



# INCURSION

## POLICY

### WOADY YALOK PRIMARY SCHOOL:

#### **BASIC BELIEFS**

The school's incursion program enables students to further their learning by complementing classroom lessons with visiting experts and provision of resources from outside the immediate school community. Incursions enhance, 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 through other people and experiences.

#### **GUIDELINES FOR ACTION**

- Staff wishing to organise an incursion free of cost, must complete an incursion proposal form and lodge this for approval with the Campus Head. The Campus Head needs to ensure that the incursion is cost neutral and that it compliments the curriculum and complies with all DEECD requirements.
- No permission note is required for an incursion free of cost.
- All incursions with an attached cost, require lodgement of an incursion proposal form which must be approved by School Council prior to running.
- Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are identified. The final decision will be made by the Principal or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- A designated "Teacher in Charge" will coordinate each incursion.
- 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 experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Principal, Campus Head or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal and Business Manager in consultation with the appropriate staff and assessed 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.
- Students with payments not finalised prior to the incursion, will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Students who have not returned signed permission forms will not be allowed to attend incursions.
- Office staff will be responsible for managing and monitoring the return of permission forms and payments made by parents and will provide organising teachers with regular, detailed records..
- Where an incursion has an attached cost, the Teacher in Charge must provide the General Office with a final list of student attendance. This list must also include the location of students not involved in the

incursion. A copy of this list should also be provided to appropriate staff and Campus Heads.

- Students not attending the incursion will be provided with suitable alternative activities.
- 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, Assistant Principal or members of the school's Leadership Team in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the incursion.
- A student can be withdrawn during an incursion where their behaviour is deemed unacceptable based on the Teacher in Charge's professional judgement.

## **DUTY OF CARE**

### **Incursions**

- Be aware that students are usually 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 DEECD 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 DEECD guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the incursion.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

<b>Date Implemented</b>	
<b>Author</b>	
<b>Approved By</b>	
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	
<b>References</b>	

**APPROVAL APPLICATION**

To be submitted to School Council or the school for approval as required by DEECD.

INCURSION: .....

DATE/S: .....

DETAILS: (who is visiting; what activity will take place)

.....  
.....

NUMBER OF STUDENTS: .....

WHO (group, year level, other - specify).....

.....

VENUE.....

PURPOSE OF INCURSION:

.....  
.....

COST PER STUDENT.....

OR

FUNDED BY (source of funds).....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: .....

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date:

**EVALUATION:**

- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**August 2014**