

# Visitors and Intruders on School Premises Policy

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*

## Rationale

Boyare Primary School has been a part of the Mirrabooka community for over 30 years and is proud of the diversity that we attract and maintain. We welcome visitors to engage and immerse themselves in our vision of 'Learning Together', which is fostered through differentiated teaching practice, positive behaviour systems and staff who provide a 'High care, high performance' attitude.

## Purpose

To assure staff, students and the community that the principal has primary responsibility for the day-to-day management and control of the school, including all persons on the school premises. The principal takes extra precautions to ensure visitors are met with kindness and warmth, while intruders are dealt with efficiently, which is equitable and appropriate.

## Objectives

- To provide a safe, friendly environment, which is welcoming and respectful.
- The principal or an authorized person to deal with intruders or disruptive visitors appropriately.

## Implementation

### Visitors

All visitors must report to Reception on arrival, they are to sign "in" and "out" – They will be provided with a 'Visitors' sticker.

Teachers expecting visiting speakers, parents, photographers etc. should advise Reception of expected arrival time, area of the school and place details of visit in the 'Appointment Book' located at reception.

**Volunteers sign in/sign out** – Must sign "in" and "out" at reception – having signed a confidentiality agreement prior to commencement of work and having received permission from the principal.

**Student sign in/sign out** – Parents/ Caregivers or agreed persons have permission to sign student/s in, whom are late and will be provided with a white 'Late Card'.

Parents/ Caregivers or agreed persons listed on Integris have permission to sign out students. Pre-arranged contact from parental/ caregiver for 'other person/s' for 'pick up' of students can be made through the School Officer.

The School Officer will provide the 'visitor' with the appropriate sticker and/or gold 'Early Release Card', when applicable for retrieval of student.

**Maintenance sign in/sign out** - Must sign "in" and "out" at reception – will be provided 'Visitors' sticker.

**Staff sign in/ sign out** – Must sign "out" and back "in" at reception and provide time and destination. Staff must seek approval from their Line Manager to leave the premises during school hours to ensure staff are accounted for, for safety and insurance purposes.

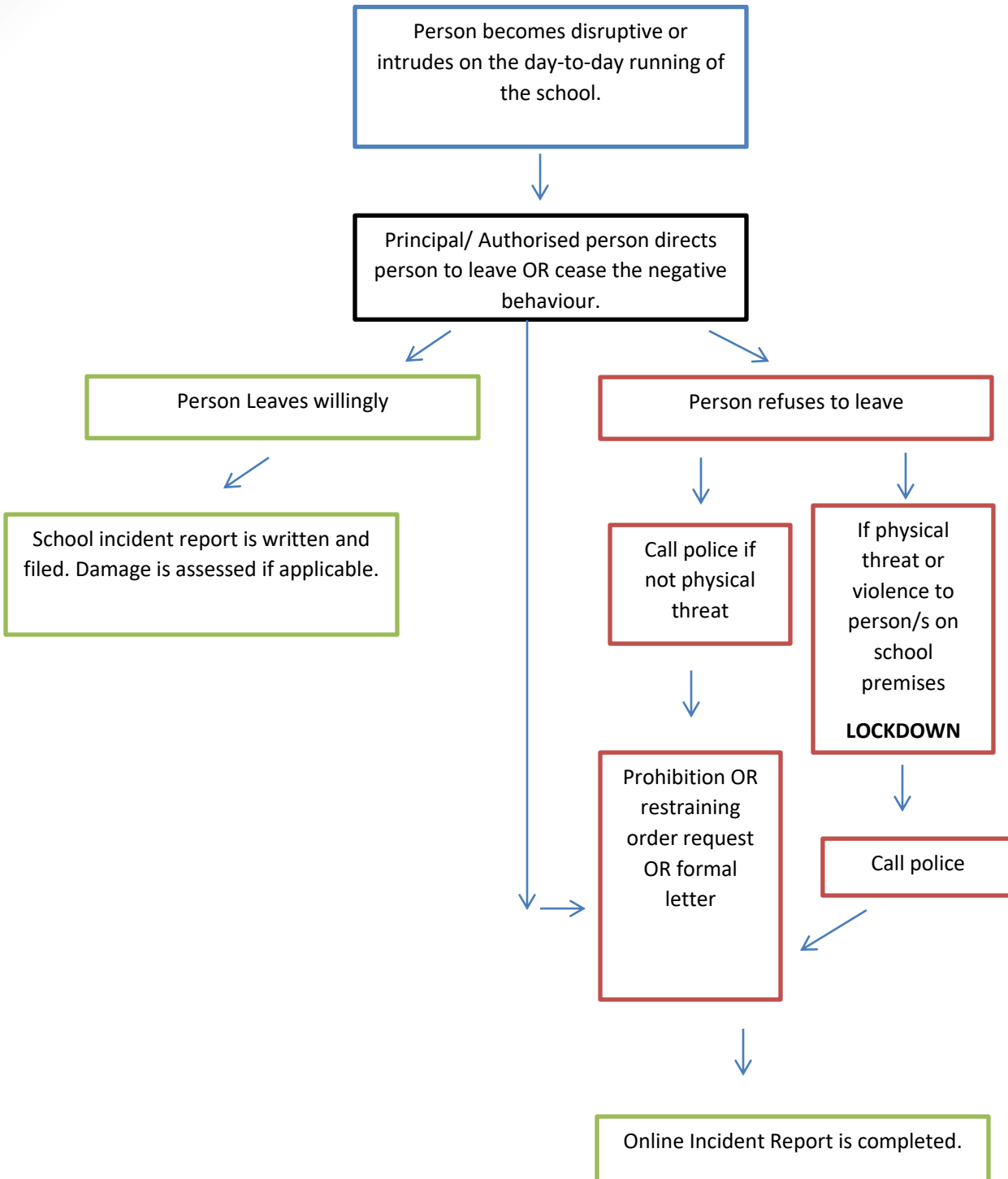
**Paid Relief/ Casual Staff** - Must sign "in" and "out" in the Manager of Corporate Services Office, providing the appropriate details. The relief staff will be provided with an induction, which includes their duties and expectations.

#### **Intruders and visitors who become disruptive**

**Principal to:** (Where applicable) - Begin at step 1

1. Ask for name and address
2. Give a direction
3. Make an order to leave the school premises
4. Lockdown
5. Call the police
6. Issue a prohibition order
7. Make a complaint to the police; and/or seek a restraining order.
8. Report incident on OINS (Online Incident Notification System) – for visitors or intruders who become disruptive.

***Flowchart for Intruders/ Disruptive Visitors***



## Principal's Actions

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)	<p>The principal of the school</p> <p>Any other person authorised by the Director General to exercise the powers.</p>	<p>Require a person to state his or her name and address.</p> <p>Require a person to leave the school premises, and remain away for the following 24 hours.</p> <p>Detain a person who has failed to comply with the abovementioned actions.</p>
Part 5 Division 2 of the Regulations: Giving name and address	<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>Require a person on school premises who is not a student at the school to state the person's name and address.</p>
Part 5 Division 3 of the Regulations: Maintaining good order on school premises	The principal	<p>Give a direction to:</p> <p>(a) manage and control the school and persons on the school's premises;</p> <p>(b) maintain good order on the school's premises;</p> <p>(c) ensure the safety and welfare of person's on the school premises;</p> <p>(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).</p>

Section or Division	Who is authorised to take action	Actions that can be taken by the authorised person
<p>Part 5 Division 6 of the Regulations: Orders to leave school premises</p>	<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>
<p>Part 5 Division 7 of the Regulations: Prohibiting persons from entering school premises</p>	<p>The principal</p>	<p>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.</p>

## Principal's 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.

#### 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.*

#### 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.

## Visiting Dignitaries

DIGNITARY (examples)	PURPOSE OF VISIT (examples)	RESPONSIBILITY
These dignitaries must have communicated their request to visit in writing to the Minister for Education: <ul style="list-style-type: none"> <li>• The Federal Minister for Education</li> <li>• State Opposition spokesperson (either in the company of the local member or not)</li> <li>• Any Member of Parliament (State or Federal) other than the local Member.</li> </ul>	General school visit  Launch of program  Award	When the Department is advised by the Office of the Minister for Education that approval has been given in response to a written request to visit a school, the Ministerial Services Unit notifies: <ul style="list-style-type: none"> <li>• the Principal;</li> <li>• the Regional Executive Director (where applicable);</li> <li>• Office of the Director General;</li> <li>• Office of the Deputy Director General, Schools; and</li> <li>• Corporate Communications and Marketing.</li> </ul> If principals are approached directly, they immediately contact the Ministerial Services Unit on 9264 4582.
	School opening/extension or major upgrade	Principal makes arrangements as per the <i>Official Opening of School Buildings</i> policy.
Candidates for an election	If the visit is for <u>non-political purposes</u> , eg meet principal or general school visit, the candidate may approach the principal with a request to visit the school.  If the visit is for <u>political purposes</u> , the candidate must seek permission from the WA Minister for Education.	As for general school visit (above).
International dignitaries/delegates		Principal notifies the Ministerial Services Unit if approached directly.

Minister for Education	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 (where applicable). Principal makes appropriate school arrangements.

## Relevant Departmental Policies

Behaviour Management in Schools

Correspondence Protocols

Criminal Screening

Emergency Management

Official Opening of School Buildings

Duty of Care for Students

Working with Children Checks

## References

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