Cheltenham Community Centre Early Learning Childcare

E27. Excursions and Incursions

1. Policy

1.1 This policy will provide guidelines for Cheltenham Community Centre (CCC) Early Learning Childcare to plan and conduct safe and appropriate excursions, regular outings, and incursions.

1.2 Cheltenham Community Centre (CCC) Early Learning Childcare is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader community
- ensuring that all excursions, regular outings and incursions are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, conducting risk assessments and ensuring authorisations are obtained from parents/guardians
- providing adequate supervision of all children during excursions, regular outings and incursions
- promoting road safety education and safe active travel for children.

1.3 This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Cheltenham Community Centre (CCC) Early Learning Childcare, including during offsite excursions and activities.

1.4 In order to assess whether the values and purposes of the policy have been achieved, we will:

- Welcome feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making changes to this policy or its procedures, unless a lesser period is necessary due to risk

2. Procedures:

2.1 Excursions and incursions are planned to extend the educational program and further develop the current interests of children. The Victorian Early Years Learning and Development Framework states that "Participating in their communities strengthens children's sense of identity and wellbeing" The purpose and educational value of each excursion or incursion should be clearly communicated to parents/guardians.

2.2 When planning excursions and incursions, it is important to ensure that they are inclusive of all members of the service community.

- Consideration must be given to any extra costs involved and the ability of families to pay these costs.
- Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions.
- Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

2.3 A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians.

2.4 The risk assessment must identify each risk and specify how the risk will be managed and/or minimised.

2.5 Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises.

2.6 Active travel excursions near the service have a range of benefits including:
- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community.

2.7 **Developing an excursion authorisation form:**
The Education and Care Services National Regulations 2011 specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:
- the child's name
- the reason the child is to be taken outside the service premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- a description of the proposed location of the excursion
- the method of transport to be used
- proposed activities to be undertaken as part of the excursion
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of educators to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- confirmation that a risk assessment has been prepared and is available at the service.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner if the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian, or a person authorised on the child's enrolment form. Services should also include information about:
- additional costs involved, if any, and
- whether parents/guardians/siblings can participate in the excursion and, if so, details of the supervision requirements for additional family members.

2.8 **Excursion risk management plan – see attachment**

2.9 **Responsibilities**
The Approved provider and persons with management or control are responsible for:

- Developing an Excursions and Incursions Policy in consultation with the nominated supervisor, staff and parents/guardians at the service
- Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements.
- Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises.
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.
- Ensuring 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, and that the authorisation includes all details required.
- Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and incursions
- Ensuring that children are adequately supervised at all times
- Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Ensuring that a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians, including suitability of venue
- Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required.
- Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road.
- Ensuring a new risk assessment is completed when circumstances change for regular outings.
- Ensuring that staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy
- Considering the financial ability of families before deciding on an excursion/incursion that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges.
- Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring that proposed excursions/incursions are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities.

- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for incursions and that outdoor excursion venues provide adequate shade.
- Informing parents/guardians of items required by children for the excursion, adventure activities or incursion e.g., snack/lunch, sunscreen, coat etc.
- Displaying a notice at the service indicating that children are on an excursion and including the location of the excursion and expected time of return to the service.

The Nominated supervisor and persons in day-to-day charge are responsible for:

- Developing an Excursions and Incursions Policy in consultation with the nominated supervisor, staff and parents/guardians at the service
- Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises.
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.
- Ensuring 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, and that the authorisation includes all details required.
- Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and incursions
- Ensuring that children are adequately supervised at all times
- Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children
- Ensuring that a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians, including suitability of venue
- Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required.
- Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road.
- Ensuring a new risk assessment is completed when circumstances change for regular outings.
- Ensuring that staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy
- Providing road safety education as part of our planning for the children.
- Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness.
- Ensuring that excursions and incursions are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child.
- Ensuring that there is a clear purpose and educational value to each excursion or incursion, and that this is communicated to parents/guardians.
- Discussing the aims and objectives of the excursion or incursion, and items of special interest, with children prior to undertaking the activity.

- Involving children in consultation and decision-making processes.
- Considering the financial ability of families before deciding on an excursion/incursion that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges.
- Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring that proposed excursions/incursions are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for incursions and that outdoor excursion venues provide adequate shade.
- Informing parents/guardians of items required by children for the excursion, adventure activities or incursion e.g., snack/lunch, sunscreen, coat etc
- Displaying a notice at the service indicating that children are on an excursion and including the location of the excursion and expected time of return to the service.

The educators and all other staff are responsible for:

- Developing an Excursions and Incursions Policy in consultation with the nominated supervisor, staff and parents/guardians at the service
- Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises.
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.
- Ensuring 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, and that the authorisation includes all details required.
- Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and incursions
- Ensuring that children are adequately supervised at all times

- Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Ensuring that a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians, including suitability of venue
- Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required.
- Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road.
- Ensuring a new risk assessment is completed when circumstances change for regular outings.
- Ensuring that staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy
- Providing road safety education as part of our planning for the children
- Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness.
- Ensuring that excursions and incursions are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child.
- Ensuring that there is a clear purpose and educational value to each excursion or incursion, and that this is communicated to parents/guardians
- Discussing the aims and objectives of the excursion or incursion, and items of special interest, with children prior to undertaking the activity.
- Involving children in consultation and decision-making processes.
- Considering the financial ability of families before deciding on an excursion/incursion that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges.
- Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring that proposed excursions/incursions are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for incursions and that outdoor excursion venues provide adequate shade.
- Informing parents/guardians of items required by children for the excursion, adventure activities or incursion e.g., snack/lunch, sunscreen, coat etc.
- Displaying a notice at the service indicating that children are on an excursion and including the location of the excursion and expected time of return to the service.

