



Department of
Education

VISITORS AND INTRUDERS ON PUBLIC SCHOOL PREMISES

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1 POLICY STATEMENT

The principal has primary responsibility for the day-to-day management and control of a school, including all persons on the school premises, and is to provide for the safety and welfare of students and staff on the school premises.

2 BACKGROUND

The Department of Education (the Department) encourages community use of school facilities. Bona fide visitors on school premises should be made welcome. People who have no good cause to be on school premises are considered to be intruders and should be dealt with according to this policy.

The *School Education Act 1999* (the Act) and *School Education Regulations 2000* (the Regulations) empower the principal to deal with persons disrupting school premises.

3 SCOPE

This policy applies to all Regional Executive Directors, principals and other authorised persons under Section 120 of the Act, and school security staff in public schools.

4 PROCEDURES

4.1 GENERAL

The principal or other authorised person will manage visitors or intruders.

When their presence at the school has been requested by the principal, Department of Education security staff/School Watch will:

- assist the principal in maintaining good order on school premises; and
- inform the principal that they are on site and then take direction from the principal.

Guidelines

See Appendix A for more information about authorised person.

4.2 VISITING DIGNITARIES

When a dignitary plans to visit a school, the principal, Regional Executive Director and the Ministerial Services Unit must refer to the protocols and processes detailed in Appendix B.

Guidelines

The Protocols for Politicians and Candidates for an Election to Visit Public Schools In Western Australia should be referred to for the requirements for visiting dignitaries at schools.

Schools are not arenas for expressing political views or ideologies and staff and visitors, are expected to maintain an apolitical stance.

Visits that involve partisan or party political activity are not appropriate.

Local Members of Parliament (State or Federal) may communicate directly with schools located within their electorates.

Local Members of Parliament (State or Federal) are welcome at schools within their electorates at times convenient to the school and when it will not disrupt the school's normal activities.

4.3 ALL OTHER VISITORS

Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's *Working with Children Checks in Public Schools* policy available from the *Policies* website.

The principal must require visitors:

- to add their name, position or company, contact person at the school and/or purpose of visit, and time of arrival to a Visitors' Book at reception at the time of their arrival;
- who are not involved in child-related work (such as contractors) to complete and sign a Confidential Declaration form (see Appendix C), unless the principal determines that this is not required; and
- who are involved in child-related work to produce a Working with Children Check card.

Guidelines

The principal should:

- *require visitors to wear a badge or sticker that clearly identifies them as a visitor;*
- *require visitors to sign the Visitors' Book when they leave the school premises and record the time of their departure;*
- *maintain all completed Confidential Declaration Forms on file. These should be archived for seven years at the school site; and*
- *ensure visitors maintain an apolitical stance and do not express political views or ideologies.*

Parents and carers who are recorded on the enrolment form as legal guardians of students enrolled at the school, and who attend the school premises regularly solely for the purposes of dropping off or picking up their children, do not need to sign the Visitors' Book. Should they attend for any other purpose, such as a specially arranged parent-teacher interview (i.e. not on a school-organised parents' night), or if they become disruptive, they become subject to this policy.

For more information about Working with Children Checks refer to www.checkwwc.wa.gov.au

4.4 INTRUDERS AND VISITORS WHO BECOME DISRUPTIVE

When dealing with intruders or visitors who become disruptive, the principal or other authorised person must take appropriate action, depending on the individual circumstances.

Guidelines

Refer to Appendix D for further details about the options available to a principal dealing with intruders or visitors who become disruptive. The options available are:

- *ask for name and address;*
- *give a direction;*
- *make an order to leave the school premises;*
- *detain the person;*

- *lockdown;*
- *call the police;*
- *issue a prohibition order;*
- *make a complaint to the police; and/or*
- *seek a restraining order.*

The principal or other authorised person must:

- contact the police immediately if an incident involves threats of, or actual violence to, persons on the school premises;
- invoke lockdown, pending the removal of the threat if students and/or staff are at threat from physical harm; and
- report all incidents involving intruders and visitors who become disruptive via the *Online Incident Notification System*.

Guidelines

Details about lockdown can be found in the [Incident Management on Department of Education Sites](#) policy available from the [Policies](#) website.

The Online Incident Notification System is accessible through the Department's [Ikon](#) (staff only).

4.5 ADDITIONAL INFORMATION CONCERNING PRINCIPALS' POWERS

4.5.1 DIRECTIONS

4.5.1.1 ISSUING DIRECTIONS

When a principal makes directions that apply to visitors generally, it must be in writing and publicly displayed.

Guidelines

Under Regulation 69 of the Regulations, the principal may give a direction, either generally or in a specific case, concerning the procedures to be observed by persons on the school premises. A direction can only be given for one or more of the following purposes:

- *to manage and control the school and persons on the school premises;*
- *to maintain good order on the school premises;*
- *to ensure the safety and welfare of persons on the school premises; or*
- *to prevent or minimise damage to property that comprises or is located at the school premises.*

A direction that applies to persons generally is of no effect unless it is in writing and posted for public display at the school's premises for the duration of the period in which the direction is to apply. A sign with words to the effect of "All visitors are to report to Reception" should be erected at or near the main school entrance, and at other likely points of entry.

Where a principal makes a direction to a specific person, it may be made either orally or in writing.

4.5.1.2 FAILURE TO COMPLY WITH DIRECTIONS

The principal must keep a written record of any failure to comply with a direction.

The record must include:

- whether the non-compliance is related to a general or specific direction; and

- the circumstances surrounding the incident, together with details of participants and witnesses to the incident.

Guidelines

A report submitted through the Online Incident Notification System may constitute this record.

If the matter is referred to the local police, the principal must provide the police with copies of all notes, witness reports and correspondence relating to all incidents involving that person not complying with directions.

Guidelines

See Appendix G for a sample letter concerning failure to comply with a direction.

The Regional Executive Director may review any direction or order given by a principal when requested by the person subject to the direction or order.

Where possible, the principal should write to a person who has not complied with a direction, confirming details of all incidents in which that person has not complied with directions. However it is acknowledged that it may not always be possible or practical to write such a letter.

The principal exercises discretion in deciding whether to refer a matter of non-compliance with a principal's direction to the local police. The principal should inform the Regional Executive Director if the matter is referred to the police.

4.5.2 ORDER TO LEAVE THE SCHOOL PREMISES

Under Regulation 75 of the Regulations, the principal or other authorised person must order a person to leave the school premises if the principal or other authorised person reasonably suspects that the person:

- has committed or is about to commit an offence at the school premises;
- has used or is about to use threatening, abusive or insulting language, or threatening or violent behaviour towards any person on the school premises;
- has otherwise disrupted or is about to disrupt good order on the school premises;
- does not have good reason to be on the premises or a particular part of premises at the particular time; or
- has brought onto school premises an item that has been the subject of an order made under regulation 70 (1) of the *Regulations* and that is likely to:
 - disrupt good order on the school premises;
 - adversely affect the safety or welfare of persons on the school premises; or
 - cause damage to property that comprises or is located at the school premises.

The principal must keep a written record of the verbal order and the failure to comply. The record must include the circumstances surrounding the incident, together with details of participants and witnesses to the incident.

Guidelines

A report submitted through the Online Incident Notification System may constitute this record.

The principal exercises discretion in deciding whether to refer the matter to the local police for their attention. If a referral is made, the principal should provide the police with copies of all notes, witness reports and correspondence relating to all incidents in which that person has not complied with directions. The principal should inform the Regional Executive Director if the matter is referred to the police.

See Appendix E for a sample confirmation of order to leave school premises letter.

The Regional Executive Director may review any order given by a principal when requested by the person subject to the order.

Regulation 75 of the Regulations states that the principal or other authorised person may order a person who is not a student of the school:

- *who is on the school's premises to leave the school's premises and remain away from the school's premises for up to 24 hours following the time of the order; or*
- *who is on a particular part of the school's premises to leave that part of the school's premises and go to a part of the premises where the person has a good reason to be.*

An order to leave school premises is only effective for up to 24 hours. Where possible, the principal should communicate in writing to a person who has not complied with an order to leave school premises, confirming details of all incidents in which that person has not complied with directions.

4.5.3 POWER OF DETENTION AND OTHER POWERS

A principal's decision to detain a person must only be made where strictly necessary.

Guidelines

This power is to be used only in exceptional circumstances. Detention of a person might be considered when, for example, the safety and welfare of students and staff is being threatened. The principal or other authorised person should assess the risk before making any attempt to detain a person.

Section 119 of the Act and associated Regulations confer general powers that provide for the maintenance of good order on school premises and the conduct of persons on school premises.

