-toileting purposes such as drug or substance abuse, graffiti and vandalism. Older children and adults may also loiter around bathrooms with the intent to harm, frighten or intimidate younger children. <p>Asess the Risk</p> <ul style="list-style-type: none"> ✓ If you spot a hazard in this bathroom / toilet area, it is necessary to assess the risk. Assessing the risk involves determining how likely the hazard will harm the children and how badly they could be hurt. ✓ If the risk is likely to cause harm, take the children back to the group and inform Management of the premises. Request prompt resolution as you have children needing to use the bathroom facilities. <p>Make the changes</p> <ul style="list-style-type: none"> ✓ Eliminate the Hazard and if possible, remove the hazard or report it. ✓ Substitute the hazard with a less hazardous one – for example carrying Wet wipes and hand sanitiser in emergency bag for children to wipe hands with if a tap has been vandalised. ✓ Isolate the Hazard – stand in front of a cubicle that may contain a hazard while children use a different cubicle. <p>Risk Assessment conducted before the excursion and when booking the venue will reduce or eliminate some risk. Enquire about their location, who uses them and who to report any hazards to when you are there.</p>
5.	<p>Vehicle Breakdown Procedure</p> <ul style="list-style-type: none"> - Remain calm and assess the danger - Assess the safest place for children to wait for a replacement vehicle - Delegated person to contact the bus company to report the incident - Delegated person to advise immediate supervisor - Delegated person to contact and advise parents/guardians authorised nominees of the occurrence - Monitor the situation and do what is necessary to keep the children safe.

Process Details

	Description
6.	<p>Missing Child During Excursion</p> <p>In the event of a child being unaccounted for during an excursion, educators will immediately:</p> <ul style="list-style-type: none"> - Inform another educator and provide supervision for groups - Conduct a head count - Ask children/parent helpers/other educators if they have seen the missing child - Search the premises - Check organised meeting points (use mobile phone to contact other educators) - Alert the venue management and request that an announcement is made - If the child is still unaccounted for after checking as above, the excursion Co-ordinator / Nominated or delegated person will contact the Police on 000 and report the incident - The excursion Co-ordinator / Nominated or delegated person will contact parents/guardians or emergency contacts - Educators will reassure other children and provide supervision - The Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident

Associated Documents

Meerilinga Policy Manual

- Preface - Section 1 - Strategic and Business Planning Policies (Code of Ethics & Conduct)
- Section 2 - Human Resources Policies
- Section 3 - Finance, Assets and Administration Policies
- Section 6 - Children's Program Policies
 - *Staffing*
 - *Relationships and Partnerships with Families - Communication Plan*
 - *Child Safe Environment*
 - *Delivery and Collection*
 - *Child Safe Environment*
 - *Incident, Injury, Trauma and First Aid*
 - *Illness and Infectious Disease*
 - *Health, Hygiene and Infection Control*
 - *Medical Conditions*
 - *Medications*
 - *Nutrition and Beverages*
 - *Sleep and Rest*
- Section 7 - Workplace Health and Safety Policies
 - *Workplace Health and Safety*
 - *Safe Disposal of Dangerous Products*
 - *Reporting Accidents and Incidents*

Section 8 - Guidelines

Guidelines for Advisors

- Consult with service Co-ordinators and oversee the process for all excursions / incursions.
- Ensure the service Co-ordinators and Responsible Person in charge of the excursion / incursion understand their Regulatory, Policy and duty of care responsibilities.
- Confirm that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/ guardian or person named in the child's enrolment record.

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Excursion Permission Form	CFS	Service Co-ordinator / Nominated Supervisor	12 months
Excursion and Transport Risk Assessment and Management Plan	CFS	Service Co-ordinator / Nominated Supervisor	12 months
Excursion Volunteer Declaration form	CFS	Service Co-ordinator / Nominated Supervisor	3 years
Medication Authorisation	CFS	Service Co-ordinator / Nominated Supervisor	3 years from exit
Active Supervision Plan	CFS	Service Co-ordinator / Nominated Supervisor	12 months
Enrolment form	CFS	Service Co-ordinator / Nominated Supervisor	3 years

Reference

- Education and Care Services National Law (WA) Act 2012 – January 2019
- Education and Care Services National Regulations (WA) 2012 – September 2022
- ACECQA - National Quality Standards - May 2022
- ACECQA - Belonging, Being & Becoming - Early Years Learning Framework
- ECA Code of Ethics 2016
- Code of Conduct - Meerilinga
- Children and Community Services Act 2004
- Work Working with Children (Criminal Record Checking) Act 2004
- Privacy Act 1988, Australian Privacy Principles
- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Western Australian, Road Traffic Act 1974 and Road Traffic Code 2000
- Western Australian Department of Transport - Vehicle Safety Standards and Security - [Seats and Seat Belts](#) and [Vehicle Classes](#)
- Child Safety Commission - [Child Safety on WA Roads](#)
- WA Department of Health. Kidsafe WA - [Vigilance Around Water is Key](#) and [Road Safety Child Car Restraint Guidelines](#)
- ACECQA Resources - Fact Sheets - [Safe Transportation of Children](#) and [Safe Transportation of Children in Education and Care – Your Questions Answered](#)

Definitions

Term	Definition
Responsible Person	The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> - The Approved Provider or a person with management or control of the service; - A Nominated Supervisor (Director) of the service; or - A person placed in day-to-day charge of the service in accordance with the National Regulations (National Law).
Authorised Nominee	In relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service (National Law)
Excursion	An outing organised by an education and care service where enrolled children leave the Children and Family Centre site.
Incursion	When children have the opportunity to engage in other activities outside the Early Learning Program, but still within the Children and Family Centre site. This may include visitors or participating in community events.
Risk Assessment	A document that identifies and analyses potential events that may negatively impact an individual, asset or environment.
Intentional Teaching	In the early childhood education and care context, involves educators being deliberate, purposeful and thoughtful in their decisions and actions. Intentional teaching is the opposite of teaching by rote or continuing with traditions simply because things have ‘always been done that way’ (Early Years Learning Framework, p. 45).

Mapping Policy and Processes

Education and Care Services National Law (WA) Act 2012

Section	162, 162A, 165, 165A, 167, 169, 174, 175.
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Education and Care Services National Regulations (WA) 2012

Regulations	4(1), 12, 13, 29, 73, 84, 85, 86, 87, 89, 90, 92, 93, 94, 95, 97, 98, 99 (165A Law Act), 100, 101, 102, 102D, 123, 126, 136, 149, 158, 160, 161, 168(g)(ga), 170, 171, 172, 176, 177, 180, 181, 183, 185.
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Standards for RTOs 2015

Vocational Education and Training is a significant contributor to Australia’s economy domestically, being the primary mechanism to meet the skilling needs of the Australian community. The standards give the community confidence that RTOs are delivering quality training and assessment that is highly regarded both locally and overseas.

Policy Area	National Quality Standards Early Childhood	National Standards for Volunteering Involvement 2015	Standards to Community Services	Standards to Family Support
Children's Programs	QA 1 - 1.1, 1.2. QA 2 - 2.2, 2.2.1, 2.2.2 QA 4 - 4.1 QA 5 - 5.1, 5.2. QA 6 - 6.1, 6.2. QA 7 - 7.1, 7.1.2, 7.1.3.	1, 2, 3, 4, 5, 6, 8.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11.	1, 2, 4, 7, 8, 9, 10, 11, 12, 13, 14.