

# INCURSIONS POLICY

## PURPOSE

This policy aims to reinforce, complement and extend 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.

## SCOPE

This policy applies to all members of the Alkira Secondary College who intend to develop experiences for students within the boundaries of the college but outside of the classroom environment.

## RATIONALE

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.

## DEFINITION

For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students.

## POLICY

In the selection of material appropriate for students teachers must:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- ensure that visitors do not present information or programs that may conflict with the Education and Training Reform Act 2006, policies of the Department and the school
- respect the range of views held by students and their families

## IMPLEMENTATION

- 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 incursion, will be required to discuss their individual situation with the Principal (or their representative). This person will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for incursions. Parents will be sent communication before the incursion date informing them of the need to finalise payment. Children whose payments have not been finalised prior to the incursion will not be allowed to

attend unless alternative payment arrangements had been previously organised with the Principal (or their representative).

- All proposed day activities must be formally applied for. The Alkira Activities (AA) team will deem suitability, impact on College operations and adherence to DET regulations and risk assessment.
- Application needs to be made via AA and approval gained.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each incursion.
- Prior to any child attending an incursion, parents / guardians must have provided the school with electronic consent via COMPASS or a signed permission form downloaded from COMPASS.
- 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 incursions.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Consideration will be made to incursions occurring out of school hours to limited family disruption. To cater for Child Safety Standards, Alkira SC will ensure the following occurs in relation to incursions.

## STUDENT SAFETY

1. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
  - a) Working with Children Check status, or similar check;
  - b) Proof of personal identity and any professional or other qualifications;
  - c) The person's history of work involving children; and
  - d) References that address the person's suitability for the job and working with children.
2. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months.
3. The school will ensure that appropriate supervision or support arrangements are in place in relation to:

The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and

Monitoring and assessing a job occupant's continuing suitability for child connected work.
4. The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

## RELATED POLICIES AND RESOURCES

<https://www2.education.vic.gov.au/pal/selecting-suitable-teaching-resources/policy>

## REVIEW CYCLE AND EVALUATION

This policy was last updated on April 2020 and is scheduled for review April 2024.