Section 120(3) of the Act provides additional powers for dealing with persons disrupting school premises. The powers under Section 120 are limited to dealing with a person who the principal or other authorised person reasonably suspects:

- *has substantially disrupted, or is likely to substantially disrupt, the discipline of students or the good order of the school; or*
- *has used threatening, abusive or insulting language towards a teacher acting in an official capacity.*

The powers available under Section 120 are:

- *require the person to state his/her name and address;*
- *make an order to leave the school premises, and remain away from those premises for the following 24 hours;*
- *detain a person who has failed to provide his/her name and address or failed to leave when so ordered until the person can be delivered to a police officer; and*
- *use the help of other persons as is necessary for that purpose.*

The penalties for non-compliance under Section 120 are more substantial than those under Section 119.

4.5.4 PROHIBITION ORDER

If a prohibition order is issued, the principal must keep a written record of:

- the circumstances surrounding the incident;
- the reasons why making a prohibition order is the most appropriate way of dealing with the matter; and
- details of participants, and witness statements relating to the incident.

Guidelines

See Appendix G for a sample format for a prohibition order letter. The principal should inform the Regional Executive Director when a prohibition order is issued.

Note that a prohibition order can be made against a person who, although not physically on the school premises, has used other means to threaten or cause fear to staff. Examples are making threatening telephone calls or sending threatening letters or emails.

4.6 REVIEW OF DIRECTION, ORDER AND PROHIBITION ORDER

Guidelines

If practical, the principal should inform a person subject to a direction, order or prohibition order of the right to have the decision reviewed by the Regional Executive Director. Any direction, order or prohibition order in place remains in force until the review is completed.

5 RELEVANT LEGISLATION OR AUTHORITY

Restraining Orders Act 1997

School Education Act 1999 Sections 119 & 120

School Education Regulations 2000 Regulations 67-81 & 98-101

Working with Children (Criminal Record Checking) Act 2004

Working with Children (Criminal Record Checking) Regulations 2005

5.1 RELATED DEPARTMENT OF EDUCATION POLICIES

Student Behaviour in Public Schools

Criminal History Screening for Department of Education Sites

Emergency and Critical Incident Management

Duty of Care for Students for Public Schools

Working with Children Checks in Public Schools

5.2 RELATED DEPARTMENT OF EDUCATION DOCUMENTS

Correspondence Protocols

Keeping our workplace safe

Official Opening of Public School Buildings Guidelines

Protocols for Politicians and Candidates for an Election to Visit Public Schools in Western Australia

6 DEFINITIONS

6.1 DIGNITARY

An important person who should be treated with special courtesy and respect including, for example, the Governor, Members of Parliament, non-elected local candidates, sports identities, current or former defence force personnel or recipients of honours such as the Order of Australia.

6.2 DIRECTION

An instruction issued by a principal pursuant to Section 119 of the *School Education Act 1999* and Regulation 69 of the *School Education Regulations 2000*.

6.3 INTRUDER

A person entering school premises without permission and who does not have good cause to be on the premises.

6.4 LOCAL MEMBER OF PARLIAMENT

(a) the State Member of Parliament for whom the relevant school falls as within that person's electorate; or

(b) the Federal Member of Parliament for whom the relevant school falls as within that person's electorate.

6.5 ORDER TO LEAVE THE SCHOOL PREMISES

A verbal order issued by the principal to leave the school premises for a maximum period of 24 hours pursuant to Section 119 of the *School Education Act 1999* and Regulation 75 of the *School Education Regulations 2000*, or Section 120 of the *School Education Act 1999*.

6.6 PROHIBITION ORDER

A written order to leave the school premises for a maximum period of 60 days, issued by the principal pursuant to Section 199 of the *School Education Act 1999* and Regulation 78 of the *School Education Regulations 2000*.

6.7 SCHOOL PREMISES

Premises used for or in connection with government schools including buildings and other things erected or standing on those premises.

6.8 VISITOR

All persons on Department and/or school premises, other than current students and employees of the Department, who have good cause to be there.

7 CONTACT INFORMATION

Office of the Deputy Director General, Public Schools
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 5602
F: (08) 9264 5051

APPENDIX A AUTHORISED PERSONS

This table explains who is authorised to take certain actions when dealing with intruders or visitors who become disruptive. There are different categories of persons authorised to take each action.

