



Incursion Policy

Policy Number: 16b

Date Updated: 5/02/2026

Rationale and Policy Considerations

Inviting visitors to the service can build valuable links between the service and the community, particularly when these are more than one-off experiences. Linking incursions to other experiences for children, reinforces children's learning outcomes and strengthens their connections with, and understanding of their community.

The Education and Care Services National Law (WA) Act 2012 requires that approved provider/educator/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and illness. Extra diligence is required by educators to ensure children are closely supervised during incursions. The regulations require that services conduct a risk assessment for each incursion undertaken by the service. The service will ensure that parent/guardian consent is obtained, verification of visitors' Working with Children Checks (WWCC), and insurance checks are undertaken prior to a planned incursion to comply with National Regulations.

Most relevant policies and procedures

- Partnerships and Communication with Families
- Sun Protection
- Supervision
- Accidents, Emergencies and First Aid
- Educational Programs
- Enrolment and Orientation
- The acceptance and refusal of authorisations
- Governance, Management, Records and Confidentiality policy

Links to ECA Code of Ethics

- **Acknowledge children as competent learners and build active communities of engagement and inquiry.**
- **Learn about the communities that I work within and enact curriculum programs which are responsive to those contexts and community priorities.**
- **Connect with people, services and agencies within the communities that support children and families.**

Scope

This policy is written for children, families, educators and visitors of Lifestreamers Early Learning

Policy Statement

Incursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences, including opportunities for children to expand their understanding of the arts i.e. theatre, music, dance, drama, art exhibitions etc. and to strengthen their connections with and understanding of their community.

The service will conduct a risk assessment as part of the incursion planning. Permission for children to be involved will be sought from a parent/guardian or other authorized person for all incursions in compliance with the Education and Care Services National Regulations 2012.

The service is committed to ensuring children are carefully supervised to protect their wellbeing and safety during any incursion.

Policy Principles

- During incursions at the service, children will be in the charge of a responsible educator at all times.

- The educator to child ratios will be maintained in accordance with the Education and Care Services National Regulations. Additional responsible adults may accompany their own children on an incursion when the opportunity arises.
- The organising educator will complete an incursion plan which includes a risk assessment that will identify and assess risks that the incursion may pose to the health and safety or wellbeing of any child and will specify how identified risks will be managed and minimised. The assessment will consider:
 - proposed times of the incursion;
 - the number of adults and children involved;
 - the educator to child ratio required under regulations;
 - an assessment on whether additional responsible adults are required to provide appropriate supervision; and whether any adults with specialised skills are required.
 - any water hazards;
 - the proposed activities;
 - contingencies for possible changes in weather and temperature;
 - safety measures and emergency plans;
 - indicate if a WWCC has been sighted from relevant incursion organiser
- The emergency plan will identify: who will deal with the emergency; who will supervise the remaining children.
- All incursions will require a signed permission form from an authorised person. The authorisation will contain;
 - The child's name
 - Parent/guardian's name
 - Parent/guardian's signature
 - Date signed
 - Accompanied by a risk assessment prepared and available for families
- Children who do not have a signed form, will be supervised in a different area of the centre during the time of the incursion. At no time will a child be permitted to participate in an incursion without prior consent.
- Families who have not provided consent will be notified via email and/or Xplor to request written permission. Where a permission form has been inadvertently overlooked, written consent provided by email or Xplor comment may be accepted on an interim basis; however, a hard-copy consent form must be signed by the parent or guardian upon collection of the child.
- Family members may be invited to assist educators during incursions.
- Adult volunteers, who are not family members of enrolled children should be in possession of a Working with Children Check or be able to produce a form confirming their application for one.
- A fully equipped and properly maintained First Aid Kit will be available for all incursions.
- All incursions are non-compulsory. Should you wish for your child to be excluded, prior notification will need to be given so an educator can be organised to stay with your child.
- Parents/guardians are requested not to send their child on an incursion if they display any signs of being unwell. This is in the interests of everyone concerned.
- From time to time, the centre will also host incursions where a performer or service will visit us. On these days, children who are not booked **may** be invited to attend provided they have an adult to supervise them.
- Community members coming in to present an incursion will provide their Working With Children Check for management to sight.
- A record of each incursion will be retained for a minimum of 3 months.

Regular Outings

- Children may be taken on regular outings within the Lifestreams community, such as a visit to the residents at Bethanie Aged Care Home – Como (30 McNabb Loop, Como WA 6152). These outings may include a walk on the property, or a trip to nominated destinations on the campus that the service regularly visits as part of its education program.

- The parent/guardian or other authorised person’s authorisation for this type of outing is only required once in every 12-month period, provided that the circumstances relevant to the risk assessment are the same in each outing. Families will receive a description of when the child will go on the outings.

Water Safety

- Wading or paddling pools will only be used under the direct supervision of an educator. When not in use this equipment will be emptied and stored in such a manner that it cannot collect water. Wading and paddling pools must be of a size that can be emptied by one person.

Related Legislation and Documents

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.
- Federal and State Occupational Safety & Health Legislation (Check your State or Territory legislation)

Document History

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Incursion Policy	Created 22/8/23
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