

# Incursions Policy

## 1. PURPOSE

- Hamlyn Views School's (HVS) 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.

## 2. DEFINITION

- For the purpose of this policy, an incursion is an activity that involves school visitors who deliver a performance or lesson for the students at a cost.

## 3. SCOPE

- 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.

## 4. POLICY

### Approval

- All incursions must be approved by the Principal.
- Staff organising any type of incursions must complete the **HVS Incursion Planning checklist** (see Appendix A) and create an **'Event' on Compass** and submit this to the Principal for approval.
- All incursions should be approved at least three weeks prior to the event date. Where approval has not been gained within this timeframe then that incursion will not run, unless there are approved special circumstances. This decision will be made by the Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal must approve incursions to ensure they are cost neutral, complement the curriculum, and comply with all Child Safe and DET legislative requirements.
- School Council will approve all incursions where school funds are allocated to supplement the cost of the incursion so as to maintain them at a reasonable and affordable cost for families.
- The schedule of all incursions, including costs, will be distributed to families on a termly basis where practicable, and updated as needed.

### Teacher Responsibilities

- A designated "Teacher in Charge" will coordinate each incursion.
- They will generate an incursion **'Event' on COMPASS**.
- Once the event is approved, admin staff will **generate the notes** for parents.
- Prior to any child attending an incursion, parents/guardians must have provided the school with a signed permission form.
- Information will be provided to non-English speaking parents/guardians in a manner that allows them to provide informed consent to their children attending the incursion.
- On the day, print an event **Grid Roll** from **COMPASS** and provide a copy to the office.
- Students who do not attend incursions will be provided with suitable alternative activities.

- In the event of an accident or emergency the Teacher-in-Charge will be responsible for organising first aid by the school nurse or a qualified first aid trained member of staff, and will contact parents as appropriate. In the event that parents cannot be contacted, the Teacher-in - Charge will follow the school's first aid and emergency procedures.

#### **Arrangements for Payment**

- All families will be given sufficient time to make payments for incursions. They will be sent notices before the incursion date reminding them of the need to finalise payment.
- All endeavours will be made not to exclude students simply for financial reasons. Families 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.
- Eligible parents will have access to financial assistance via DET's 'Camps, Sports and Excursion Fund' for program costs.
- The Business Manager will be responsible for managing and monitoring the payments made by parents/carers and will provide classroom teachers with detailed records on a regular basis.

#### **Duty of Care:**

- The designated **Teacher-in -Charge** has ultimate responsibility for all students in their care. At law, this Duty of Care cannot be delegated. A teacher must be present at all times and remain the person designated with 'duty of care' responsibilities.
- Incursions will be attended by designated school staff to ensure appropriate levels of supervision of students at all times.
- External education providers delivering incursions must have appropriate certification e.g. a valid Working with Children's Check.
- The Principal will ensure that appropriate emergency and risk management planning is undertaken for all students attending incursions.

#### **Diversity & Equity**

- Students should not be denied attendance to any incursion because of their disability or medical condition. HVS will take reasonable steps to support the inclusion of all students in the planning and delivery of an incursion.
- Parent volunteers may be invited to assist in the support of incursions.

#### **Aboriginal and Torres Strait Islander Considerations**

- School incursions will be sensitive to sites and venues of cultural importance to Koorie and Torres Strait Islander communities. When relevant and appropriate HVS will consult with Local Aboriginal Education Consultative Groups (LAECG), the Victorian Aboriginal Education Association (VAEAI) and other indigenous groups such as the Wathaurong Aboriginal Corporation, to ensure required protocols are met.
- HVS endorses that the teaching aspects of Koorie and Torres Strait Islander culture is the responsibility of Aboriginal people and Torres Strait Islander people only.

#### **Parent Guardian Consent**

- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

#### **Student Behaviour Expectations**

- Students and their parents/guardians will be made aware that the behaviour expectations during an incursion are based on the school's Positive Behaviour Support Matrix – Keep Safe, Show Respect and Be a Learner.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with (but not limited to) the following school policies:

- HVS Statement of Values and School Philosophy
- HVS Curriculum Framework Policy
- HVS Student Engagement and Wellbeing Policy
- HVS Inclusion and Diversity Policy
- HVS Visitors Policy
- HVS Volunteers Policy
- HVS Safety and Welfare with External Providers Policy
- HVS Duty of Care Policy
- HVS First Aid and related health needs policies
- HVS Commitment Statement to Child Safety
- HVS Child Safe Policy
- HVS Child Safe Code of Conduct
- PROTECT: Child Safe Standards  
<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>
- Reportable Conduct Scheme  
<http://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets#TOC-6>

## 5. EVALUATION

A process for evaluating the incursion should be in place. This would involve all stakeholders having the opportunity to provide feedback, including students.

From time to time, schools may be requested by the provider of an incursion to evaluate their program. If doing so, care should be taken not to be seen as openly endorsing a particular provider.

## 6. REVIEW CYCLE

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

**This was reviewed and updated in September, 2019.**

**Date for next review: 2023**



### **Appendix A: HVS Incursion Planning Checklist**

Refer to 'Incursions' policy, located on HVS Google Drive at: <a href="https://drive.google.com/drive/folders/1Vzo2Uihnrbo1x0ojWqVJ848UokP1DQVh">https://drive.google.com/drive/folders/1Vzo2Uihnrbo1x0ojWqVJ848UokP1DQVh</a>	
All events to be <b>coordinated with Principal</b> approval	
Incursion rationale <b>discussed in teams</b> prior to the commitment of an event being made	
Check with Business Manager that <b>funds are available</b> through budgets and/or Camps, Sports and Excursion Funds (CSEF) for individual students	
<b>Compass 'Event'</b> to be generated for all events, use relevant template for local excursion/class excursion or whole school excursion.	
Once the event is approved, admin staff can <b>generate the notes</b> for parents	
Complete <b>risk assessment</b> and supervision plan (individual student safety plans as required)	
Prepare script / <b>social narrative</b> outlining event itinerary and expectations	
On the day; print and complete an <b>Event Grid Roll</b> from Compass and hand to office prior to event. This allows Admin to see who is attending the event and who is absent.	
<b>Remember to take with you;</b> First Aid kit and Red student folders, medications, high visibility vests, name badges, including school phone number. (As necessary)	