

Incursion Policy



Rationale:

The 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.

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 incursions must be approved by the Principal
- Staff wishing to organize an incursion must complete an incursion proposal form and lodge this for approval. All incursions must be approved at least four 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 they are cost neutral and that they complement the curriculum and comply with all DET requirements
- All incursion costs are included in the students Schools Materials Charge.
- Office staff will be responsible for managing and monitoring the payments of the Schools Materials Charge.
- A designated "Teacher in Charge" will coordinate each incursion
- The Teacher in Charge must provide the General Office with a total number attending and a final student list. This list must also include the location of students not involved in the incursion. A copy of this list should also be posted on the staff noticeboard
- 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 in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion

Duty of Care - Incursions

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom
- 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 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 the teacher in Charge of the incursion may request to see Working With Children's Checks of personnel with the incursion if not provided by the incursion company
- Be aware that incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst

participating 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

See **Appendix** below - Incursion Risk Assessment Form

Evaluation:

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

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

May 2016

Incursion Risk Assessment Form

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

Duty of care resides with teachers for the period of the event:

- The educational purpose of the program has been established and is relevant to the school's curriculum
- The conduct of adventure activities complies with relevant Department of Education [Safety Guidelines](#)
- I have informed staff that they must comply with relevant [DET Safety Guidelines](#)
- External providers, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity
- Presenter(s)-contractor(s) has/have Working With Children Check (WWCC)

Incursion:		Teacher In Charge of Organising Incursion:
Class Group(s) attending:	Date of Incursion: Times:	Supervising Teacher in Charge at Incursion:
Details of area to be used and safety initiatives if required:		Cost per student: \$

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow Emergency Management procedures</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance (000) if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