Section or Division	Who is authorised to take action	Actions that can be taken by the authorised person
Section 120 of the Act: Dealing with persons disrupting school premises (see Appendix D for more information)	The principal of the school Any other person authorised by the Director General to exercise the powers.	Require a person to state his or her name and address. Require a person to leave the school premises, and remain away for the following 24 hours. Detain a person who has failed to comply with the abovementioned actions.
Part 5 Division 2 of the Regulations: Giving name and address	A school administrator at the school The registrar/business manager of the school when the school administrators are absent from duty or are otherwise unable to exercise the power	Require a person on school premises who is not a student at the school to state the person's name and address.
Part 5 Division 3 of the Regulations: Maintaining good order on school premises	The principal	Give a direction to: (a) manage and control the school and persons on the school's premises; (b) maintain good order on the school's premises; (c) ensure the safety and welfare of person's on the school premises; (d) prevent or minimise damage to property that comprises, or is located at, the school's premises (whether or not the property is vested in the Minister).

Section or Division	Who is authorised to take action	Actions that can be taken by the authorised person
Part 5 Division 6 of the Regulations: Orders to leave school premises	<p>A school administrator at the school</p> <p>The registrar/business manager of the school when the school administrators are absent from duty or are otherwise unable to exercise the power</p> <p>A person who is employed or engaged to provide security services for the school's premises</p>	<p>Order a person who is not a student at the school:</p> <p>(a) who is on the school's premises to leave the school's premises and remain away from the school's premises for up to 24 hours following the time of the order; or</p> <p>(b) who is on a particular part of the school's premises to leave that part of the school's premises and go to a part of the premises where the person has a good reason to be.</p> <p>At a time when the school is not open for instruction, order a student at the school:</p> <p>(a) who is on the school's premises to leave the school's premises and remain away from the school's premises until the school is open for instruction; or</p> <p>(b) who is on a particular part of the school's premises to leave that part of the school's premises and go to a part of the premises where the student has a good reason to be.</p>
Part 5 Division 7 of the Regulations: Prohibiting persons from entering school premises	The principal	Make an order prohibiting a person from entering the school's premises without the permission of the principal for the period stated in the order.

APPENDIX B DIGNITARIES VISITING PUBLIC SCHOOLS

When the visiting dignitary is the Minister for Education, briefing notes based on advice from the principal and the Coordinator Regional Operations or Regional Executive Director will be provided to the Minister and copied to the Director General prior to the visit.

When the visiting dignitary is a politician, please refer to the *Protocols for Politicians and Candidates for an election to visit public schools in Western Australia*.

The following tables outline the protocols to be observed:

DIGNITARY (examples)	PURPOSE OF VISIT (examples)	RESPONSIBILITY
<p>These dignitaries must have communicated their request to visit in writing to the Minister for Education and Training:</p> <ul style="list-style-type: none"> • The Federal Minister for Education • State Opposition spokesperson (either in the company of the local member or not) • Any Member of Parliament (State or Federal) other than the local Member. 	<p>General school visit</p> <p>Launch of program</p> <p>Award</p>	<p>When the Department is advised by the Office of the Minister for Education and Training that approval has been given in response to a written request to visit a school, the Ministerial Services Unit notifies:</p> <ul style="list-style-type: none"> • the Principal; • the Regional Executive Director; • Office of the Director General; • Office of the Deputy Director General, Public Schools; and • Corporate Communications and Marketing. <p>Where a principal is approached directly about a visit by a politician who is not the local member, the principal must advise the politician to seek permission from the Office of the WA Minister for Education and Training (email minister.ellery@dpc.wa.gov.au or write to Level 10, Dumas House, 2 Havelock Street, West Perth)</p>
	<p>School opening/extension or major upgrade</p>	<p>Principal makes arrangements as per the <i>Official Opening of School Buildings Guidelines</i>.</p>
<p>Candidates for an election</p>	<p>A candidate for an election has no automatic right to visit a school or meet with the principal and/or school staff. It is not appropriate to acknowledge a candidate for an election at any school event.</p> <p>Where a principal is approached directly by a candidate for an election</p>	<p>As for general school visit (above).</p>

	wanting to visit the school, the principal must advise the candidate for an election to seek permission from the Office of the WA Minister for Education and Training (email minister.ellery@dpc.wa.gov.au or write to Level 10, Dumas House, 2 Havelock Street, West Perth).	
International dignitaries/delegates		Principal notifies the Ministerial Services Unit if approached directly.
Minister for Education and Training	General school visit	The Ministerial Services Unit notifies the Director General and confirms the visit with the school.
Local Member of Parliament	General visit	Principal confirms purpose of the visit and notifies Regional Executive Director of proposed visit. Principal makes appropriate school arrangements.

