



# INCURSION

## POLICY and PROCEDURES

### 1. INTRODUCTION

Woodville Primary 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.

### 2. POLICY OBJECTIVES

- 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.

### 3. GUIDELINES FOR IMPLEMENTATION

#### 3.1 Approval

All incursions must be approved by the Assistant Principal or Principal.

Staff wishing to organise an incursion must complete an incursion proposal form (refer to Appendix A) and lodge this for approval. 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 or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.

The Principal or Assistant Principal must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all DET requirements.

#### 3.2 Duty of Care

The designated teacher in charge has ultimate responsibility for all students in their care. At law, the Duty of care cannot be delegated, this includes supervision of students who are in the care of external education providers, ancillary staff, parents or trainee teachers.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed. Furthermore, 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.

Woodville Primary School will ensure that incursions fully comply with DET guidelines and brings with it an increased duty of care.

#### 3.3 Teacher Responsibilities

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.

A designated "Teacher in Charge" will coordinate each 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.

Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

### 3.4 Arrangements for Payment

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 finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.

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.

### 3.5 Diversity & Equity

Students should not be denied attendance to any incursion because of disability or medical condition. Woodville Primary School will take reasonable steps to support the inclusion of students with moderate to severe disabilities in its planning and delivery. Parents may be invited to assist in the delivery of incursions.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps

### 3.6 Aboriginal and Torres Strait Islander Considerations

School incursions will be sensitive to sites and venues of cultural importance to Koorie communities. When relevant and appropriate Woodville Primary School will consult with Local Aboriginal Education Consultative Groups (LAECG), the Victorian Aboriginal Education Association (VAEAI) and other indigenous groups to ensure the required protocols are met.

Woodville Primary School endorses that the teaching aspects of Koorie culture is the responsibility of Aboriginal people and Torres Strait Islander people only.

### 3.7 Parent / Guardian Consent

Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

### 3.8 Student Behaviour

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion.

## 4. LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: [DEECD School Policy Advisory Guide - Excursion and Activities](#)

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Curriculum Framework policy
- Duty of Care policy
- First Aid and related medical policies
- Student Engagement & Inclusion policies

Appendix which is connected with this policy:

- Appendix A: Incursion Approval Pro-forma

## 5. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

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

August 2015

## APPENDIX A

### INCURSION APPROVAL APPLICATION

This form is to be completed and submitted to the Principal as part of the planning and approval process for all incursions.

Incursion	
Date and time of incursion	
Description (External education provider; what activity will take place)	
Working with Children Check held by provider?	€ No € Yes <b>Note:</b> Duty of care resides with teachers for the period of the event
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	
Supervising staff	
First Aid officers	
Are any incursion supervisors other than teaching staff?	€ No. € Yes, please list:
If not staff, are they to be paid?	€ Yes € No
Working with Children Check held by volunteers?	€ Yes € No
Activity complies with External Providers Policy guidelines	€ Yes € No

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the Principal for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

Acknowledgement

Teacher-in-charge:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of receipt of *approval proforma*

Principal:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

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

2014