



# **Incursions: Safety of Children Working with External Providers**

(Last DET Update: N/A)

First Developed: May 2015

Reviewed: September & November 2015

Updated: February & July 2016

Reviewed May 2017

## **1. Background and information**

### **Rationale**

- Incursions enable children 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 the school.
- The school has a responsibility to ensure the safety of children working with external providers.

### **Definition**

- An incursion is an activity that involves visitors to the school who provide a performance or service to the students either for a fee or voluntarily.
- Coaching clinics, music teaching or other extra-curricular activities are considered incursions for the purpose of this policy.

### **Further information**

#### **Reference: Nil**

- Please refer also to the school's *Visitors to the School Policy*, the *Working with Children Check – Volunteers Policy*, the *Duty of Care Policy* and the Child Safe Standards.
- DET Requirements for approval processes are found at: [www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx)
- School specific procedures are described under the *Camps & Excursions Policy*.

## 2. Carranballac Incursions: Safety of Children Working with External Providers Policy (August 2017)

### **Purpose**

- To reinforce, complement and extend the learning opportunities beyond the immediate 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.
- To ensure the safety of children at Carranballac P-9 College working with external providers.
- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- To ensure the school has strategies to enhance compliance with the Child Safe Standards 2 and 4.
- To ensure the school discharges its duty of care towards children.

### **Implementation**

- The safety and wellbeing of every child at the school is our highest priority.
- The school **has zero tolerance** for any form of harm that may befall a child.
- All external providers, such as music instructors, coaches or similar professionals must have a Working with Children Check prior to providing services to the school.
- The Principal will determine if the external provider can work with children without staff supervision e.g. instrumental music sessions for individuals or small groups.
- The Principal has overall responsibility for the conduct of all incursions.
- Staff organising an incursion must ensure:
  - a planning and approvals process is undertaken, in accordance with DET policy and guidelines and any internal policies or procedures
  - safety, emergency and risk management has been considered
  - informed consent from parents has been obtained
  - appropriate staffing and supervision is provided
  - students have been prepared for the incursion and suitable follow-up activities have been planned
  - parents/carers, who are to sign consent forms, have sufficient information about the incursion to enable them to make an informed decision
  - only children who have a signed parent/carer permission form may attend
  - supervision and an alternative program is provided for children not participating in the incursion
- Children will not be excluded from incursions for financial reasons. Parents/carers will be advised to make an appointment with the School Contact Person (please refer to the *Parent Payments Policy*) who is authorised to make decisions about family hardship considerations on a case-by-case basis.

- All families will be given sufficient time to make payments for incursions.

### **Ratification and Review**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (no specific DET a-Z reference)).

This policy was ratified by School Council on 1<sup>st</sup> August 2017