APPENDIX C CONFIDENTIAL DECLARATION FORM



Department of **Education**

151 Royal Street, East Perth WA 6004

STRICTLY CONFIDENTIAL

Confidential Declaration form must be completed by:

- Persons requiring access to schools who are **not** employees of the Department of Education.

Please read the following carefully, and tick (✓) **one** of the boxes below:

1	I declare that I DO NOT HAVE any convictions, circumstances or reasons, which might preclude my working with, or near, children.	
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OR

2	I declare that I DO HAVE convictions, circumstances or reasons which might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> (Please attach a separate sheet of paper, if required)	
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I certify the accuracy of the above information. I am aware that I may be required to consent to a criminal record clearance, through the Department of Education’s Screening Unit, if it is considered necessary to verify the information I have provided.

Name:			
Company: (if relevant)			
Address:			
Telephone:			
Email:			
School visiting:			
Purpose of visit:			
Signature:		Date:	

See the following page for explanatory notes



NOTES ABOUT THIS CONFIDENTIAL DECLARATION FORM

What the form is about:

In 1997, the then Education Department of Western Australia joined other Australian states to implement the ***National Strategy in Schools for the Prevention of Paedophilia and Other Forms of Child Abuse***. The Confidential Declaration form is designed to prevent people from entering schools who may pose a potential risk to children based on previous criminal history. It does not replace the Working With Children check for employees.

The Confidential Declaration form is for persons who are **not** Department of Education employees, and are **not** involved in child-related work, but who **do** require access to a school (for example, tradespeople carrying out repairs or entertainers who do not work directly with children).

By completing this form, you will help the Department ensure that Western Australian public schools are safe places for our children.

Confidentiality:

Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the school premises.

The completed form will be treated with the utmost confidentiality at all times. Thank you for taking the time to read this information.

Visiting multiple school sites:

If you visit many schools, for example, if you are a visiting theatre act, then you must complete a separate Confidential Declaration form for **each** school you visit. All schools are required to maintain records of all visitors at the school site.

Any enquiries regarding the Confidential Declaration form should be directed to:

Office of the Deputy Director General, Public Schools
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 4062
F: (08) 9264 5051

APPENDIX D INTRUDERS OR VISITORS WHO BECOME DISRUPTIVE

Visitors who have good cause to be on school premises may become unwelcome because of their actions once on site. In the event that a visitor becomes unwelcome, or that an intruder requires management, the principal should attempt to resolve any conflict or disagreement amicably. Reasonable attempts should be made to manage any conflict situation to prevent its escalation.

The principal or authorised person will need to exercise discretion in deciding which option is the most appropriate in the circumstances. When an incident involving an intruder constitutes an emergency, then refer to the *Emergency Management and Critical Incident* policy for advice on dealing with the incident.

The options available to the principal or other authorised person for dealing with intruders or visitors who have become disruptive are detailed below. The principal or staff member concerned should always work through their district education office to access legal advice, before making a complaint to the police or seeking a restraining order.

ASK FOR NAME AND ADDRESS

Ask the person to state their name and address. See Appendix F for a sample format for the letter confirming a direction and Appendix G for a sample format for the letter confirming failure to comply with a direction.

GIVE A DIRECTION

Give a direction to a person. Such directions may be given to manage and control the school and persons on school premises; for example, asking a person to refrain from using abusive language. See Appendix F for a sample format for the letter confirming a direction and Appendix G for a sample format for the letter confirming failure to comply with a direction.

MAKE AN ORDER

Make an order to leave the school premises, and remain away from those premises for the following 24 hours. See Appendix E for a sample format for the confirmation of order to leave school premises letter.

DETAIN THE PERSON

Detention of a person should only be used where strictly necessary; for example, where the safety and welfare of students and staff is being threatened. The Department is concerned to ensure that this power is used only in exceptional circumstances. Staff should not place themselves in harm's way.

Detain a person who has failed to provide his/her name and address or failed to leave when so ordered until the person can be delivered to a police officer, using the help of other persons as is necessary for that purpose.

