

BASIC BELIEFS

The school's incursion suite 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 Assistant Principal or Principal.
- Staff wishing to organize an incursion must seek approval at least four weeks prior to the actual incursion taking place. 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.
- 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 respective Assistant Principal overseeing the P-2, 3-6 Learning Community. Decisions relating to alternative payment arrangements will be made in consultation with the appropriate staff, on an individual basis. The Camps, Sports and Excursions Fund (CSEF) commenced in 2015 for four years and provides payments for eligible students to attend camps, sports and excursions and this may be accessed for incursions.
- 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 finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the respective Assistant Principal overseeing P-2 and 3-6 Learning Community.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- A designated "Teacher in Charge" will coordinate each incursion.
- 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.
- Students not attending the incursion will be provided with suitable alternative activities.

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 whilst participating in the incursion and names checked against the Participants List.
- 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 annually or more often if necessary due to changes in regulations or circumstances.

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| Date Reviewed: (School Council Endorsement) | June 5 th 2017 |
| Date of Last Review | May 2017 |
| Next Review Due Date | May 2018 |
| Responsible for Review | Assistant Principal |
| Frequency of Review | Annually |
| References | DET Excursion Policy |

West
Primary School

Incursion Risk Assessment Form

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

- Presenter/s-contractor/s has/have WWWC (Working with Children's Check)
- Activity complies with External Providers Policy guidelines _____

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

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|--|-------|-------------------------------------|
| Class Group: | Date: | Supervising (Duty of Care) Teacher: |
| Details of area to be used and safety initiatives if required. | | |

| | 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 School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p> | | |

MWPS Incursion Checklist

Name of Incursion:..... Proposed date:

Year Levels (classes) involved:

Organising teacher:.....

| <i>Prior to INCURSION - Start process 4 weeks early. Office Staff/Business Manager need a full weeks' notice before notices are sent home.</i> | Done |
|--|-------------|
| Check school calendar to avoid clash of dates. Add date to school calendar in staffroom. Seek approval from Principal/Assistant Principal via email. | |
| Confirm attending staff – ensure correct staff/student ratios. Check with Prin/AP & team leader before including – or approaching - aides or parents | |
| Cost Incursion. Allow for some students not attending. Incursion should not run at a loss – neither should it make much profit. | |
| Inform Business Manager/Office staff who will organise to set up charge | |
| Write incursion notice. <u>See Personal Assistant to Principal Class for generating notices.</u> | |
| Get notice checked by Principal/Assistant Principal. | |
| Send home notice at least 2 weeks prior to incursion. | |
| <u>IMPORTANT – 2 WEEKS PRIOR TO INCURSION</u> Notify Emergency Management via the online School Activity Notification form. You will receive an email confirming the details. Please forward a copy of this to the Principal. The web address is below – perhaps mark it as a favourite (Log in with edumail ID and password). https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp | |
| Inform team and other attending staff of timetable for the day's activities. | |
| Arrange yard duty swaps if necessary. Changes to usual school specialist timetable are not to be made. Communicate changes to the Assistant Principal responsible for Daily Organisation. | |
| Inform affected staff – depending on day of incursion <ul style="list-style-type: none"> - specialists: Science, PE and Art - music staff e.g keyboard, instrumental - canteen - teachers of affected classes if taking aides on excursion - speech therapists - LLI teacher overseeing the program and staff implementing program | |
| If payment is required on the day of the incursion, request a tax invoice from the supplier beforehand and give to Business Manager. Requests for cheques must be at least one week before needed. | |

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| Three days before excursion check with office to see if all students have paid. <u>Follow up those not yet paid.</u> Check that you have consent forms for all attending students | |
| Make arrangements for students not attending | |
| <i>On Incursion Day</i> | |
| Take permission notes on incursion | |
| Take first aid kits | |
| Collect Epipens (if applicable) | |
| Collect asthma equipment (i.e. ventolin, etc) | |
| Take cheque if required | |
| If payment is required after the event, put the invoice in the invoice folder at main office after approving payment (red stamp on main office). | |
| Leave contact details, names and numbers of attending students and staff <u>and itinerary for the day</u>, with front office, along with this checklist. | |
| <i>After Incursion</i> | |
| Return all epipens and asthma equipment to front office. Complete sign in register. | |
| Collect all incursion consent forms and file in Principal's office. Advise principal of any incidents on incursion, and success or otherwise of venture | |

Signed: Date:

ALL INCURSIONS to have the following consent and information included:

Parents please note: As venues, transport providers and presenters/instructors often require upfront payment we are generally NOT able to refund monies due to non attendance at an excursion by your child due to illness or other unforeseen reason. We apologise for this, but are sure you understand our position here. Thank you.

I consent to my child, of gradeparticipating in the incursion to XXXX, for the purpose of XXXXX on (DATE).

I authorise the teacher in charge of the incursion to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

Signed: Date:

Print name:ph: mob:

Emergency contact (other than that listed above):

Phone:



Melton

West

Primary School