



Incursions

POLICY

Mount Pleasant Road Primary School

A. Rationale:

A.1. 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.

B. Aims:

B.1. To reinforce, complement and extend the learning opportunities provided at school.

B.2. 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.

C. Implementation:

C.1. All incursions must be approved by the Principal before detailed planning commences.

C.2. All incursions must be approved at least two weeks prior to running. Where an incursion approval has not been made the 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, cost to parents, as well as the impact on the school for the proposed date.

C.3. The Principal must approve incursions to ensure they are cost neutral and that they complement the curriculum and comply with all DET requirements.

C.4. All external providers must provide a current WWCC to the Teacher In Charge (copy kept on file in the office) and complete the school OH&S external contractors form.

C.5. 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 immediate first aid and contacting the office, who will contact parents as appropriate.

C.6. 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 Principal in consultation with the Business Manager, on an individual basis.

C.7. 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. Students whose payments are not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.

C.8. Where applicable, students must have returned a signed permission note.

C.9. 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.

C.10. A designated "Teacher in Charge" will coordinate each incursion.

C.11. The Teacher in Charge must provide the 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.

C.12. 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. 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.

D. DUTY OF CARE FOR INCURSIONS:

Staff must:

- D.1.** Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- D.2.** 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.
- D.3.** 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.
- D.4.** Be aware that incursions require the teacher to ensure that the venue adheres to DET guidelines.
- D.5.** Arrangements will be made for students not attending the incursion to be under the supervision of another classroom teacher.

E. Evaluation:

- E.1.** This policy will be reviewed as part of the school's three-year review cycle, or after any unexpected or adverse incident originating from an incursion.

F. References:

- F.1.** Advisory Guide website:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

G. Appendices:

- G.1.** *Appendix A: Incursion Risk Assessment Form*
- G.2.** *Appendix B: Incursion Approval Form*



APPENDIX A: Incursion Risk Assessment Form

- Duty of care resides with teachers for the period of the event:**
- Presenter/s-contractor/s has/have WWWC
 - Activity complies with External Providers Policy guidelines _____
 - Presenter/s-contractor/s has/have completed the OHS external contractors form.

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

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

Incursion/In School Activity Risk Register

School: _____

Supervising teachers / staff: _____

Lesson plan / subject: _____

Year Level: _____

Dates: | _____

Location(s): _____

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Risk Owner / Review Date
Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause/s and consequences/s. <i>What would cause it to go wrong? (cause/s) What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	Effectiveness of existing controls <i>How effective are the current controls we have in place? (choose one)</i>	Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix?</i>	The risk owner should review the risk data in this register post the lesson and update it if required.
Risk Title Risk description	Causes <ul style="list-style-type: none"> • xxx Consequences <ul style="list-style-type: none"> • xxx 	<ul style="list-style-type: none"> • 	Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	
Risk Title	Causes	•	Ineffective-xxx	Severe	Almost certain	Extreme	