

Incursion POLICY and PROCEDURES

PURPOSE:

Baden Powell P-9 College's (BPC) 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 college. An incursion is an activity offered to students that involves school visitors who provide a performance, lesson or service to our students.

GOALS:

- 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 people and experiences

GUIDELINES:

Requirements set out in the Department Of Education and Training (DET) school policy and advisory Guide

This policy should be read and understood with the following College policies:

- Curriculum Framework Policy
- Duty of Care Policy
- First Aid and related medical policies
- Student engagement and inclusion policy

IMPLEMENTATION:

Approval

All incursions must be approved by the Assistant principal or Principal

Staff who wish to organise an incursion must complete the Incursion Approval Proforma (**Appendix A**)

Duty of Care

The designated teacher in charge has ultimate responsibility for all students in their care. By law, the Duty of Care cannot be delegated; this includes

supervision of students who are in the care of external education providers, ancillary staff, parents or pre-service teachers.

External education providers and paraprofessionals must have appropriate certification (E.G Working with Children's Registration) and ensure that supervision guidelines are followed. Furthermore, that an incursion and an external provider does not absolve supervision duties to the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

BPC will ensure that incursions fully comply with DET guidelines and brings with it an increased Duty of Care.

Teacher Responsibilities

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 will contact the Administration Office who will follow first aid and emergency policies set put by the college.

A list of students not involved in the incursion will be provided to the Administration Office including the location of these students. Arrangements will be made for students not attending the incursion to continue their normal program at school under the supervision of another classroom teacher.

Arrangement for payment

All efforts will be made to **not** exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child 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. BPC will provide parents at the end of the year, projected costs for each year level for the next year and a calendar to show college events (hard copy and via Web page)

Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Students whose payments are not finalised prior to the incursion will not be allowed to attend the incursions unless alternative payment arrangements have been organised with the Business Manager.

Administration staff/teachers are responsible for managing and monitoring the payments made by parents. Each teacher is responsible for recording

detailed records of payments and permission forms for their individual students in their class.

Some families may be eligible for the governments' CSEF (Camps, Sport, and Excursion Fund) Grant. These funds can be used by families to support these activities.

Diversity and Equity

Students should not be denied attendance to any incursion because of a disability or medical condition. BPC will take reasonable steps to support the inclusion of students with moderate to severe disabilities in its planning and delivery. Parents may be invited to assist in the delivery of incursions.

Aboriginals and Torres Strait Islander considerations

School incursions will be sensitive to sites and venues of cultural importance to Koorie communities. BPC endorses that the teaching aspects of Koorie 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 an incursion. Verbal permission will be accepted and noted by the teacher in some circumstances.

Student Behaviour

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion.

EVALUATION:

This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances.

Appendix A

**INCURSION/EXCURSION PLANNING
FILE/CHECKLIST:**

Planning by teacher:

Excursion to /activity _____

Date / Time _____

Transport by _____

Quote on Transport cost _____

Costs entry etc. _____

Children / Grade attending _____

Arrangements for children not attending _____

Teachers attending _____

Number of Parents attending _____

Does the gymnasium / hall need to be booked?

Does the activity intrude on others during the week?

Has the canteen been notified?

Approval by area co-ordinator:- Date:

Signed.....

Excursion Evaluation:

Suitability of Venue:-

Educational Value:-

Suitability of Transport:-

Value of money:-

Post excursion activities planned:-

Further comments:-

To be completed by Excursion Co-ordinator:

- Costs - Bus
 - Entry
 - Other
 - Cost of children
 - Specialists notified/timetable changes/ canteen notified.
 - Yard Duty changes
 - Transport confirmed - Date:
 - Activity placed on Year Planner
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On the day:

- First Aid Kit
- Permission Notes
- Leave address and phone numbers if possible of destination.



Excursion
Permission Note tem