

Croydon Community School & OPTIONS

Incursions (Safety of Children Working with External Providers)

Policy



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 Croydon Community School & OPTIONS 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.

SCOPE

Croydon Community School & OPTIONS's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

This policy is intended for staff, external providers and School Council.

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, listening to an address by a visitor or other extra-curricular activities are considered incursions for the purpose of this policy.

POLICY

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 (Suitability) 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 references
- safety, emergency and risk management has been considered
- informed consent from parents/carers 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
- Note : it may not be necessary for staff to obtain consent from parents for one off speakers / presenters coming into the school where a risk assessment has been done and appropriate measures are in place to ensure the safety of children however parents should have knowledge of this event

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

FURTHER INFORMATION AND RESOURCES

Please refer also to the school's:

- Camps and Excursions Policy
- Duty of Care Policy
- Support for Families Experiencing Hardship Policy
- Unsupervised Excursions Policy
- Visitors Policy
- Volunteer Policy
- Working with Children (Suitability) – Staff Policy
- Working with Children (Suitability) – Volunteers & Visitors Policy
- Yard Duty and Supervision Policy
- (and the) Child Safe Standards

REVIEW CYCLE

This policy, first developed in this format in May 2019 and will be reviewed annually or if guidelines change (currently no DET A-Z Index reference).