



## Incursions

### 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. This policy is underpinned by Ministerial Order 870 – Child Safe Standards.

### 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:

- For the purposes of this policy, an incursion is an activity that involves school visitors who provide information, a performance or educational service to the students.
- All visitors to the College involved in the running of incursions must adhere to the college Child Safe Code of Conduct. All such visitors must have a valid Working with Children Card (WWCC).
- All incursions must be approved by the College Operations Group (COG), who will take into account the educational benefits of the activity, timing, cost, the impact on College Operations and the student learning program.
- Staff wishing to organize an incursion must do so in line with the COG protocols.
- COG must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all DET regulations and risk assessments.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times, in line with DET ratio guidelines. In the event of an accident or emergency the teacher in charge will be responsible for ensuring the school emergency policies and procedures are adhered to.
- 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 Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission requirements and excursion information via COMPASS (and other communication means), clearly stating payment finalisation dates. Payment and consent may be made electronically via COMPASS; alternatively, the submission of a signed permission form and payment (cash / credit card) may be made via the College front office. Children whose payment have not been finalised within by published timeline will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal or Business Manager or another nominated representative.
- 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.
- Students not attending the incursion will be provided with suitable alternative curriculum activities.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Student Wellbeing Coordinator or Sub School Leader, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the incursion.

### **Duty of Care:**

- 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.

### **Child Safety Standards**

To cater for Child Safety Standards, Kambrya College will ensure the following occurs in relation to excursions, activities and camps:

1. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
  - a) Working with Children Check status, or similar check;
  - b) Proof of personal identity and any professional or other qualifications;
  - c) The person's history of work involving children; and
  - d) References that address the person's suitability for the job and working with children.
2. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months.
3. The school will ensure that appropriate supervision or support arrangements are in place in relation to:
  - The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
  - Monitoring and assessing a job occupant's continuing suitability for child connected work.
4. The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

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<b>Responsible for Review</b>	Paul Looker- Assistant Principal
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