



SORRENTO PRIMARY SCHOOL VISITING ARTISTS POLICY

Reviewed: 20th May 2014

PURPOSE

- The school's Visiting Artist program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community, thereby building 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.

BROAD GUIDELINES

1. The term 'Visiting Artist' is anyone who provides a performance, lesson or service for students (it does not include Instrumental Music lessons).
2. All Visiting Artists must be approved by the Assistant Principal or Principal.
3. All Visiting Artist sessions 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.
4. All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a Visiting Artist 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.
5. All families will be given sufficient time to make payments for Visiting Artists. Parents will be provided with permission forms and information clearly stating payment finalization dates.
6. Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
7. A designated "Teacher in Charge" will coordinate each Visiting Artist event.
8. Where applicable, students must have returned a signed permission note and payment to be able to attend the Visiting Artist.
9. Teachers will plan for no more than:
 - Three visiting artists/events, requiring payment, per year (Science, Music, Literacy).
 - Two full day excursions, requiring payment, per year (not including local excursions).

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 event 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 Visiting Artist events require the teacher to fully comply with DEECD 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 Visiting Artist events require the teacher to ensure that the venue adheres to DEECD guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the event.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.