



# Olinda Primary School

## Incursions

2017

**Principal: Cornelia Sheeran**

**School Council President: Sharryn Veto**

<b>Date Approved</b>	April 2017
<b>Approved By</b>	School Council
<b>Next Review Date</b>	April 2020
<b>Responsible for Review</b>	Principal
<b>References</b>	Victorian Government Schools Policy and Advisory Guide



# OLINDA PRIMARY SCHOOL INCURSIONS 2017

## Rationale

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.

## Aims

This policy aims to

- reinforce, complement and extend the learning opportunities beyond classroom activities and experiences
- develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people, resources and experiences.

## Guidelines

- 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 where practical.

## Procedure

- All incursions must be approved by the Principal.
- The Principal must approve incursions to ensure there 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.
- 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.



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- 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.
- Students not attending the incursion will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. When a child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school a parent, student, teacher, principal meeting will be called. A student management plan will be discussed and put in place at this meeting such as the parent attending. All students participating in a school incursion will be asked to sign a contract agreeing to abide by all incursion rules.

### **Links and Appendices**

Appendices which are connected with this policy are:

- Appendix A: Approval Application

### **Evaluation**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.



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INCURSIONS  
2017**

**Appendix A- 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 be taking 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 there any incursion supervisors other than teaching staff: YES / NO

If 'Yes', please list: \_\_\_\_\_

If not OPS staff, are they to be paid? YES / NO

Is a Working With Children's Check held by the volunteers? YES / NO

Signed:

Date: