



# Yinnar South Primary School – Incursion Policy

## Purpose of this policy

Yinnar South 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.

The objectives of incursions are:

- 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.

## Procedures

### Approval

All incursions must be approved by the Principal.

Staff wishing to organise an incursion must complete an incursion proposal form (refer to Appendix 1) 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 who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.

The Principal must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all Department of Education and Training (DET) requirements.

### 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. (Refer Supervision and Duty of Care Policy)

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

Yinnar South Primary school will ensure that incursions fully comply with DET guidelines and brings with it an increased duty of care.

### 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 School 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.

### 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 Principal or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal or 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 finalisation dates. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Principal or 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.

### External Providers

If Yinnar South PS enters into an arrangement with another school or organization to deliver wholly or part of Yinnar South curriculum, then Yinnar South will create an external provider policy based on the Department of Education's policy requirements. In summary, school council must approve these arrangements and the school will retain its duty of care to its students.

### Diversity & Equity

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

### Aboriginal and Torres Strait Islander Considerations

School incursions will be sensitive to sites and venues of cultural importance to Koorie communities. Yinnar South 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 where applicable.

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

### Parent / Guardian Consent

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

### Student Behaviour

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion (Refer Student Engagement and Inclusion Policy)

## Links and appendixes

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

This policy should be read and understood in conjunction with the following school policies:

- Curriculum Framework Policy
- Supervision and Duty of Care Policy
- Working with Children Check Policy
- First Aid and related medical Policies
- Student Engagement & Inclusion Policies

Appendix which is connected with this policy:

- Appendix 1: Incursion Approval Pro-forma

## Review

The Yinnar South Primary School School Council and staff will regularly monitor and review the effectiveness of the Incursion Policy and revise the policy triennially or as required by completing a policy review.

Incursion Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 18/07/2018.

## Appendix 1 – Incursion Approval form

### Incursion approval form

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please list:
If not staff, are they to be paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Working with Children Check held by volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Activity complies with External Providers Policy guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> 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		
<p><b>Critical incident management</b> (emergency procedures) – contact the Principal for assistance.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

Acknowledgement

Teacher-in-charge:

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

Acknowledgement of receipt of *approval form*.

Principal:

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