LOCKDOWN

The principal will arrange for students and staff who are at threat from physical harm to be protected in a safe temporary holding area with doors and windows closed, pending removal of the threat. Refer to the *Emergency Management* policy for further information about lockdown available from the *Our Policies* website at <http://policies.det.wa.edu.au/>.

CALL THE POLICE

Call police to have the intruder, or the visitor who is no longer welcome, removed. The principal or other authorised person will exercise discretion when deciding whether to contact the police and/or security staff.

ISSUE A PROHIBITION ORDER

Under Regulation 78, a prohibition order will only be made if the principal believes that:

- the person named in the order is likely to cause physical harm to or apprehension or fear in, another person when that other person is on the school premises; or
- the person named in the order is likely to cause damage to property that comprises or is located at the school premises; and
- making a prohibition order is the most appropriate way of dealing with the matter.

A prohibition order can be made up to a maximum of 60 days.

Legal advice should be sought, if necessary, prior to issuing a prohibition order. The order needs to be personally served. This means that the order must be physically given to the person concerned. This is best done by a professional process server. Advice on accessing a process server may be obtained from Legal Services.

See Appendix H for a sample format for the prohibition order letter.

The principal exercises discretion in deciding whether a prohibition order needs to be made subject to conditions, or subsequently needs to be varied or revoked.

A prohibition order cannot be issued against the following persons:

- a student at the school;
- a member of the teaching staff, officer or wages staff at a government school;
- a contractor or a member of a contractor's staff working at the school;
- any other person who gives instruction at the school; and
- any other DET employee.

In relation to persons against whom a prohibition order cannot be issued, the principal should consider, in consultation with the Regional Executive Director, whether it is appropriate to apply for, on behalf of any staff member, a misconduct restraining order under the provisions of the *Restraining Orders Act 1997*.

MAKE A COMPLAINT TO THE POLICE

Making a complaint to the police is different to calling the police to have an intruder removed. Making a complaint involves alleging an offence (such as trespass, criminal damage or assault) and seeking to have charges laid against the intruder. The principal may not make a complaint on behalf of a student; the parents of the student must make the complaint on the student's behalf. The principal may not make a complaint on a staff member's behalf; the staff member must make the complaint himself or herself. The Department's Legal Services branch, through the regional education office, can provide support with this action.

SEEK A RESTRAINING ORDER

In appropriate circumstances, seek a restraining order under the *Restraining Orders Act 1997*.

APPENDIX E SAMPLE CONFIRMATION OF ORDER TO LEAVE SCHOOL PREMISES LETTER

RESPONDENT NAME
RESPONDENT ADDRESS
SUBURB WA POSTCODE

Confirmation of Order

On (*date*) at (*time*), I directed you to leave the grounds of the (*School*) because you (*specify what the person did*).

In accordance with Regulation 75 of *School Education Regulations 2000*, this is confirmation that you were ordered to leave the premises of the School, and remain away for a period of 24 hours. The penalty for failure to comply with an order is \$1 000.

If you have urgent school business, you may arrange an appointment with me by contacting the school on (*telephone number*)

I have decided, in this instance, to make a complaint to the local police.

OR

I have decided, in this instance, not to make a complaint to the local police, but inform you that in the event of any future incidents, I will have no alternative but to do so.

If you disagree with the decision I have made and would like to have it reviewed, this may be done by writing to the Regional Executive Director..... (*specify name and address*). However, this order remains in place until the decision has been reviewed.

PRINCIPAL

date

cc Regional Executive Director

APPENDIX F SAMPLE LETTER CONFIRMING A DIRECTION

RESPONDENT NAME
RESPONDENT ADDRESS
SUBURB WA POSTCODE

Confirmation of direction

On (*date*) at (*time*), on the grounds of (*School*), I directed you to (*briefly describe the direction that was issued*).

Under Regulation 69 of *School Education Regulations 2000*, I am empowered to give a direction concerning the procedures to be observed by persons on the school's premises. The penalty for failure to comply with a direction is \$500.

If you have urgent school business, you may arrange an appointment with me by contacting the school on (*telephone number*)

If you disagree with the decision I have made and would like to have it reviewed, this may be done by writing to the Regional Executive Director (*specify name and address*).

