

Willaura Primary School INCURSIONS POLICY

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 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.

Child Safe Standards (Ministerial Order 870 – effective August 1, 2016)

Willaura Primary School is aware that visitors to the school pose a risk to child safety. All precautions will be taken to ensure that any visitor to the school has the necessary Working with Children Check or Police Check and that students are not placed in a situation where their safety is compromised.

Aims:

- To reinforce, complement and extend 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.

Implementation:

Child Safety Standard 4- Staff Selection Checklist

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- ❖ Motivation is to work with children?
- ❖ Relevant and verifiable child-related work experience\
- ❖ Understanding of professional boundaries
- ❖ Communication skills

Refer to the *Willaura Primary School Staff Selection Policy* for further information.

- For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students for a fee.
- School Council must approve all incursions. In doing so, School Council will ensure that all incursions are maintained at a reasonable and affordable cost, that they complement the curriculum and they comply with all Department of Education requirements.
- While Incursions provide invaluable support and extension to classroom learning, as a small remote school the cost of performers and experts attending our school can be prohibitive. There is often a minimum cost that makes it more expensive per child for small schools than for larger schools. Careful consideration will be made in regards to cost per child.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.

- All families will be given sufficient time to make payments for incursions. Parents will be sent notices before the incursion date reminding them of the need to finalise payment. Children whose payments have not been finalised prior to the incursion may not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Classroom teachers and Business Managers may collect payment for incursions. A central list of names and payments will be kept.
- A designated 'Teacher in Charge' will coordinate each incursion.
- Prior to any child attending an incursion, parents/guardians must have provided the school with a signed permission form.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Consideration will be given to incursions occurring out of school hours so that other family members can be involved.

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.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the incursion.
- Be aware that there is an inherent risk to child safety when visitors attend the school.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

Evaluation:

This policy is to be reviewed as part of our school's two-year review cycle.

This policy was last ratified by School Council in....

October 2016