The parents/guardians are responsible for:

- Developing an Excursions and Incursions Policy in consultation with the nominated supervisor, staff and parents/guardians at the service
- Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises.
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.
- Ensuring that staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Understanding that, if they participate in an excursion or incursion as a volunteer, they will be always under the immediate supervision of an educator or the approved provider.
- If participating in an excursion, regular outing or incursion, informing an educator immediately if a child appears to be missing from the group.
- Supervising and caring for siblings and other children in their care who are not enrolled in the program.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.

The Contractors, volunteers and students:

- Developing an Excursions and Incursions Policy in consultation with the nominated supervisor, staff and parents/guardians at the service
- Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises.
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.
- Ensuring 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, and that the authorisation includes all details required.
- Ensuring that children are adequately supervised at all times
- Ensuring that staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy
- Involving children in consultation and decision-making processes.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Understanding that, if they participate in an excursion or incursion as a volunteer, they will be always under the immediate supervision of an educator or the approved provider.
- If participating in an excursion, regular outing or incursion, informing an educator immediately if a child appears to be missing from the group.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities.

- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for incursions and that outdoor excursion venues provide adequate shade.

3. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- National Law: Section 165
- Education and Care Services National Regulations 2011
- National Quality Standard, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today
Commonwealth Legislation – Federal Register of Legislation

Regulations:

- Regulation 89
- Regulation 90
- Regulation 98
- Regulation 99
- Regulation 100
- Regulation 101
- Regulation102(4)
- Regulation 122
- Regulation 123
- Regulation 158(1)
- Regulation 160
- Regulation 161
- Regulation 168
- Regulation 171
- Regulation 172 (2)

EYLF Outcomes:

Outcome 2: Children are connected with and contribute to their world.

4. DEFINITIONS

4.1 **Adequate supervision:** (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)

- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

4.2 **Attendance Record:** Maintained by the service to document each child's attendance, including their name, time of arrival and departure, and the name of the person delivering or collecting the child. Attendance is recorded using the Xplor Home app or the Playground app, with educators using Playground when signing a child in or out on behalf of the person delivering or collecting them.

4.3 **Early Years Learning Framework for Australia (EYLF):** A national framework that outlines principles, practices, and learning outcomes essential for supporting and enhancing young children's learning from birth to five years. It focuses on play-based learning and emphasizes the importance of belonging, being, and becoming in a child's early development.

4.4 **Excursion:** An outing organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises. Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a centre's site, where the child/ren leave the service premises with an educator/staff member, but do not leave the centre's site'.

4.5 **Incursion**: A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises.

4.6 **Risk assessment:** (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised. Risk assessments must consider:

- The proposed route and location of the excursion.
- Any water hazards.
- Any risks associated with water-based activities.
- Transport to and from the proposed location of the excursion.
- The number of adults and children participating in the excursion.
- The number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g., lifesaving skills).
- The proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- The proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- Any items/information that should be taken on the excursion e.g., first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

4.7 **Regular outing:** (In relation to education and care services) means an excursion such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

4.8 **Supervision:** refer to adequate supervision in Definitions above.

4.9 **Victorian Early Years Learning and Development Framework (VEYLDF):** A state-wide framework that guides early childhood professionals in supporting children's learning and development from birth to eight years old. It emphasizes secure relationships, wellbeing, and holistic learning through play-based and intentional teaching practices.

5. SOURCES

- Belonging, Being & Becoming – The Early Years Learning Framework for Australia: www.acecqa.gov.au
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- ELAA's Road Safety Education program www.childroadsafety.org.au
- Victorian Early Years Learning and Development Framework: www.education.vic.gov.au
- VicRoads: www.vicroads.vic.gov.au
- Child Health Promotion Research Centre & Edith Cowan University (2012) National Practices for Early Childhood Road Safety Education: https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Responding to Medical Conditions – including anaphylaxis, allergies, asthma & diabetes
- Childcare Code of Conduct
- Dropping and picking up of children
- Emergency and Evacuation
- Enrolment and Orientation
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Interactions with Children
- Nutrition, Oral Health and Active Play
- Workplace Health and Safety
- Participation of Volunteers and Students
- Confidentiality policy and Guidelines
- Road Safety and Safe Transport
- Sun Protection
- Child Safe Environment
- Child Safe and Wellbeing
- Water Safety

Excursion Risk Management Plan

Excursion details			
Date(s) of excursion		Excursion destination	
Departure and arrival times			
Proposed activities		Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion co-ordinator			
Contact number of excursion co-ordinator	(BH)	(M)	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.			

Excursion checklist	
☐ First aid kit	☐ List of adults participating in the excursion
☐ List of children attending the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Plan prepared by					
Prepared in consultation with:					
Communicated to:					
Venue and safety information reviewed and attached			Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.					

Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Revision History

Date	Revision	Revised by
26/04/2024	Created	Huan-Ming Cholinski
14/06/2024	Revised	Huan-Ming Cholinski
09/03/2025	Reviewed and updated	Leanne Lee-Ack
29/08/2025	Reviewed and updated	Leanne Lee-Ack