

# **Incursion Policy**



**Williamstown High School**

# Incursion Policy

## Development process

This statement explains “**why**” the policy is being written. The general overview might also refer to any background or directives that led to the development of the policy.

## 1. Rationale

The 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. Purpose

A brief statement of specifically “**what**” the policy is intended to accomplish, that is, the aim of the policy. This should only be one or two sentences.

- 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. Implementation

This section details “**how**” the policy statement will be achieved. It may set requirements for different parts of the school community (for example, staff, students, parents) as well as outlining “**who**” will be responsible for the implementation of the policy.

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

Staff wishing to organise an incursion must complete an incursion proposal form 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 they are cost neutral and that they complement the curriculum and comply with all DET requirements.

## 4. Specific procedures

This section outlines the practical processes that tell people exactly what they have to do to operate within this policy.

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 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 finalisation dates. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

Office and teaching 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.

Obtain a Working With Children Check for any person who is having direct contact with our students as part of their work e.g. speaking to our students as part of a workshop. Direct contact is face-to-face, physical, written, oral or electronic contact.

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. A copy of this list should also be posted on the staff noticeboard and on Compass.

Students not attending the incursion will be provided with suitable alternative activities. Where applicable, students must have given permission and made payments to be able to attend the incursion.

Only students who 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, Assistant Principal or Student Engagement and Wellbeing Team in consultation with the organising 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 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.

## **5. Evaluation and review**

Policies must be reviewed on a regular basis. A defined review cycle should be stated.

- This policy will be monitored by the Principal team who will ensure:
- This policy is included as an agenda item for the Term 1 meeting each year.
- The policy will be reviewed annually and updated (where appropriate.)

## 6. Definitions & references

Sometimes technical terms will need to be defined.  
Also other related policies or DET guidelines might need to be referred to.

School Policy Advisory Board  
Excursion and Other Activities:  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>  
WHS Duty of Care Policy

## 7. Consultative process

Briefly outline the consultative processes used to develop and ratify this policy. Which groups or committees were involved.

- Tabled at Edpol Subcommittee.
- Bayview Principal developed policy in line with departmental requirements
- Consultation occurred during term 4 2017.

### **Ratification:**

This policy was ratified by school council on 21 August 2018

## INCURSION APPROVAL APPLICATION

To be submitted to School Council or the school for approval as required by DET

INCURSION: .....

DATE/S: .....

DETAILS: (who is visiting; what activity will take place)

.....

.....

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: .....

STAFF PROPOSED: .....

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: .....

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date:

