



# Swinburne Senior Secondary College

## Incursion Policy

### Policy Statement

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Incursions enable students to further their learning by complementing and extending classroom lessons with experts and resources from outside the immediate school community. Incursions are an important aspect of the educational program offered at SSSC.

### Guidelines

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An incursion is an activity held at the school that involves school visitors who provide a performance, lesson or service for students.

All incursions must be approved by the Principal or Assistant Principal to ensure they:

- complement the curriculum
- operate within budget arrangements
- are planned on a suitable date
- are appropriately supervised
- comply with DET requirements.

A designated 'Teacher in Charge' will be responsible for coordinating each incursion and ensuring compliance with all risk management and health and safety, school visitor, working with children and duty of care arrangements.

All effort will be made to ensure students are not excluded from incursions for financial reasons.

### Implementation

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Staff wishing to organize an incursion must complete an incursion proposal form and lodge this for approval. Incursions must be approved at least two weeks in advance. Where an incursion proposal form has not been submitted, that incursion will not run, unless there are special circumstances.

The teacher in charge is required to be aware of the incursion guidelines and related policies and fully comply with DET guidelines.

School staff will attend incursions to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will follow first aid and emergency policies as set out by the school.

In cases where cost may be a barrier to participation, arrangements will be put in place for a discussion about 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 finalization dates. Student

payments not finalized prior to the incursion will result in the student not being allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

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. A copy of this list should also be posted on the staff noticeboard and on the intranet.

Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

### **Links and related policies**

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DET school policy advisory guide excursions and activities

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Duty of Care Policy

Visitors to School Policy

Working with Children checks

### **Evaluation and Review**

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This policy is for review every three years.

### **Certification**

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This policy was adopted at the School Council meeting held at

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Council President

***Endorsed by School Council and effective as of: (insert date)***



## INCURSION PROPOSAL FORM

To be submitted to the Assistant Principal or Principal for approval as required by DET.

Incursion Name			
Proposed Date/s			
Teacher in Charge			
Purpose of Incursion			
Student Details (which students will be involved)			
Incursion Details (who is visiting; what activity will take place)			
Venue			
Number of Students		Cost per student	
Other funding arrangements (if applicable)			
Staff Proposed			
Other Supervisors (indicate arrangements for Working with Children Checks)			
Other information (include payment arrangements for incursion supervisors if applicable)			

**Approval**

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Name (Principal or Assistant Principal)

Date