

IncurSION Policy



Williamstown High School

Updated in 2021

Incursion 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

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

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 in a timely process 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

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 and ensure any visitors obtain a Working With Children Check who have 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 front office and staff (via email) 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 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 or Assistant Principal in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the incursion.

DUTY OF CARE

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.

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.

Incursions require the teacher to ensure that the venue adheres to DET guidelines.

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in the staff handbook

5. Evaluation and review

This policy will be monitored by the Principal team.
This policy is included as an agenda item for the Term 1 meeting each year.
The policy will be reviewed and updated every 3 years.

6. Definitions & references

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

The policy was updated in line with DET’s Policy Advisory Library and consultation undertaken to ensure accurate representation across both campuses by the Principals and first aid teams.
Policy tabled at Principal meeting during term three 2021.

Policy Review and Approval

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	July 2024