



INCURSION & EXCURSION POLICY

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

An incursion is an activity that involves school visitors who provide a performance, lesson or service for students. An excursion is an activity that involves members of the school attending a performance or service for students. Incursions/excursions reinforce, complement and extend the learning opportunities beyond the classroom and 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:

1. All incursions/excursions must be approved by the Principal.
2. Staff wishing to organize an incursion/excursion must discuss this with the Principal for approval.
3. All incursions/excursions must be approved at least two weeks prior to running. This decision will be made by the Principal or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.
4. The Principal approves incursions/excursions to ensure that they complement the curriculum and comply with all DET requirements.
5. All incursions/excursions 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.
6. The Teacher in Charge (organising teacher or delegate) must provide the Principal with a final student list. This list must also include the location of students not involved in the incursion/excursion. A copy of this list should also be posted on the staff noticeboard.



Duty of care:

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

Policy Endorsement

This Policy has been endorsed by the FCS Governing Body.

Date: July 2021

Review Date: July 2023

Review Cycle. Every 2 years

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.