

## **Incursions Policy and Procedure**

### **Purpose**

Incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and social skills development with experts and resources from outside the immediate school community. Incursions complement, and are an important aspect of, the educational programs offered at Wilandra Rise Primary School. An incursion is an activity that involves school visitors who provide a performance, lesson or service to 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.

### **IMPLEMENTATION**

- Learning Community Teams, as part of their planning, are responsible for choosing incursions relevant to the units being currently studied in their levels.
- Learning Community Teams planning an incursion must complete an Excursion & Incursion Activity Planning Form (Appendix A) and lodge with the Business Manager for costing at least 4 weeks prior to activity. Once completed this form is passed to Assistant Principal. The Principal or their nominee(s) approve all incursions.
- 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.
- Students will not be excluded from an incursion for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Leadership Team. 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 instructions for using Compass to give permission, excursion information and payment finalization dates.
- Office staff will be responsible for managing payments and teachers can monitor payments via Compass.
- 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.
- Parents must have authorised their child's attendance on Compass and, where applicable, payment to be able to attend the incursion.

### **DUTY OF CARE**

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

## Wilandra Rise Primary School Policy Statement

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- 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 DET 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 DET guidelines.



## Excursion/Incursion Planner Check List

Excursion/Incursion name \_\_\_\_\_

Excursion/Incursion date \_\_\_\_\_

- Verify date suitability with AP or Office
- Activity planning form costing to Office 4 weeks prior to event
- Notice Checked By Office (at least 3 days prior to distribution allowing a further 2 weeks prior to activity}
- Signed by Teacher & Assistant Principal
- Venue Booked
- Buses (with seatbelts)Booked
- Payment Requirements Organised
- Staff/Student Ratio Met
- Consider blend of inexperienced and experienced teachers eg leading teachers
- Integration Aide/s Organised
- Draft Notice - Admin. Approval
- Parent Notices Sent Home
- Parent Helpers Arranged {WWCC required}
- Name Tags Organized (for Prep –Grade 2 compulsory & special needs students).
- Special Needs Students catered for i.e. access, ramps, (wheelchair access on bus)

### Notify

- Assistant Principal
- Office
- Specialist
- Class teachers of timetable changes
- Classroom Helpers
- Integration Aides
- Guidance Officer
- Speech Pathologist
- Occupational Therapist & Others
- CRE Instructors
- Canteen
- School Nurse
- Yard Duty Swaps Arranged
- Arrangements made for children not attending

### Contact School Nurse

- First Aid Bags Organized
- Medication Organized
- Medical Forms Collected if Applicable
- Asthma Emergency Plans Organized

### DAY BEFORE

- Confirm Booking
- Confirm Transport
- Confirm Arrangements for Non-Participants
- Groups Arranged
- Helpers Reminded
- Permission Notes Collected

### BEFORE YOU LEAVE

- Emergency Contact Numbers given to Office
- Enter in Intranet
- Mark Attendance Roll
- Permission Notes
- List of children not attending and where they will be
- First Aid Kits
- Medication
- Travel Sickness Tub
- Mobile Phone
- Sign Out at Office (Teachers and Parent Helpers)

### WHEN YOU RETURN

- Mark Roll
- Sign back in at office {teachers and parent helpers}
- Give office a list of children who didn't attend the activity
- Bring all permission notes to the office to be archived

**PLEASE NOTE:** Consider these points when organizing an excursion.

Bus Ratio (1 Adult to 20 Children)      Capacity (60 Bodies plus 8 adults—this is law)

Price of seat belted Bus/Buses

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