PRINCIPAL

date

APPENDIX G SAMPLE LETTER CONFIRMING FAILURE TO COMPLY WITH A DIRECTION

RESPONDENT NAME
RESPONDENT ADDRESS
SUBURB WA POSTCODE

Failure to comply with a direction

On (*date*) at (*time*), on the grounds of the (*School*), I directed you to (*briefly describe the direction that was issued*). In my view, you failed to comply with the direction in that you (*specify what the person did*).

Under Regulation 69 of *School Education Regulations 2000*, I am empowered to give a direction concerning the procedures to be observed by persons on the school's premises. The penalty for failure to comply with a direction is \$500.

If you have urgent school business, you may arrange an appointment with me by contacting the school on (*telephone number*)

I have decided, in this instance, to make a complaint to the local police.

OR

I have decided, in this instance, not to make a complaint to the local police, but inform you that in the event of any future incidents, I will have no alternative but to do so.

If you disagree with the decision I have made and would like to have it reviewed, this may be done by writing to the Regional Executive Director (*specify name and address*).

PRINCIPAL

date

APPENDIX H SAMPLE PROHIBITION ORDER LETTER

RESPONDENT NAME
RESPONDENT ADDRESS
SUBURB WA POSTCODE

Prohibition Order

On (date) at (time), you (describe the incident in as much detail as possible and specify one of the following reasons as the basis for the issuing of the prohibition order: principal is satisfied that, unless the order is made, the person would be likely to cause physical harm to, or apprehension or fear in, another person when that other person is on the school premises **OR** cause damage to property that comprises, or is located at, the school's premises) on the grounds of the (School).

(To issue a prohibition order and advise a complaint has been made to the police):

In accordance with Regulation 78 of *School Education Regulations 2000*, you are prohibited (or restricted) from entering the premises of School for a period of days, commencing (date). The penalty for breaching a prohibition order is \$2 000.

This order is subject to the following conditions: *(Specify these if there are any. Examples of possible conditions are limiting the person to being at the school only at specific times, or limiting the person to specific areas of the school)*

I have decided, in this instance, to make a complaint to the local police.

OR

(To issue a prohibition order and advise a complaint has not been made to the police):

In accordance with Regulation 78 of *School Education Regulations 2000*, you are prohibited (or restricted) from entering the premises of School for a period of days, commencing (date). The penalty for breaching a prohibition order is \$2 000.

This order is subject to the following conditions: *(Specify these if there are any. Examples of possible conditions are limiting the person to being at the school only at specific times, or limiting the person to specific areas of the school)*

I have decided, in this instance, not to make a complaint to the local police, but inform you that in the event of any future incidents, I will have no alternative but to do so.

OR

(To warn that a repetition of the incident will result in the issue of a prohibition order):

In accordance with Regulation 78 of *School Education Regulations 2000*, I can prohibit you from entering the premises of School for a period of up to 60 days.

I have decided, in this instance, not to issue a prohibition order, but warn you that in the event of any future incidents, I will have no alternative but to do so.

If you have urgent school business, you may arrange an appointment with me by contacting the school on (*telephone number*)

If you disagree with the decision I have made and would like to have it reviewed, this may be done by writing to the Regional Executive Director (*specify name and address*). However, this order remains in place until the decision has been reviewed.

PRINCIPAL

date

cc Regional Executive Director

APPENDIX I HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref no	Notes
24 April 2009		1.2	D11/0395780	
24 April 2009	28 June 2013	1.2	D13/0336525	Appendix B – Dignitaries Visiting Public Schools updated. Approval D13/0336495. Appendix numbering corrected.
24 April 2009	13 August 2015	1.3	D15/0322066	Updated Director Schools to Regional Executive Director, and district to regional education office. Corrected typing and grammatical errors in appendices. D15/0322058
24 April 2009	5 October 2015	1.4	D15/0409975	Minor corrective changes and amendments to Guidelines. D15/0409972
24 April 2009	13 October 2015	1.5	D15/0419569	Amendment to Guidelines under Section 4.3. D15/0419496

24 April 2009	15 December 2016	1.6	D16/0756100	Minor changes to be in line with the Protocols for Politicians and Candidates for an Election to Visit Public Schools In Western Australia D16/0756179
24 April 2009	12 May 2017	1.7	D17/0207206	Minor changes to update App C: Confidential Declaration Form D17/0207099
24 April 2009	19 April 2018	1.8	D18/0163497	Minor changes to App B and including reference to public schools D18/0163361
24 April 2009	5 October 2018	1.9	D18/0438494	Minor changes to update legislation links D18/0207680.