Doncaster Gardens Primary School
Incursions Policy

Philosophical Basis:
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. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

Guidelines:
- All incursions must be approved by the Assistant Principal or Principal.
- Incursions must be cost neutral, complement the curriculum and comply with all DEECD requirements.
- A designated “Teacher in Charge” will coordinate each incursion.
- 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.
- 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 finalised 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.
- Students not attending the incursion will be provided with suitable alternative activities.
- Only students who 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, Assistant Principal or Director of Wellbeing in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

Implementation:
- Teachers need to be aware that students are usually less constrained and more prone to accident and injury when attending an incursion than in a more closely supervised classroom.
- School incursions will be risk assessed using the Incursion Risk Assessment tool at least two weeks prior to the incursion. Any indicated precautions will be put into effect prior to the event.
- 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.
- Incursions require the teacher to fully comply with DEECD guidelines, and bring with them 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.
- Incursions require the teacher to ensure that the venue adheres to DEECD guidelines.
- Students need to be counted initially, and then on a regular basis whilst participating in an incursion.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under the supervision of another classroom teacher.

Evaluation:
- This policy will be reviewed every three years as part of the policy review cycle.

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