



## INCURSIONS POLICY (EXTERNAL PROVIDER)

This policy has been developed by members of School Council.

<b>Date written:</b>	Aug 2015	<b>Date reviewed:</b>	2015
<b>School Council Ratified:</b>	Nov 2015	<b>Next review:</b>	2018

### PURPOSE

The school's provision of services by an external provider (Incursions) 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:

- 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 that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- To allow exemplary providers of services access to the school which will enhance student outcomes.

### IMPLEMENTATION

- All incursions must be approved by the Principal.
- A designated Teacher in Charge will coordinate each incursion.
- All incursions are to be maintained at a reasonable and affordable cost, that they complement the curriculum and they comply with all DET requirements.
- 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/carers as appropriate. In the event that parents/carers cannot be contacted, the Teacher in Charge will follow first aid and emergency policies as set out by the school.
- In cases involving payment, parents/carers must be informed of the incursion details and return a signed permission note and payment for their child to attend.
- All efforts will be made not to exclude students simply for financial reasons. Parents/carers experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager/Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager/Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for incursions.

- Parents/carers will be provided permission forms with information clearly stating payment finalisation 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 Business Manager/Principal.
- The office staff will be responsible for managing and monitoring the payments made by parents/carers and will provide class teachers with detailed records on a regular basis.
- 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 an appropriate educational program.
- All students must have returned a signed permission note and payment to be able to attend the incursion.
- All External Providers such as Music instructors, coaches or similar professionals must have undertaken a Police Check, a Working with Children's Check and other relevant checks, before they are invited to provide services to the school.
- All External Providers will be expected to complete a contractor induction prior to working in the school.
- When working with an external provider the students will work in groups in designated and visible work places through the school.
- To ensure that parents/carers understand that students may undertake the activity during normal school hours and during some recesses and lunch breaks.

## Duty of Care for Incursion

- Incursion activities require the Teacher in Charge to ensure that the location within the school is appropriate and safe for the conduct of the incursion.
- Be aware that children may be less constrained and more prone to accident and injury than in a more closely supervised classroom.
- 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.
- Be aware that 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.
- Be aware that incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the incursion.
- The Teacher in Charge will have copies of all confidential medical forms and permission notes with contact details. Copy of this material will also be kept at the administration office.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.
- The teacher in charge or designated teacher of an incursion will carry a mobile phone containing contacts and know the location of a first aid kit.
- All staff must follow the DET guidelines when organising an incursion. All procedural steps contained in the School Camps, Excursions and Incursions Policy and Procedure outlines must also be followed.

## **EVALUATION & REVIEW**

The Rosanna Primary School Incursion Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

## **REFERENCES**

<http://www.education.vic.gov.au/school/principals/health/Pages/default.aspx>

## **RELATED DOCUMENTS**

### **Policy**

Camps and Excurisons

Student Engagement & Inclusion

On-site Supervision

Visitors in Schools

First Aid

This document can be found at:  
**USER:/Policies/Ratified Policies**