

# Excursions and Incursions Policy

## Rationale:

The school's excursions & incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Excursions and Incursions complement, and are an important aspect of the educational programs offered at our school.

**Excursion:** is an activity organised by a school during which students leave the school grounds to engage in educational activities; field trips, visiting museums, science laboratories etc. Adventure activities are included in this definition.

**Incursion:** is an activity that involves school visitors who provide a performance or service for the students for a fee, inside the school grounds.

## 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.
- Ensure all DET guidelines and procedure are upheld
- Facilitate a well-balanced curriculum and whole school program

## Implementation:

### Incursions

- All incursions must be approved by the Principal via the Consultative Committee (CC), ensuring that all incursions are maintained at an affordable cost, complement the curriculum and comply with all DET requirements.
- Staff wishing to organize an incursion must complete an incursion proposal form and lodge this form with Consultative Committee. All incursions should be submitted for approval to CC in the Term prior to the event. This will enable the item to be included in the college calendar, staff can plan around the activity and ensure parents can balance the expense.
- Late application will be considered at the principal's discretion taking into consideration impact of the activity on learning, availability of resources and impact on the school program
- All incursions will be attended by nominated WSC staff for the supervision of students at all times, in accordance with standard classroom ratios
- The coordinating staff member must ensure the visiting presenters have the correct documents; child safe and working with children check completed prior to their arrival on the campus
- All students must have returned a signed permission note and payment to be able to attend the incursion.
- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with Assistant Principal (either Senior or Middle) in consultation with the Business Manager.
- 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 dates. All paper work should be finalized 7 days prior to the event.
- The Bursar/Business Manager will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- Staff organising any incursion must provide full details of incursions to the Assistant Principal one week prior to the event, including time/date, staffing, room/facilities and a student list. If the event impacts on lunch time the canteen staff must be informed.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion, this list must also be posted in the social staff room

### Excursions & Activities

- All Excursions must be approved by the Principal via the Consultative Committee (CC), ensuring that all excursions are maintained at an affordable cost, complement the curriculum and comply with all DET requirements.
- Staff wishing to organize an excursion must complete an excursion pack and lodge this form with Consultative Committee. All excursions should be submitted for approval to CC in the Term prior to the event. This will enable the item to be included in the college calendar, staff can plan around the activities and ensure parents can balance the expense.
- Late application will be considered at the principal discretion, taking into consideration impact of the activity on learning, availability of resources and impact on the school program
- All excursions will be attended by nominated WSC staff for the supervision of students at all times in accordance with the DET guidelines
- The co-ordinating staff member must ensure all department guidelines are following for the activity; safety, emergency and risk management. The event must be longed on DET system
- Staff on an excursion must have student's medical forms at all times, a first aid kit and mobile phone.
- All students must have returned a signed permission note and payment to be able to attend the excursion.
- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with Assistant Principal (either Senior or Middle) in consultation with the Business Manager.
- 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 dates. All paper work should be finalized 7 days prior to the event.
- The Bursar/Business Manager will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- Staff organising any excursion must provide full details of incursions to the Assistant Principal one week prior to the event, including time/date, staffing, location and a student lists.
- The coordinating staff member should inform the canteen of the number of students off campus for the day.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion, this list must also be posted in the social staff room.

#### From our Duty of Care Policy:

##### Excursions, Incursions and Camps

- Be aware that children 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 with 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 with the person designated with duty of care.
- Arrangements will be made for students not attending to continue their normal program under supervision of another classroom teacher.

#### Related Policy:

All staff must follow the DET guidelines when organising an excursion, incursion or camp. All procedural steps contained in the Incursion Policy must be followed.

NOTE: Organising staff members must complete ALL of the forms attached to this policy as appendix

#### Evaluation

- Feedback to Council

Date of next review: October 2019

This policy was ratified by the Wallan Secondary College Council on...

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Wallan Secondary

College is committed to  
the protection and

wellbeing of all students whilst participating in school activities

both during and outside school hours. Staff have responsibility  
for building and maintaining a child safe environment. This  
responsibility extends to the identification and timely response  
to all concerns with regard the safety of any student of our  
College.

31<sup>st</sup> October 2016

DRAFT