SAFE TRANSPORTATION POLICY

Transportation of children is sometimes provided as part of our education and care service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times, and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation, providing adequate supervision of children at all times, maintaining correct educator-to-child ratios, maintaining accurate attendance records, and providing appropriate child restraints for children under our care.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
S. 51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S. 165	Failure to adequately supervise children
S. 167	Failure to take reasonable precautions to protect children from harm and hazards
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion

101	Conduct a risk assessment for excursion
102	Authorisation for excursion
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First aid qualifications
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents
S51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time doesn not exceed the maximum number of children specified in the service approval
s165	Failure to adequately supervise children

s167	Failure to take reasonable precautions to protect children from harm and hazards

ADVENTIST IDENTITY EARLY CHILDHOOD STANDARDS		
2.3	Promote and support children to honour Jesus by taking care of their health, safety, and wellbeing	Support children's faith development in a holistic, respectful, safe, and healthy environment.
		Teach children that they are created by God as unique and valued individuals and help them recognise and practice safe and healthy behaviours.
		Share with children that Jesus loves them and will always be with them.
		Nurture children's well-being and support personal care routines.

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy	Excursion and Incursion Policy
Administration of First Aid Policy	Incident, Injury, Trauma, and Illness Policy
Behaviour Guidance Policy	Medical Conditions Policy
Child Protection Policy	Record Keeping and Retention Policy
Child Safe Environment Policy	Responsible Persons Policy
Delivery of children to, and collection from Education and Care Service Premises	Safe Arrival of Children Policy
Emergency and Evacuation Policy	Safe Use of Digital Technologies and Online Environments Policy
Enrolment Policy	Work Health and Safety Policy

PURPOSE

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (Reg. 170). [ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our Service are adequately supervised at all times. This includes ensuring educator-to-child ratios are met whenever and wherever the service is operating, including providing or arranging transportation as part of our service activity. We are committed to complying with all relevant regulations to support the safe travel of children as part of our Service, including excursions, single trips, and regular transportation. This includes ensuring the safe use of digital technologies and online environments during transport, in line with our policies to protect children's privacy, safety, and well-being.

SCOPE

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students, volunteers, and visitors of the Service.

IMPLEMENTATION

The safety of children enrolled at our Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including transportation. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments. Procedures are in place to ensure a Nominated Supervisor/ Responsible Person or staff member is present and accounts for each child (and make a record) when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

DEFINITIONS

Excursion: an outing organised by an education and care service

Regular outing: in relation to an education and care service, means a walk, drive, or trip to and from a destination

(a) that the service visits regularly as part of its educational program; and

(b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing.

Regular transportation: in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.

Transportation (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

Transition: In relation to the day-to-day process of moving between the service and a range of different education and care settings, or from the education and care setting to a school setting.

Written authorisation: authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. When there is a change in circumstances relevant to the risk assessment for regular transportation, updated written authorisation must be obtained from families before transportation resumes. The Service will notify families of the change in circumstances and provide an updated authorisation form for families to complete, which must be returned prior to the next scheduled transportation.

The authorisation must state:

a) the child's name; and
b) the reason the child is to be transported; and
c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
d) if the authorisation is not for a regular transportation, the date the child is to be transported; and
e) a description of the proposed pick-up location and destination; and
f) the means of transport; and
g) the period of time during which the child is to be transported; and
h) the anticipated number of children likely to be transported; and
i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
k) that a risk assessment has been prepared and is available at the education and care service; and
l) that written policies and procedures for transporting children are available at the education and care service.

TRANSPORT SPECIFIC RISK MANAGEMENT PLAN

As per the Education and Care Services National Law, our Service will '*ensure that every reasonable precaution is taken to protect children…from harm and from any hazard likely to cause injury*' (Section

167). Our Service will conduct comprehensive transport-specific risk management plans to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102C, 102D (4)].

A risk management plan will be undertaken at least annually for the '*regular transportation*' of children. Each time our Service transports or arranges the transport of children as part of an excursion, a new risk management plan will be conducted. All risk management plans will be regularly assessed and evaluated to facilitate continuous improvement in our Service.

