

Wooragee Primary School

Incursion Policy 2017

(Ensuring safety and welfare of students with external providers)

Rationale:

An incursion is an activity arranged in the school to enhance and support student learning outcomes, encourage parent and community partnerships and involvement in the school and to increase students' experience of cultural and social features of the community.

The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Aim:

- To enhance student learning outcomes and provide community and cultural experiences to students.
- To create strong and meaningful relationships with families and the wider community.

Implementation:

The Principal is responsible for authorising all incursions in the school which may include:

- Theatre groups, musicians, science shows, community experts delivering educational activities (Life Ed, Responsible Pet Ownership, Waste Management), invited speakers, sessional instructors and community members who have expertise to share with the school community to enhance student learning, social and emotional development.
- Safety needs to be considered by the Principal before an incursion is organised including:
 - the safety of students and staff
 - potential risks posed by visitors
 - the requirements for paid or volunteer workers to have a WWCC (Working with Children Check).
- **Visitor Purpose** - The Principal must consider:
 - the purpose of the visit
 - categories of visitors that will be allowed into the school and on what conditions
 - potential benefits of different types of visits
 - whether the proposed visit is appropriate for young people
 - whether the proposed visit is consistent with the values of public education
 - whether a distinction should be made between the protocols applying to: -community-based, not-for-profit, groups, visitors with commercial, advertising or marketing purpose
 - the potential for a visitor to cause controversy within the school or broader community

- Educational Merit – The Principal must consider:
 - Whether the incursion is for an educational purpose and is consistent with curriculum objectives
 - the level of disruption to the functioning of the school in relation to the potential benefits to students
 - the appropriate use of Department resources, including teachers' time.

- **Legal Requirements** - The Principal must take into account legal considerations and Department policies concerning:
 - Privacy
 - Photographing of students
 - Mandatory reporting
 - Children First – promoting and protecting the rights and well-being of children.

- **Procedures** - The Principal will determine:
 - how to communicate policies and procedures to staff, visitors and community
 - how to impose conditions on visitors, if required
 - circumstances for visitors to be accompanied by a member of staff
 - whether visitors will be required to wear a distinguishing badge
 - the familiarisation with school routines, including the emergency management plan, required for regular visitors
 - when parents will be notified in advance about visitors to the school
 - requirements for parental permission for students to participate in related activities

The Wooragee Primary School Council approves of the Beechworth Community Team completing grounds work projects for the benefit of students in the school during school hours but will have no unsupervised contact with students at any time.

Related policies

- [Photographing and Filming Students](#)
- [Requests for Information about Students](#)
- [Suitable Teaching and Learning Resources](#)
- [Supervision and Access](#)
- [Volunteer Checks](#)

Related legislation

- *Working with Children Act 2005.*
- *Child Safety Legislation 2016*

Evaluation:

- This policy will be reviewed every three years or earlier as required.

Ratified: July 2017

Review Date: July 2020 or earlier as required