



# Falls Creek Primary School

## Incursions and External Providers Policy

### Basic Beliefs

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 other service for 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

### Guidelines for Action

- All incursions must be approved by the Principal.
- All incursions must be approved two weeks prior to running. The Principal will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
- The Principal must approve incursions to ensure that they complement the curriculum and comply with all DET requirements.
- All incursions will be attended by 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.
- A designated "Teacher in Charge" will coordinate each incursion.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to 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.
- 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.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

Approved by School Council  
Reviewed and ratified  
Reviewed and ratified

May 2014  
August 2015  
May 2017