

# INCURSIONS / EXTERNAL PROVIDER POLICY

*This policy was last ratified by School Council on* **July 2015**

## **RATIONALE**

An incursion is an activity that involves school visitors/external providers who provide a performance, lesson or service for students. The school's incursion program enables students to further their learning by supporting 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.

## **GENERAL PRINCIPLES**

- ◆ 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.

## **IMPLEMENTATION**

- ◆ All incursions must be approved by the Principal or nominee.
- ◆ The Principal or nominee will ensure all incursions complement the curriculum and comply with all DET requirements. External providers will need to have the appropriate insurance when required.
- ◆ 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 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 and/or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal and 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. Students must have returned a signed permission note and payment by the incursion day to be able to attend unless alternative payment arrangements have been made.

- ◆ 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.
- ◆ A designated “Teacher in Charge” will coordinate each incursion. The Teacher in Charge must provide the office with a final student list. This list must also include the location of students not involved in the incursion.
- ◆ 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.

#### **DUTY OF CARE - Incursions**

- ◆ 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.
- ◆ All incursions require the teacher to fully comply with DET guidelines.
- ◆ Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

#### **EVALUATION**

- ◆ This policy will be reviewed each strategic cycle or more often if necessary due to changes in regulations or circumstance.