

## Purpose

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, lesson or service for 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.
- To ensure the incursion is compliant with Child Safety Standards 2 and 4.

## Implementation

- All incursions must be approved by the Principal or their nominee, in order to ensure the event is cost neutral, complement the curriculum and comply with all DET requirements.
- Staff wishing to organise an incursion must complete an incursion proposal form and lodge this for approval (Refer to Appendix A). All incursions must be approved at least two weeks prior to running. Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- All external providers must have a valid Working With Children's Check. This must be copied and kept in the central file in the office when first coming onsite.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, 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.
- All efforts will be made not to exclude students simply for financial reasons. Parents/carers experiencing financial difficulty, who wish for their child to attend an incursion, are invited to discuss alternative arrangements with a member of the Principal Class team or classroom teacher. Decisions relating to alternative payment arrangements will be communicated to the Business Manager 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 finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the event date will not be allowed to attend unless alternative payment arrangements have been approved and organised with the Business Manager.

## Implementation *(continued)*

- Classroom teachers will be responsible for monitoring payments made by parents. Office staff will provide organising teachers with detailed records and information regarding payments made by parents.
- All notices, permission to attend and payments relating to an incursion, will be made available via Compass.

## Teacher responsibilities

- A designated "Teacher in Charge" will coordinate each incursion.
- The "Teacher in Charge," in consultation with classroom teachers and administration staff, will be responsible for managing and monitoring payments made by parents via Compass. They will provide organising teachers with detailed records on a regular basis.
- ***If a student has not paid on the day of the incursion, it is the classroom teacher's responsibility to obtain verbal confirmation from the parent/carer to enable the student to attend.***
- An attendance list for each incursion can be generated from Compass by office staff. This should be made available to all staff via Sharepoint. This list must also include the location of students not involved in the incursion.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the incursion.
- All students attending an incursion must do so with parental consent and associated payment. This is to be completed online via Compass.
- Parents may be invited to assist in the delivery of incursions. Staff must ensure that all volunteers hold a valid Working With Children Check (please check register available at the office).
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

## Duty of Care

- 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.
- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

## Implementation *(continued)*

- All incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Incursions require the teacher to ensure that the venue adheres to DET guidelines.
- School policy is for students to be counted on a regular basis whilst participating in the incursion.

## Further Information and Resources

- WNPS Student Engagement & Inclusion Policy
- WNPS Emergency Management Plan
- WNPS Volunteers Policy
- WNPS Administration of Medication Policy
- WNPS Anaphylaxis Policy
- WNPS Asthma Policy

Appendices which support with this policy are:

- Appendix A: Incursion Approval Pro-forma

## Evaluation and Review

Evaluation of the *Incursion Policy* will occur as stipulated in the *Watsonia North PS Policy Review Cycle* document or more often if necessary due to changes in regulations or circumstances.

This policy was updated in September 2018 and is scheduled for review in 2022.



