

## **INCURSION POLICY**

Hume Valley School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Hume Valley School has zero tolerance for child abuse.

Hume Valley School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Hume Valley School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### **STATEMENT**

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.

### **RATIONALE**

- 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 valuable and powerful learning is often achieved with other people and experiences.

### **IMPLEMENTATION**

- All incursions will be approved by the Principal or Principal nominee.
- The Principal or Principal nominee will approve the incursion to ensure that they complement the curriculum and do not present information or programs that may conflict with the 'Education and Training Reform Act 2000' or policies of the Department and the school.
- The Principal or Principal nominee will ensure that presenters have the appropriate approvals to work with children, e.g. WWCC.
- The Principal or Principal nominee will ensure that any programs or content delivered complies with requirement that education in Victorian government schools is secular.

- The Principal or Principal nominee will ensure that any programs delivered are delivered in a manner that supports and promotes the principles and practice of Australian democracy, including a commitment to the following:
  - Elected government
  - The rule of law
  - Equal rights for all before the law
  - Freedom of religion
  - Freedom of speech and association
  - The values of openness and tolerance.
- 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 and procedures as set out by the school.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend an incursion, may discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- 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.
- Teachers will be responsible for managing and monitoring the payments made by parents.
- A designated “Teacher in Charge” will co-ordinate each incursion.
- Prior to any child attending an incursion, the school will ensure that parents/guardians have provided the school with a signed permission form.
- Students not attending the incursion will be provided with a suitable alternative program.

## **DUTY OF CARE**

### Incursions

- Be aware that students are usually less constrained and more prone to accidents and injury than in a more closely supervised classroom.
- Be aware that incursions with an external provider do not absolve supervision duties of the teacher. 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 bring 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.

## REFERENCES

Hume Valley School Policies: First Aid Policy.  
DET – School Policy and Advisory Guide: Supervision Policy.  
HVS – Onsite Supervision Policy.  
HVS – Student Engagement and Wellbeing Policy  
HVS - Working with Children’s Check Policy  
HVS – Childsafe Policy  
HVS – Duty of Care Policy

### Evaluation:

<b>Ratified By Hume Valley School Council</b>	February 2017
<b>Review Date:</b>	February 2018