Our risk management plan process is guided by the following:

- **Risk Benefits –** risk-benefit analysis refers to the systematic evaluation of potential benefits compared to associated risks to inform sound decision-making.
- **Identify** any hazards or potential hazards that the transportation of a child may pose to the safety, health, and well-being of the child
- **Assess** the risk of harm or potential harm using a risk matrix
- **Specify** how the identified risks will be managed by eliminating or minimising the impact using control measures
- **Evaluate** the current risk or potential harm by implementing control measures
- **Review** and **monitor** the risk or potential harm to ensure it continues to be managed as a low risk.

source: Safe Transportation of Children, ACECQA (2023)

Our risk management plan will consider:

a) the proposed route and duration of the transportation; and
b) the proposed pick-up location and destination; and
c) the means of transport; and
d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
e) any water hazards; and
f) the number of adults and children involved in the transportation; and
g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision, and whether any adults with specialised skills are required; and
h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
i) the process for entering and exiting-
    i. the education and care service premises; and
    ii. the pick-up location or destination (as required); and

j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- the experience of the driver and licensing conditions for the vehicle
- the age, ability, needs, and skills of children being transported (e.g., non-ambulant)
- the experience of the adults involved in transportation and their capacity for supervising children
- movement of children between the vehicle and venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication to/from the vehicle- mobile phone reception
- health needs of all children and adults
- first aid provision and management of illness, injuries, and emergencies
- child safe practices.

source: NSW Government Kids and Traffic (2020)

The Approved Provider/Nominated Supervisor will notify the Regulatory Authority:

- that the Service will offer or arrange transportation as part of the service approval application
- within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.

The Approved Provider/ Nominated Supervisor will ensure:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- all staff and driver (s) are aware of and inducted in the *Safe Transportation Policy* and procedure, and have completed practical training relating to the safe transportation of children
- all staff, volunteers, and students follow the *Safe Transportation Policy* and procedure
- information related to the safe transportation of children is shared with all staff to assist management in fulfilling their roles responsibly
- a copy of any training undertaken by staff related to the practical training of safe transportation is kept at the Service
- any updates to policies, procedures, and risk management plans are communicated to all staff
- roles and responsibilities are communicated with educators

- relevant criminal history requirements and Working with Children Checks (WWCC) are verified for any person transporting children. WWCC is recorded in staff records.
- any allegation of misconduct of an educator or staff member will be reported immediately to management of the Service as per the Reportable Conduct Scheme detailed in our *Child Protection Policy*/or *Child Safe Environment Policy, and Code of Conduct Policy*
- risk management plans are carried out prior to seeking authorisation for transporting children, including excursions where transport is arranged by the Service
- risk assessments for 'regular transportation' are:
  - evaluated regularly or whenever a change of circumstances warrants a new assessment- e.g., route change of vehicle due to roadworks, additional pick-up points, or new provider of transport, to ensure potential risks are identified and managed
  - reviewed at least annually
- details of the safest route for travel, type of vehicle, and required restraints are included in the risk assessment
- a designated driver is nominated as the person who will be responsible for driving the vehicle
- the designated person driving the vehicle/bus holds a current Australian driver's licence
- each driver completed a *Driver Declaration* to confirm they hold a suitable licence, are fit to drive and are committed to following Service policies and procedures whilst operating the vehicle
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- families are advised fully of transportation details such as pick up/drop up locations, educator to child ratios, procedures for communicating changes of attendance
- families are encouraged to communicate changes to attendance as soon as possible via email
- to explicitly communicate attendance, register procedure with all stakeholders
- procedures for the safe handover of children between the Service and other educational sites or venues are documented correctly and communicated clearly with all stakeholders
- messages from families regarding attendance changes to pick up or drop off are communicated to the designated educator/educators
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- parents/guardians complete a written authorisation for all transportation provided by the Service, including regular transportation, of their child, and a copy of this is filed with the child's enrolment record

- authorisations relating to transport, including transport provided for an excursion, are complete, accurate, and current and include details as described in the definition section '*Written Authorisation*'
- a designated educator, who is not the driver, is nominated as the person who will be responsible for accounting for each child before, during, and after transportation and ensuring relevant records are completed immediately
- children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- a *Vehicle Safety Report* is accurately completed before each use of the vehicle for transporting children
- an *Emergency Transport Folder,* including emergency details for the Service, children, and staff, is completed prior to any transport provided to children
- the *Transport Checklist* is completed each time transportation is provided to children
- A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
  - children's attendance in the vehicle
  - how children are accounted for as they embark and disembark from the vehicle
  - a final check of the vehicle, including the interior, to ensure no child is left in the vehicle
- children are signed into or out of the attendance record upon delivery or collection of a child to the Service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- where digital devices are used during transportation, they must be used in accordance with the *Safe Use of Digital Technologies and Online Environments Policy*
- attendance checks or head checks are conducted regularly, including prior to leaving the Service, when embarking the vehicle, after disembarking the vehicle, and upon entering the Service
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with Queensland Road Rules and Road Transport Act
- the nominated supervisor or other staff member (other than the driver) conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind and confirms the check by signing the *Transportation Attendance Record* immediately
- a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record* (best practice)
- children exit the vehicle using the 'safety door'

