

## VERMONT PRIMARY SCHOOL AND KINDERGARTEN

### Incursion and External Provider Policy

#### **Rational:**

Vermont Primary School and Kindergarten actively maintains a safe learning environment for all students, community and teachers whilst maximising learning opportunities, experiences and a rich student centre Curriculum.

Vermont Primary School's incursion and external provider/s program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursion and external provider/s complement, and are an important aspect of the educational programs offered at our school. An incursion or external provider/s refers to an activity that involves school visitors who provide a performance, lesson or service for students.

#### **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.

#### **GUIDELINES FOR ACTION:**

##### ***Seeking Approval***

- All incursion and external provider/s must be approved by the Principal.
- Staff wishing to organize an incursion or external provider must provide the Principal with details of the incursion or external provider.
- All incursion and external provider/s must be approved at least two weeks prior to running. Where an incursion and external provider/s has not been approved at least two weeks before taking place, that incursion and external provider/s will not run, unless special circumstances are pending. This decision will be made by the Principal who will consider the educational outcome of the incursion and external provider/s as well as the impact on the school for the proposed date.
- All incursion and external provider/s must adhere to the Child Safety Standards, signing a Code of Conduct and providing their VIT or WWC to the Main Office before beginning.
- VIT and WWC must be worn by all parents, visitors and providers when in the school or assisting within the school.

##### ***Approved Incursion and External Providers***

- Once the Principal has given permission, External Provider/s must be provided with the External Providers Contract.
- The Principal will table the details of the External Provider Contract to School Council for approval.
- Signed permission must also be provided by the parents of the student accessing the service.

- All families will be given sufficient time to make payments for incursion or external provider/s. Parents will be provided with permission forms and incursion and external provider/s information clearly stating payment finalisation dates. Student payments not finalized prior to the incursion and external provider/s will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- All efforts will be made not to exclude students simply for financial reasons from incursions. Parents experiencing financial difficulty, who wish for their children to attend an incursion and external provider/s, 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.
- 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.
- A designated “Teacher in Charge” will coordinate each incursion and external provider/s.
- The Teacher in Charge must provide the Office with final numbers of students who attended an incursion.
- Students not attending the incursion and external provider/s will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion and external provider/s.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursion and external provider/s. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion and external provider/s due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion and external provider/s.

### ***Whilst at the school***

- 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.
- External providers:
  - School Council must approve all external providers
  - Have current public liability insurance. Certificate of Currency must be provided to the School Council
  - Must comply with the Working With Children’s Policy
  - To be supplied with relevant school policies
  - Must sign in and sign out according to school procedures.

### **DUTY OF CARE:**

Incursion and external provider/s:

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

- Be aware that an incursion and external provider/s 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.
- Be aware that incursion and external provider/s 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 the person designated with duty of care.
- Be aware that incursion and external provider/s require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the incursion and external provider/s.
- Arrangements will be made for students not attending the incursion and external provider/s to continue their normal program at school under supervision of another classroom teacher.

### **Other Policies**

This policy works in conjunction with:

- Child Safety Policy
- Visitors to the School Policy
- Working With Children Check Policy
- Duty of Care Policy
- Mandatory Reporting Policy

### **Review**

This policy will be reviewed in accordance with DET guidelines on a 4 year cycle.