

	<b>FRANKSTON PRIMARY SCHOOL</b>  <b>Incursion Policy</b>	<b>Developed</b> <b>2018</b> <b>Review: 2021</b>
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## **PURPOSE**

Frankston Primary School's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursion 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. The objectives of incursions are:

- 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.

## **PROCEDURES**

### **Approval**

All incursion must be approved by the Principal.

Staff wishing to organise an incursion must complete an incursion proposal form (refer to Appendix 1) 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 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 Department of Education and Training (DET) requirements.

### **Duty of Care**

The designated teacher in charge has ultimate responsibility for all students in their care.

Duty of Care cannot be delegated, this includes supervision of students who are in the care of external education providers, ancillary staff, parents or trainee teachers. (Refer Supervision and Duty of Care Policy).

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Check and comply with all Sub Contractor OHS regulations) and ensure that supervision guidelines are followed. Furthermore, 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. Frankston Primary school will ensure that incursions fully comply with DET guidelines.

### **Teacher Responsibilities**

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

### **Arrangements for Payment**

- 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 Principal or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal or 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 organised with the Principal or Business Manager.
- 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.

### **Diversity & Equity**

Students should not be denied attendance to any incursion because of disability or medical condition. Frankston Primary School will take reasonable steps to support the inclusion of students with disabilities in its planning and delivery. Parents may be invited to assist in the delivery of incursions

### **Parent / Guardian Consent**

Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

### **Student Behaviour**

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion.

## Links and appendixes

The Key Links which are connected with this policy are sourced through:

DET School Policy Advisory Guide - Excursion and Activities

This policy should be read and understood in conjunction with the following school policies:

- Curriculum Framework Policy
- Supervision and Duty of Care Policy
- Working with Children Check Policy
- First Aid and related medical Policies
- Student Engagement & Inclusion Policies

### Appendix which is connected with this policy:

- Appendix 1: Incursion Approval Pro-forma

<b>DEVELOPED</b>	2018
<b>PRINCIPAL</b>	Renee Kennedy
<b>SCHOOL COUNCIL PRESIDENT</b>	Chad Wilson
<b>EVALUATION</b>	This policy will be reviewed as part of the school's three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.

## Appendix 1: Pre Approval for Incursion Visit

### Incursion approval form

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

Teacher in Charge	
Incursion Date	
Year Level Date and Time of Incursion	
Description (External education provider; what activity will take place)	
Working with Children Check held by provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OHS Sub Contractor paper work completed?	
Number of students	
School Venue	
Purpose of incursion	
Cost of incursion Cost per student or Funded by:	
Supervising Staff  Dedicated First Aid Officer	
Working With Children Check for all volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Risk Assessment required to be completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning Complete:	Teacher in Charge: _____ Principal: _____