- rehearsals for transportation of children are conducted throughout the year as 'best practice'
- education on road safety for children is included in the Service's programming
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour, including the correct wearing of seat belts
- educator-to-child ratio requirements are maintained at all times, including when children are being transported as part of the Service activity
- a record of staff working directly with children (Reg. 151) is kept
- children are never left unattended in the vehicle
- the maximum number of children approved for a service, as confirmed on the Service approval, is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
- effective and adequate supervision is provided when children are being transported, including prior to embarking or disembarking the vehicle, whilst in the vehicle, and when the vehicle is moving. Consideration must include:
    - the number, age, and developmental ability of children
    - the requirements of individual children
    - visibility and accessibility
    - physical positioning of educators
    - risks related to the mode of transportation (including travel on foot)
    - risks in the environment, location, route, and while travelling
    - the experience, knowledge, and skill of each educator
    - the capacity of an educator to immediately respond to a situation requiring urgent intervention
- when transportation is provided by the Service, staff rosters are planned to ensure adequate supervision and that at least one staff member in each vehicle holds appropriate first aid qualifications (see below) (Reg. 136)
- at least one staff member accompanying children during transportation holds:
    - an approved first aid qualification and
    - a current approved Cardiopulmonary Resuscitation (CPR)
    - a current approved anaphylaxis management training qualification and
    - an approved emergency asthma management training qualification.
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans, and a risk management plan for individual children

- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma, or medical emergency, including contacting emergency services (in the first instance) and notifying parents/guardians as soon as practical and the regulatory authority within 24 hours
- flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are communicated with all stakeholders regularly, including implementation of the *Missing Child During Regular Transportation Procedure*
- a working mobile phone or other similar means of communication to communicate with the Service, parents/carers, is provided in case of emergency
- educators and staff follow procedures in the event of an emergency or vehicle breakdown, see *Safe Transportation Procedure*
- a review of practices is conducted following any incident involving transportation provided by the Service, including an assessment of areas for improvement
- ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, including while being transported, at the Service
- documents and records relating to the safe transportation of children, including the *Transportation Attendance Record* and *Transport Checklist,* are stored securely and kept for 3 years after that child's last date of attendance as per the *Record Keeping and Retention Policy.*

The Designated Educator/ Designated Driver/ Educators will ensure:

- they adhere to the *Safe Transportation Policy* and participate in practical training relating to the safe transportation of children
- a *Driver Declaration* form is completed to confirm they hold a suitable licence, are fit to drive, and are committed to following Service policies and procedures whilst operating the vehicle
- they are aware of their roles and responsibilities while providing transportation for children
- a Risk Management Plan has been completed in accordance with the requirements as outlined above
- a *Vehicle Safety Report* is accurately completed before each use of the vehicle for transporting children
- their driver's licence is current and the driver is in a fit and proper state to drive
- if driving larger vehicles to transport children, they hold the relevant licence for the vehicle classification
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury

- effective and adequate supervision is provided when transporting children
- educator-to-child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- attendance checks or head checks are conducted regularly, including prior to leaving the Service, when embarking the vehicle, after disembarking the vehicle, and upon entering the Service
- children do not participate in transport activities unless written authorisation has been provided
- children are never left unattended in the vehicle
- they adhere to the road rules and regulations mandated by law within Queensland
- safety rules are discussed and developed with children to ensure a clear understanding of appropriate and inappropriate behaviour, including the correct wearing of seat belts
- children remain seated and do not behave in a dangerous or inappropriate manner
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance with Queensland Road Rules and Road Transport Act
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working, fully charged mobile phone is taken in case of an emergency
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma, or medical emergency, including contacting emergency services (in the first instance) and notifying parents/guardians as required
- a fully equipped first aid kit is easily accessible
- the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- medication, health plans, and risk management plans for individual children are available during transportation
- educators and designated drivers wear a high-visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- messages from families regarding children's attendance changes to pick up or drop off are communicated effective and timely manner to educators travelling with children
- documents and records relating to the safe transportation of children, including the *Transportation Attendance Record* and *Transport Checklist,* are completed immediately
- the *Transportation Attendance Record* is completed immediately to record how each child was accounted for as they embark or disembark from the vehicle during transportation

