



# INCURSIONS

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

### 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 Northcote Primary School.
- Coaching clinics, music teaching or other extra-curricular activities are considered incursions for the purpose of this policy.
- Northcote Primary 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 Northcote Primary School 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 Northcote Primary School by external providers.
- To ensure Northcote Primary School has strategies to enhance compliance with the Child Safe Standards 2 and 4.
- To ensure Northcote Primary School discharges its duty of care towards children.

### Definition

An incursion is an activity that involves visitors to Northcote Primary School who provide a performance or service to the students either for a fee or voluntarily.

### Implementation

- The safety and wellbeing of every child at Northcote Primary School is our highest priority.
- Northcote Primary 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 prior to providing services to Northcote Primary 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.
- 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
- students 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
- Please refer also to Northcote Primary School's *Visitors to Northcote Primary School Policy*, the *Working with Children (Suitability) Check – Volunteers Policy*, the *Duty of Care Policy* and the Child Safe Standards.

### Payment Arrangements

School Council will determine an 'Excursions Levy' each year which will be included in the annual Parent Payment tax invoice.

All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. The Principal will make decisions relating to alternative payment arrangements on a case-by-case basis.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with up to date records on a regular basis.

Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.

### Evaluation

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

**NPS School Council ratified this policy on the 5<sup>th</sup> December 2018**

Reference:

Nil

