

# Murrayville Community College Incursions Policy

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## 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.

## Aim

- 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.

## Implementation

- All incursions must be approved by a Leading Teacher or Principal.
- Staff wishing to organize an incursion must complete an incursion proposal form and lodge this for approval. All incursions must be approved. 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 Leading Teacher who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal or Leading Teacher must approve incursions to ensure they are cost effective and that they complement the curriculum and comply with all DEECD requirements.
- 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 procedures as set out by the school.
- Murrayville Community College will attempt to subsidise all incursions so that every effort is made to include all students.
- If payment is required, 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 finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Where applicable office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing 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. A copy of this list should also be posted on the staff noticeboard.
- 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.

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

### **Evaluation**

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

When First Approved: 16<sup>th</sup> June 2014

When Reviewed / Modified: 20<sup>th</sup> June 2016

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## APPROVAL APPLICATION

To be submitted to Leading Teacher or Principal for approval as required by DEECD.

INCURSION: .....

DATE/S: .....

DETAILS: (who is visiting; what activity will take place)

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NUMBER OF STUDENTS: .....

WHO (group, year level, other - specify) .....

VENUE.....

PURPOSE OF INCURSION:

.....

COST PER STUDENT .....

*OR*

FUNDED BY (source of funds) .....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

ARE ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: .....

IF NOT STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

Signed: ..... Date: .....