

# **INCURSIONS POLICY**

## **(Safety of Children Working with External Providers)**

### **Rationale**

- Incursions enable children 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 the school.
- Coaching clinics, music teaching or other extra-curricular activities are considered incursions for the purpose of this policy.
- The school has a responsibility to ensure the safety of children working with external providers.

### **Purpose**

- To reinforce, complement and extend the learning opportunities beyond the immediate 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.
- To ensure the safety of children at Tarneit West Primary School (Interim Name) working with external providers.
- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- To ensure the school complies with the Child Safe Standards 2 and 4.
- To ensure the school discharges its duty of care towards children.

### **Definition**

An incursion is an activity that involves visitors to the school who provide a performance or service to the children either for a fee or voluntarily.

### **Implementation**

- The safety and wellbeing of every child at the school is our highest priority.
- The school **has zero tolerance** for any form of harm that may befall a child.
- All external providers, such as music instructors, coaches or similar professionals must have a Working with Children Check, with Tarneit West Primary School (interim name) registered as a work/volunteer organization, prior to providing services to the school.
- The principal has overall responsibility for the conduct of all incursions.
- The principal will determine if the external provider can work with children without staff supervision e.g. instrumental music sessions for individuals or small groups.
- Staff organising an incursion must ensure:
  - a planning and approvals process is undertaken, in accordance with Department of Education and Training (DET) policy and guidelines and any internal policies or references
  - safety, emergency and risk management has been considered
  - informed consent from parents has been obtained
  - appropriate staffing and supervision is provided
  - children have been prepared for the incursion and suitable follow-up activities have been planned

- parents/carers, who are to sign consent forms, have sufficient information about the incursion to enable them to make an informed decision
- only children who have a signed parent/carer permission form may attend
- supervision and an alternative program is provided for children not participating in the incursion.
- Children will not be excluded from incursions for financial reasons. Parents/carers will be advised to make an appointment with the School Contact Person (please refer to the Parent Payments Policy) who is authorised to make decisions about family hardship considerations on a case-by-case basis.
- All families will be given sufficient time to make payments for incursions.
- Please refer also to the school’s Visitors to the School Policy, the Working with Children Check – Volunteers Policy, the Duty of Care Policy and the Child Safe Standards.

**Evaluation**

- This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (currently no specific DET reference).

<b><u>Ratification Date</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
October 2017	2019	44	1	September 2017

Reference:  
N/A