

# Incursions



## Policy

### Rationale:

The College'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 school. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students. This policy is underpinned by Ministerial Order 870 — Child Safe Standards.

### 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.

### Guidelines for Action:

- All visitors to the College involved in the running of incursions must adhere to the college child Safe Code of Conduct. All such visitors must have a valid WWC
- All incursions must be approved by the school operations and appropriate chain of approval  
Staff wishing to organise an incursion must do so in line with the appropriate chain of approval
- Organiser must ensure incursions are cost neutral and that they complement the curriculum and comply with all DET requirements
- 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 ensuring the school emergency policies and procedures are adhered to

- 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 Business Manager.
- Decisions relating to alternative payment arrangements will be made by 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 finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager
- A designated "Teacher in Charge" will coordinate each incursion
- Students not attending the incursion will be provided with suitable alternative activities
- Where applicable, students must have returned completed a Compass event permission note and payment to be able to attend the incursion
- 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 or Assistant Principal in consultation with the organising teacher and the Sub School Director. Both the parent and student will be informed of this decision

#### **Duty of Care**

- 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 vulnerable students may require additional care and supervision during incursions
- 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

- Arrangements will be made for students not attending the incursion to continue their normal program at school under alternate supervision

**Review**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified in March 2018

This policy is due for review in Marcy 2021