



RIVER GUM PRIMARY SCHOOL

INCURSION POLICY

RATIONALE

Incursions programs 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.

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

- All excursions must be approved by the Principal or an Executive Team Member
- Staff wishing to organise an incursion must complete an incursion proposal form and lodge this for approval. All incursions must be approved prior to running. Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Executive Team Member who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- 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 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 incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- 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.
- A designated "Teacher in Charge" will coordinate each incursion.
- The Teacher in Charge must provide the General Office with a final student 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 that have displayed sensible, reliable 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 or Executive Team Member in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the incursion



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DUTY OF CARE

Incursions

- 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 DEECD 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 DEECD 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.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

LINKS AND APPENDICES

Links, which are connected with this policy, are:

- *River Gum Primary School's Duty of Care Policy, 2014.*

Date Implemented	13/8/14
Author	Rebecca Lanagan
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	8/8/14
Responsible for Review	Executive Team
Review Date	



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**RIVER GUM PRIMARY SCHOOL
NOTIFICATION OF SCHOOL ACTIVITY FORM**

This form must be completed and returned to the office four (4) weeks prior to the school activity.

- The information on this proforma will be used to provide initial information to the emergency services during an emergency; therefore all details must be accurate.

Activity Information

Teacher in charge of Activity: _____

Grades involved: _____

Type of activity: Camp Excursion Sport Incursion

Purpose of Activity: _____

Date of Activity: _____ Concluding Date of Activity: _____

What to wear (students): _____

What to take (students): _____

Venue Information

Name of venue: _____

Address of venue: _____

Phone number of venue: _____

Cost of Venue: \$ _____

Teachers attending activity: teacher-student ratio

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Number of Students attending: _____

Mobile Phone Number with group: _____

Bus Hire Quotes (2 quotes are required)

Grenda's Bus Service 9791 2988, Cardinia Transit 5940 2922, Ventura Bus Lines 9771 4300

Company: _____ Cost: \$ _____ Selected

Company: _____ Cost: \$ _____ Selected

Cost

Total Cost per Student: \$ _____

GST Include yes no

Any other relevant Details



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Office Use

Date Submitted: _____

Principal's signature: _____

Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines _____

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		



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Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.