

Incursion and Excursion Policy

(when learning from an external provider)

Rationale

The school's incursions and excursions program may at times be complemented with experts and resources from outside the immediate school community. Such external providers of learning are seen as a further enhancement and support of the school curriculum and will often have the expertise and/or equipment to positively impact upon a student's learning. This may take place on-site (incursion) or at an external venue (excursion). External providers of learning may provide a performance, a lesson or a service for students.

Excursions and incursions:

- Reinforce, complement and extend the learning opportunities beyond the classroom
- Develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world is often achieved with other people and experiences
- Provide a safe, secure learning experience for students on-site or in an external venue
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- Further develop problem solving and life survival skills
- Extend understanding of the physical and cultural environment.

1. Guidelines

- 1.1 All incursions and excursions involving an external provider must be approved by the Principal or their nominee(s)
- 1.2 Staff wishing to organise the provision of learning with an external provider will ensure all incursions and excursions are maintained at an affordable cost and comply with Department of Education and Training (DET) policy and requirements
- 1.3 Staff must complete an incursion or excursion proposal form and lodge this for approval
- 1.4 The Principal or their nominee(s) will consider the educational outcome of the provision of learning from an external provider for an incursion or excursion, as well as the impact on the school for the proposed date
- 1.5 The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing will comply with DET guidelines
- 1.6 Risk Assessment documentation must be completed prior to approval of an excursion
- 1.7 Once the incursion or excursion has been approved all relevant documentation must be completed
- 1.8 All approved excursions must be recorded on the online notification of school activity form prior to the activity taking place
- 1.9 The Principal or their nominee is responsible for the approval of all single day excursions other than those that must be approved by the School Council.

2. Implementation

2.1 Safety

- 2.1.1 The Department's requirements and guidelines relating preparation and safety will be observed in the conduct of all excursions
- 2.1.2 The emergency management process of the school will extend to and incorporate all incursions and excursions
- 2.1.3 Risk assessments will be undertaken for bushfire in the activity location
- 2.1.4 School Council approved excursions must have an emergency response plan
- 2.1.5 On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled special fire safety precautions will be implemented
- 2.1.6 When required, schools must follow the Department's emergency management (bushfires) procedures for off-site activities for all excursions
- 2.1.7 All excursion staff and where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each incursion or excursion
- 2.1.8 All external providers of learning must have a **valid Working with Children Check**
- 2.1.9 The office staff will ensure that the provider has a valid Working with Children Check
- 2.1.10 Visiting speakers/providers of learning do NOT have the authority to supervise students in schools
- 2.1.11 Teachers must supervise their students during a presentation by a guest speaker/ external provider of learning
- 2.1.12 Teachers must supervise their students if they are being given religious instruction at school
- 2.1.13 Teachers leaving the school on an excursion must carry a mobile phone, first aid kit, asthma plans, other medication, emergency anaphylactic kits and management plans where applicable
- 2.1.14 Staff need to be aware that students may be less constrained and more prone to accident and injury during incursions and excursions, than in a more closely supervised classroom
- 2.1.15 Students on the Disability and Impairments program will need to be accompanied on an excursion by an ESO Staff Member where necessary
- 2.1.16 Prior to an excursion parents/carers will be made aware that DET does not provide student accident cover and that they need to make their own arrangements
- 2.1.17 Seat belted buses are required for all excursions
- 2.1.18 In the event of an emergency, accident or injury staff will:
 - Take emergency action
 - Immediately notify the school Principal who will then notify the Department's Security Services Unit.

2.2 Organisation

- 2.2.1 External providers of learning will be carefully selected with consideration to:
 - The educational purpose of the provision of learning by an external provider, and the subsequent contribution to the curriculum
 - Equipment provided for the use of students, must be in good condition and be suitable for the activities undertaken
 - The accreditation or the credentials of the external provider
 - Staff personal knowledge and experience of the program offered by the external provider
 - References from other schools

- 2.2.2 A designated “Teacher in Charge” will coordinate each incursion or excursion and is responsible for ensuring excursion transport arrangements and incursion or excursion activities comply with the DET guidelines
- 2.2.3 The Teacher in charge will provide the General Office with a final student list
- 2.2.4 All students must have returned a signed permission note and payment to be able to attend the excursion. In exceptional circumstances verbal permission may be given to the Principal or their nominee
- 2.2.5 Consent forms will be taken on the excursion by the teacher in charge. These forms will be archived following the excursion in accordance with DET guidelines
- 2.2.6 Parents/guardians will be notified at least two weeks prior to any activity
- 2.2.7 The Teacher in Charge will communicate the anticipated return time from an excursion with the General Office in the case where excursions are returning out of school hours
- 2.2.8 Students not attending an incursion or excursion will be placed in another class and have an appropriate learning program provided by the class teacher
- 2.2.9 An additional trained adult may accompany students on an excursion if required
- 2.2.10 Occasions may arise where staff may need to transport students in their own cars. In such instances the Department policy and requirements for Private Car Use will need to be followed
- 2.2.11 Parents/carers may be invited to assist in the delivery incursions or excursions. When deciding on which parent will attend, the teacher in charge will take into account:-
 - Any valuable skills the parents have to offer. Eg first aid etc.
 - The need to include both female and male parents.
 - The special needs of particular students.
 - The currency of Working With Children Check

2.3 Behavioural Issues

- 2.3.1 Only students who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an incursion or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and teacher in charge. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion or excursion
- 2.3.2 Disciplinary measures apply to students on excursions consistent with the school’s **Wellbeing and Behaviour Management policies**. In extreme cases the excursion staff, following consultation with the Principal or their nominee, may determine that a student should return home during an excursion. In such circumstances the parent/carer will be advised of the circumstances, the time to collect their child or the anticipated time that the student will arrive back at school. Any costs associated with the student’s return will be the responsibility of the parents/carers.

2.4 Arrangement of Payments

- 2.4.1 All families will be given sufficient time to make payments for incursions or excursions. Parents will be provided with permission forms and incursion or excursion details, as well as information clearly stating payment finalisation dates
- 2.4.2 Full payment is required prior to any student attending any incursion or excursion
- 2.4.3 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 or excursion, will be required to discuss their individual situation with

the Principal. Alternative payment arrangements may be made to enable all students to attend excursions

2.4.4 Students whose payment has not been finalised prior to the incursion or excursion will not be able to attend unless alternative payment arrangements have been organised with the Principal

2.4.5 Class teachers will be responsible for keeping permission forms as they are returned to the school and the monitoring of payment. Money will be sent to the office for processing.

3. Resources

3.1 This Policy is underpinned by the:

- a) Behaviour Management Policy
- b) Bullying, Cyber-bullying and Harassment Policy
- c) Student Engagement and Wellbeing Policy
- d) Student Welfare Policy

4. Evaluation

4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's Incursion and Excursion Policy on a cyclical basis in accordance with DET guidelines and priorities.