

## **Incursions Policy**

### **Introduction**

At Child Side School we encourage and value community interactions with our children and staff. These interactions are part of our active citizenship and our authentic learning experiences.

### **Scope and Application**

This policy applies to all employees, parents, children, volunteers, practicum students and community members of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

### **Related Legislation/Guidelines**

- Work Health and Safety Act 2020
- School Education Act 1999
- School Education Regulations 2000
- Working with Children (Criminal Record Checking) Act 2004

### **Related Policies**

- Access to Students Policy and Procedure
- Anti-Discrimination and Harassment Policy
- Asthma Care Policy
- Anti-Bullying Behaviour Policy
- Child Protection Policy
- Critical and Emergency Incident and Crisis Management Policy
- Code of Conduct Policy
- Excursions Policy
- General Duty of Care Policy
- Guiding Children's Behaviour Policy
- Protective Behaviours Curriculum Policy
- Risk Management Policy
- Sickness and Accident Policy
- Snake Safety Plan
- Staff Code of Conduct Policy
- Sun Protection Policy
- Volunteers Policy and Guidelines for Engaging Volunteers

### **Related Documents**

- Procedure for Incursions
- Incursion Form
- Consent Form (activity specific)
- Walk and Talk Snapshot of Child Side (separate document)

### **Policy Statement**

As part of our active citizenship and authentic learning experiences, Incursions will be a regular occurrence and will be supplemented on a spontaneous basis as the need or interest arises eg: the plumber, electrician, artist, musician, playgroup members, past school members.

These visitors may be volunteers or contracted on a short-term basis; they may also be there to provide a maintenance service or there to foster positive community relationships.

The School Administrator and Senior Educator are to approve all visitors to the School in accordance with the Volunteers Policy and Guidelines for Engaging Volunteers.

The Educator in Charge is required to ensure the attached Procedure for Incursions is followed to ensure Duty of Care for all staff, children and visitors.

## Appendices

Appendix 1	Procedure for Incursions
Appendix 2	Incursion Form
Appendix 3	Risk/Safety Management Plan
Appendix 4	Consent Form ( see Excursions Policy)

## Version Management

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### Procedure for Incursions

1. Visitors will be invited to the school in accordance with the children's interests, current events, spontaneous needs, proactive community relationships, a teacher provocation (to provide a meaningful context for further inquiry and learning) or a parent or community member's request, if appropriate and practical.
2. Educators must have the approval of the Co-Principals to undertake an Incursion. The attached Incursion form and Risk/Safety Management Plan is to be completed and submitted to Co-Principals 2 weeks prior to any formal incursion.
3. Educators will plan and prepare children (if appropriate and practical) for the visit and include them in the process of inviting, greeting, interacting and any follow-up if practical and developmentally appropriate.
4. Educators will document these visits in Storypark and regularly monitor and assess the practicality and value of these interactions.
5. Visitors will NOT be left unattended with children at any time. The Educator will remain in charge at all times and be the familiar person who is responsible for managing relationships and making learning links with the children.
6. Visitors who attend over an extended period of time will receive the "Walk and Talk Snapshot of Child Side" information and how we hope the children will benefit from their interactions with them.
7. Contracted visitors who visit and work with children may be required to provide information in accordance with the table below. The educator-in-charge will ensure the following are in place and valid:

1	Certificate of Currency for Public Liability Insurance – 3 <sup>rd</sup> party	See Administrator
2	Working With Children Checks	<a href="https://workingwithchildren.wa.gov.au/card-validation">https://workingwithchildren.wa.gov.au/card-validation</a>
3	Qualifications of 3 <sup>rd</sup> party participants/volunteers	Copies of qualifications for specific activities
4	Communication to Parents	<ul style="list-style-type: none"> <li>- Consent Form and information issued to parents 2 weeks prior</li> <li>- Notice on whiteboard one week prior to excursion</li> <li>- Notice on facebook and communications app one week prior</li> </ul>

The following planning cycle is to be followed by the educator-in-charge specific to the type of activity involved:

- A - supervision requirements
- B - communication requirements
- C - emergency response plan

## A – Supervision

- The incursion must have an educator- in- charge
- The incursion must have an appropriate number of supervisory staff with at least 2 supervisors for any size group
- Educators are responsible for children safety and welfare as part of their Duty of Care. The educator- in- charge must be aware that teaching staff cannot delegate their primary responsibility for the safety and welfare of children to adults who are not educators.
- Adults who are not educators but who possess the appropriate competencies/qualifications can be used as supervisors who act under the direction of the educator(s). The roles of the supervisors will be determined by the educator- in- charge.
- Incursions may involve use of services of Government agencies or private companies. In such cases **staff must NOT sign indemnities or other documents provided by the agencies or companies absolving them from liability for any negligent acts or omissions.**
- The educator- in- charge must be satisfied that the incursion activities do not exceed the capabilities of the children and that the medical condition of each student has been considered.
- The educator- in- charge must ask parents for details of student skills and medical conditions relevant to the incursion and gain their written consent for their son/daughter's participation.

## B- Communication Requirements

- Before an incursion the educator in charge must ensure that all supervisors and children are aware of their responsibilities and have received instruction regarding their roles and the Risk/Safety Management Plan.
- Specific to the activity a Parent consent and student health details may be required for each student participating in the incursion.
- Activity specific information is to be given to parents prior to the proposed incursion.
- Copies of forms of all participating children must remain with the school.
- Parents must be reminded to provide information about any changes to their child's health or fitness prior to the commencement of specific types of incursions.

## C-Emergency Response Plan

- The educator in charge must devise a suitable emergency response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.
- The educator in charge must make sure that emergency equipment is easily accessible eg, mobile phone, whistle, first aid kit and all adult representatives of Child Side School wear the Emergency Response/Authorised Representative lanyard.
- The educator is aware of current health and medical management plans of children attending the excursion.

## D-Cultural Understanding

From the perspective of cultural understanding and respect, when planning an incursion, consider the following:

- whether or not it is appropriate to acknowledge the traditional lands being visited; and
- is the site culturally significant to Aboriginal people, and does this mean Aboriginal visitors may not be able to visit dependent on gender or if they have gone through lore.

### **Incursion Form**

This form, along with the Risk/Safety Management Plan must be completed and submitted to the Principal at least 2 weeks before the planned incursion.

#### **Incursion Information**

Educator in Charge: \_\_\_\_\_

Reason for incursion: \_\_\_\_\_

Date if incursion: \_\_\_\_\_

Incursion provider's name: \_\_\_\_\_

What will children need to bring? \_\_\_\_\_

What areas of the school will be needed for the incursion?

\_\_\_\_\_

Which staff will be attending? \_\_\_\_\_

Will parents be attending? \_\_\_\_\_

What is the total cost of the incursion? \_\_\_\_\_

How much will each child be paying? \_\_\_\_\_

Has a risk assessment, including checking the experience, qualifications and WWCC requirements of the provider, been conducted? \_\_\_\_\_ Please attach the risk assessment to this form.

Attach a list of participating children including any special needs, medical and health considerations.

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Risk/Safety Management Plan

<b>Activity Title:</b>	<b>Date to be Held:</b>
<b>Cluster:</b>	<b>Educator in Charge:</b>

**Description of Activity:**

**Risk Management Procedure:**

**In Case of Emergency:**

<b>Prepared by:</b>	<b>Signature:</b>
<b>Approved Co-Principal Karron McDonald</b>	<b>Approved Co-Principal Leonie O'Connell</b>