



Incursion 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, 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.

Implementation:

The school should:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- respect the range of views held by students and their families

Planning

When planning incursions, the following considerations should be made:

Considerations School council should consider

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|--------------------------|--|
| Safety needs | <ul style="list-style-type: none">• schools are not public places• the safety of students and staff• potential risks posed by visitors• the requirements for paid or volunteer workers to have a Working with Children Check. |
| Visitors purpose | <ul style="list-style-type: none">• categories of visitors that will be allowed into the school and on what conditions• potential benefits of different types of visits• whether the proposed visit is appropriate for young people (in the relevant age group)• whether the proposed visit is consistent with the values of public education• whether a distinction should be made between the protocols applying to:<ul style="list-style-type: none">- community-based, not-for-profit groups- visitors with commercial, advertising or marketing purpose• the potential for a visitor to cause controversy within the school or broader community. |
| Educational merit | <ul style="list-style-type: none">• whether the proposed visit is:<ul style="list-style-type: none">- for an educational purpose- consistent with curriculum objectives |

Considerations School council should consider

- the level of disruption to the functioning of the school in relation to the potential benefits to students
- the appropriate use of Department resources, including teachers' time.

All incursions must be approved by the Assistant Principal or Principal in a timely manner.

All parents are welcome to contact the office if they need to raise any issues, make general inquiries about charges or make a complaint. Alternative payment options are generally available and the parent should contact the office if they wish to discuss these.

Animals in Schools

- Teachers need to be aware of department guidelines found at:
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/animals.aspx>

Supervision of Students

- All visitors arriving and departing during school hours are required to use a visitors' book to record their name, their signature, the date and time, the purpose of the visit.
- The school is to ensure that students are appropriately supervised during incursions and presentations from a guest speaker. Note: This includes instructors providing religious instruction in schools.
Visiting speakers do not have the authority to supervise students in schools.
- Arrangements will be made for students not attending the incursion to be supervised by another classroom teacher.
- Only those volunteers approved at School Council may be part of the incursion program. In line with safety regulations and our Duty of Care policy, other adults and children cannot join the incursion group of their own free will.

Payment for incursions

- Payment needs to be received by the school **no later than 10am the day before the incursion** or at a time stipulated on the incursion notice.
 - No payment will be accepted after this time due to the processing requirements for the following day
 - **Failure to make payment by 10am the previous day will result in students not participating in the incursion**, unless prior arrangements have been made
 - **Money will not be accepted on the morning of the incursion**

Parents are welcome to contact the office regarding payment requests for optional activities. Alternative payment options are generally available. Refer to the 'Parent Payment Policy' for detailed information on payment of optional activities.

Excerpt from the Parent Payment Policy: Payment arrangements and non-payment

- *Unpaid optional extras payments may compromise a student's ability to be involved in the optional activity in question. Payment plans may be organised with the Principal to permit the child to participate. Regular payments must be adhered to. Failure to show commitment to the payment plan will result in exclusion from other optional extras until payment is made in full*
- *Parents and guardians are provided with an alternative option for their children if they choose not to participate in an incursion, excursion or camp*

Responsibility: Principal, Assistant Principal, Teaching Staff

Ratified at School Council: 18th October 2016

Due for Review: August 2017