- the responsible person or other staff member (other than the driver) conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind (best practice)
- procedures are followed in the event of an emergency or vehicle breakdown, see *Safe Transportation Procedure.*

TRANSPORTATION ATTENDANCE RECORD KEEPING [Reg:177 (1)(o)(p)]

The designated driver and designated educator will ensure:

- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
- the *Transportation Attendance Record* is completed to record:
  - each child is signed into the Transportation Attendance Record and Service attendance record upon collection, noting the time children enter the vehicle (for collection from school/home)
  - each child is signed out of the Transportation Attendance Record and Service Attendance Record, noting the time children exit the vehicle (delivery of children to school/home)
  - each child is accounted for as they embark and disembark from the vehicle during transportation
  - that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator/ nominated supervisor, including the interior of the vehicle, checking around and under seats, storage areas, and under the vehicle to ensure there are no children or belongings left behind
  - a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas, and under the vehicle to ensure there are no children or belongings left behind (best practice)
  - a second educator will confirm the interior of the vehicle was checked and sign the *Transportation Attendance Record* (best practice).

SAFE MAINTENANCE OF TRANSPORTATION VEHICLE

The Approved Provider/ Management/ Nominated Supervisor/ Designated Educator/ Designated Driver/ Transportation Management/ Educators will ensure:

- the vehicle is fitted with the required seat belts and child restraints, ensuring the correct car seat is appropriate for a child's size and age (if required on a smaller bus), approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards (AS 1754)

- the vehicle has enough fuel to transport the children each day, as in accordance with the schedule
- the vehicle is registered, roadworthy, and insured (general legal requirements and best practice standards are adhered to)
- the vehicle undergoes regular servicing in accordance with manufacturer guidelines
- any repairs are completed as soon as possible by a qualified mechanic
- checks of the vehicle should be recorded, signed by the relevant person, and kept for inspection by the Regulatory Authority
- drivers hold a current Australian driver's licence, licensed to carry the required number of passengers for the vehicle
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable, and occupied with suitable activities
- every effort will be made to notify parents/carers of delays returning to the Service if applicable.

Families will:

- adhere to the Service's Delivery of children to, and collection from Education and Care Service Premises *Policy* and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with the service as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- notify the Service if their child is going to be absent on a particular day and does not require transport
- ensure written authorisation for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child's enrolment record
- provide emergency contact details and phone numbers upon enrolment, and update emergency contact details and phone numbers regularly
- sign attendance record upon delivery or collection of the child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- be encouraged to promote safe transportation practices with their child, such as using seat belts.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Transportation Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

RELATED RESOURCES

Driver Declaration Emergency Transport Folder Employee Induction Checklist Missing Child During Regular Transportation Procedure Safe Travel Agreement Form Safe Transportation Procedure	Transportation Attendance Record Transportation Authorisation Transport Checklist Transportation Rehearsal Record Transportation Risk Assessment Vehicle Safety Report

Kids and Traffic- Early Childhood Road and Safety Education Program

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

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Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
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Kids and Traffic Early Childhood Road Safety Education Program (NSW)
Road Transport (Safety & Traffic Management) Act 1999.
Queensland Government Early Childhood Education and Care (2021) *Transportation Look before you Lock*
Vic Roads- Primary school road safety education resources
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012
Western Australian Legislation Education and Care Services National Law (WA) Act 2012

REVIEW

POLICY REVIEWED BY:	KAREN PETRIE	PROJECT OFFICER-EARLY CHILDHOOD	JULY 2025
POLICY REVIEWED	JULY 2025	NEXT REVIEW DATE	JULY 2026
VERSION NUMBER	V11.07.25		
MODIFICATIONS	• annual policy maintenance • additional points added throughout policy to strengthen procedures for child safety and include ACECQA policy guidelines • points within AP/NS section have been re-arranged to group responsibilities together • additional resources drafted to assist in implementation of policy • sources checked for currency		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JULY 2024	• annual policy maintenance • minor edits - formatting • sources checked for currency • added WA law as applicable	JULY 2025