Mерnda Primary School 0488

INCURSION POLICY

RATIONALE
The school’s incursion program enables students to further their learning by complementing classroom lessons with experts, experiences and resources provided 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 visitors to the school who usually provide a performance, service or activity for the students for a fee.

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 IMPLEMENTATION
The primary reference that must be consulted when considering all incursions for the school is the Victorian Government Schools Reference Guide 4.4.2 – Student Safety & Risk Management

Approval & Planning
- All incursions must be approved by the School Improvement Team (SIT).
- Prior to the commencement of any detailed planning relating to a proposed incursion, the Teacher in Charge must present the SIT with a planning summary, discuss the proposed activity, and seek ‘in principle’ support for the event.
- Out of courtesy, School Council should be made aware of all incursions, ensuring that all incursions are maintained at a reasonable and affordable cost, that they complement the curriculum, and they comply with all DEECD requirements.
- If day incursions include adventure activities organising staff should consult the Adventure Activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity, to satisfy the principal’s requirements.

Financial
- All endeavours will be made not to exclude students from incursions for financial reasons.
- Parents experiencing financial difficulty, who wish for their children to attend an incursion will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for incursions. Children whose parents have not paid by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis as appropriate.

Staff
- A designated ‘Teacher in Charge’ will coordinate each incursion.
- All incursions will be attended by teaching staff to ensure that appropriate staff are responsible for the supervision of students at all times.
- In the event of an accident or emergency the ‘Teacher in Charge’ will be responsible for the organisation of first aid, and will organise contact with parents as appropriate. In the event that parents cannot be contacted, the ‘Teacher in Charge’ will follow school first aid and emergency procedures as appropriate.
- The ‘Teacher in Charge’ must provide the Principal or Assistant Principal with a report of any mishaps or concerns that may have arisen during the incursion.
Students
- The ‘Teacher in Charge’ must provide the General Office with a final list of students involved in an incursion.
- The ‘Teacher in Charge’ must provide the General Office with a list including the names and the location of students not involved in the incursion.
- Students not attending the incursion will be provided with suitable alternative activities.
- If students have not displayed sensible, reliable behaviour at school they may not be invited to participate in school incursions. Parents will be notified if a child is in danger of not being invited 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 Team Leader in consultation with the ‘Teacher in Charge.’ Both the parent and the student will be informed of this decision prior to the incursion.

Communication
- It is desirable, but not compulsory, that parents are notified of incursions not involving payment.
- In cases involving payment, parents must be informed of the incursion details and return a signed permission note and payment for their child to attend the incursion.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending the incursion.

Incursion Duty of Care - Staff need to be aware that:
- Children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- An incursion at the school requires the teacher to fully comply with DEECD guidelines. Incursions bring an increased duty of care. It is a teacher’s responsibility to be aware of these guidelines and remain the person designated with the duty of care.
- Incursion activities require the teacher to ensure that the location within the school is appropriate and safe for conduct of the incursion.
- Arrangements need to be made for students not attending the incursion to be supervised by another teacher.

Visitors to the school:
- All visitors to the school must adhere to the Visitors policy and procedures. (Refer to the current Visitors policy)

EVALUATION
This policy will be reviewed as part of the school’s review cycle.

This policy was last ratified by School Council on 15th September 2014