



## **INCURSIONS & EXTERNAL PROVIDERS POLICY AND PROCEDURES**

### **RATIONALE**

Briar Hill Primary School's incursion program complements students' classroom learning 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. This policy also makes mention of services provided by External Providers (on page 2).

### **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**

All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the school's school camps, excursions and incursions Policy and Procedure outlines must also be followed.

All incursions must be approved by the Principal.

Staff wishing to organise an incursion must ensure it is approved, prior to being conducted. Where an incursion proposal has not been submitted, that incursion will not run, unless special circumstances are pending. The Principal 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 DEECD requirements.

A designated 'Teacher in Charge' will coordinate each incursion.

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 implementation of emergency management procedures (refer to the schools Emergency Management Policy) and/or administration of first aid.

The Teacher in Charge must provide the school office with a final student attendance list. This list must also include the location of students not involved in the incursion.

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 who have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is at risk of losing the privilege of participating in an incursion, due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge. Both the parent and student will be informed of this decision.

### **Arrangements for payments**

Parents are expected to pay for school incursions. Parents experiencing financial difficulties, who want their child/ren to attend an incursion, are invited to discuss alternative payment arrangements, such as an instalment payment plan, with the Principal or Business Manager.

All families will be given sufficient notice of incursions via relevant notices and/or the newsletter, and adequate time to make payments for incursions.

Parents will be provided with permission forms and incursion information, clearly stating payment finalisation dates. Children whose payments have not been finalised at least 24 hours prior to the incursion will not be allowed to attend, unless alternative payment arrangements have been organised with the Business Manager or Principal.

Office 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.

### **DUTY OF CARE DURING INCURSIONS**

Staff should 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.
- all incursions require the teacher to fully comply with DEECD guidelines. 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.
- arrangements will be made for students not attending the incursion to continue their normal program at school, under supervision of another classroom teacher.

### **EXTERNAL PROVIDERS**

In the case of external providers who visit the school to provide a service (such as instrumental teachers), the school requires copies of current Working with Children Checks and Public Liability Insurance as per DEECD guidelines. External providers must be approved by the Principal.

External providers who provide lessons to students should collect each student from their classroom and return them after the lesson.

External providers should make every attempt to organise their timetables to avoid students missing key learning (including English and/or Mathematics).

External providers should make every attempt to rotate their timetable so students are not missing the same lessons (e.g. specialist classes) each week.

Where parents pay for the services of External Providers, payments are a matter of private arrangement between the parents and provider. The school takes no responsibility for financial loss or service provision.

### **APPENDICES**

Appendices which are connected with this policy and available for use by staff are:

- BHPS Excursion policy
- Excursion & camp planning template

**EVALUATION**

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

<b>Date Implemented</b>	1 February, 2014
<b>Approved By</b>	Briar Hill Primary School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	November, 2015