PURPOSE
To protect school facilities and provide a safe and secure environment for students, staff, community members and other people with legitimate reasons for being at the school in accordance with Department of Education Memorandum 97/041, August 29, 1997 and the Schools Reference Guide, whereby schools have been given the power to put into place processes to deal with all trespassers on school premises.

IMPLEMENTATION:
1. A trespasser is any person who does not have legitimate reason to be on school premises. That is, a person who is on the premises without authority, lawful excuse or behaving in a manner likely to cause breach of peace.

1. The use of the trespass legislation shall be reserved for the more serious or persistent incidences of trespass.

2. Each year the Principal will identify those members of staff and School Council to whom the authority to issue a warning to trespassers has been delegated.

2. Each year, the Principal will review trespass guidelines with staff and School Council.

3. A copy of relevant documentation will be given to each person delegated the authority to issue warnings.

4. Authorised personnel should first consider their personal safety when determining to deliver a trespass warning.

5. Where necessary a verbal warning shall be issued to trespassers to vacate the premises. Warnings should be issued in the presence of a witness.

6. All staff and delegated persons will be briefed as to the appropriate verbal warning that shall be given.

7. If a warning is ignored, assistance from senior administration staff shall be sought.

8. Where possible a written warning shall be issued.

9. A diary record shall be kept by the Principal of all warnings issued.

10. The names of persons who have been given warnings will be made known to staff, delegated School Council members and, if considered appropriate, the local police.

11. The school will maintain adequate public signs and documentation to support the trespass policy.

School Council ratified this policy in August 2014
Next review of this policy is in 2018
School Council ratified this policy in August 2014

Next review of this policy is in 2015

Approved: 2014
Review Date: 2018