

INCURSIONS POLICY - September 2019

Rationale

The school's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions complement and are an important aspect of the educational programs offered at our school. An incursion is an activity that involves school visitors who provide a performance or service for the students.

Aims

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school and teachers and that valuable and powerful learning is often achieved with other people and experiences.

Implementation

Prior to the incursion

- All incursions must be approved by the School Improvement Team (SIT) / Principal
- Staff wishing to organise an incursion must complete an excursion proposal form and lodge this for approval by the SIT/Principal.

Cost and payments

- All incursions must be a reasonable and affordable cost, complement the curriculum and comply with all DET requirements.
- All efforts will be made not to exclude students for financial reasons. Parents/guardians experiencing financial difficulty, who wish for their child/ren to attend an incursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff on an individual basis.
- All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Children whose payment has not been finalised prior to the incursion may not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Consent

- When obtaining parental consent, the permission slip will have sufficient information to allow parents to make an informed decision about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved.
- All students must have returned a signed permission note (either digitally on Compass or physically) and payment to be able to attend the incursion, unless the cost is included in the booklist.

Teacher in charge

- A designated “Teacher in Charge” will coordinate each incursion. He/she is responsible for creating an event on Compass including all details of the incursion.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion.
- Students not attending the incursion will be provided with suitable alternative activities.

Supervision

- All incursions will be attended by staff at the school to ensure that appropriate staff are responsible for the supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for ensuring appropriate administration of first aid is undertaken and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school’s emergency management procedures will ensure that visitors, visiting performers or presenters within the school at the time of any emergency or practice drill will be recognised and appropriately catered for.

Evaluation

This policy is required under the Victorian Registration and Qualifications Authority [VRQA] Minimum Standards.

This policy will be reviewed every 4 years as part of the school policy review cycle, following changes to Departmental legislation or guidelines or a times the Principal forms the opinion that the policy warrants a review.

Ratified by School Council: 10 September 2019

Due for Review: September 2023

References: School Policy and Advisory Guide – Trespassers & Visitors