



## **Incursions**

### **Safety of Children Working On-Site 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 Essendon Keilor College 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 has strategies to enhance compliance with the Child Safe Standards 2 and 4.
- To ensure the College 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 wellbeing of every child and young person at the College is our highest priority.
- The school has zero tolerance for any form of harm that may befall a student.
- All external providers, such as music instructors, coaches or similar professionals must have a Working with Children Check prior to providing services to the school.
- 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.
- Although there is a place for whole school activities, incursions generally are linked to curriculum programs.
- The Principal has overall responsibility for the conduct of all incursions.
- Staff organising an incursion must ensure:
  - a planning and approvals process is undertaken, in accordance with 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
- Students will not be excluded from incursions for financial reasons. The Principal will, on a case-by-case basis, approve alternative payment arrangements for families of children experiencing hardship.

- All families will be given sufficient time to make payments for excursions.
- Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Sub-school Leader or Year Level Coordinator, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Please refer also to the school's *Child Safe Policy*, *Visitors to the School Policy*, the *Working with Children Check – Volunteers Policy*, the *Duty of Care Policy* and the *Safety of Children Learning Off-Site with External Providers Policy*.

**Evaluation**

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