



Small School Big Learning

INCURSIONS PROCEDURES

Yering 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. Incursions 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 learning is often achieved with other people and experiences.

GUIDELINES

- All incursions must be approved by the Principal.
- Staff wishing to organise an incursion must complete an incursion proposal form and lodge this for approval. All incursions must be approved at least two weeks prior to the date of the event. This decision will be made by the Principal who will consider the educational outcome of the incursion and compliant with all DEECD 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 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 or Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager or Principal 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 dates.
- Office staff will be responsible for managing and monitoring the payments made by parents.
- A designated "Teacher in Charge" will coordinate each incursion.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- Only students that have displayed appropriate 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. Both the parent and student will be informed of this decision prior to the incursion.

DUTY OF CARE

Incursions

- Students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- 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.
- Incursions require the teacher to fully comply with DEECD guidelines and brings 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 DEECD guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the incursion.

APPROVAL APPLICATION

To be submitted to School Council or the school for approval as required by DEECD.

INCURSION:

DATE/S:

DETAILS: (who is visiting; what activity will take place)

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NUMBER OF STUDENTS:

WHO (group, year level, other - specify).....

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VENUE.....

PURPOSE OF INCURSION:

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COST PER STUDENT.....

OR

FUNDED BY (source of funds).....

ORGANISING STAFF MEMBER:

STAFF PROPOSED:

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed:

Date: