

# Dimboola Memorial Secondary College



## INCURSIONS 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.

### Child Safe Standards (Ministerial Order 870 – effective August 1, 2016)

DMSC is aware that visitors to the school can pose a risk to child safety. All precautions will be taken to ensure that any visitor to the school has the necessary Working With Children Check or Police Check and that students are not placed in a situation where their safety can be compromised.

### 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:

- Before incursions take place, the school will employ best practice processes to ensure that all visitors to the school do not pose a risk to the safety of students.

### Child Safety Standard 4 – Staff Selection Checklist

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- \* motivation is to work with children?
- \* relevant and verifiable child-related work experience
- \* understanding of professional boundaries
- \* communication skills

Refer to the *DMSC Staff Selection Policy* for further information.

- All incursions must be approved by a Leading Teacher, Assistant Principal or Principal
- 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.

- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- 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, are invited to discuss alternative arrangements with the Business Manager. 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 permission forms and incursion information clearly stating payment finalisation dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records upon request.
- A designated “Teacher in Charge” will coordinate each incursion.
- Students not attending the incursion will be provided with suitable alternative activities.
- The “Teacher in Charge” will liaise with the Daily Organiser regarding arrangements for the day

## **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 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.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the incursion.
- Be aware that there is an inherent risk to child safety when visitors attend the school.
- 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 was last ratified by School Council in....**

**May 2016**

Reference: <http://www.vrga.vic.gov.au/childsafes/Pages/resources.html>