



# SHERBOURNE PRIMARY SCHOOL

## TRESPASS POLICY

### **Rationale:**

Our school welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises. Trespassers are those who have entered the school after being previously formally warned by the principal not to do so, or in breach of a prominently displayed sign. We recognise our duty of care to provide a safe environment for the students, staff and parents of Sherbourne Primary School.

### **Aims:**

To provide a school environment without trespassers.

### **Implementation:**

- Our school encourages community interaction with the school, but in doing so will not tolerate unruly, anti-social or unwanted persons entering the school.
- Amendments to the *Summary Offences Act 1966* authorise school principals to issue formal warnings to persons not to enter the school premises, to erect signs prohibiting trespassers, to order persons and trespassers off school property, and to authorise others to exercise the new powers on their behalf.
- Explicit details regarding trespass procedures, including examples of wording to be used for trespass warnings and trespass signs are provided in *Executive Memorandum 97/041 – Trespassers in Schools*.
- Despite popular misconceptions, schools are not public places, and the general public does not have a general right to be in school buildings or grounds, either within or outside school hours.
- Trespass warnings by the Principal (or delegate) can be given to a person orally, by handing the person a written notice (preferable), or by letter.
- Written records will be kept of all trespass warnings.
- The school Principal will seek to develop a close relationship with the local police, and will look to the police should trespass breaches occur.
- The names of persons who have been given warnings will be made known to staff, school council members and, if appropriate, the local police to ensure that appropriate action can be taken against those who return to school premises contrary to a warning.
- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Signs, which warn trespassers of the potential for prosecution, will be similarly displayed.
- Any visitor who breaks the law will be charged with an offence as appropriate.
- The school community will be regularly informed about our process for managing unwanted visitors, and will be invited to assist by reporting suspicious out of school hours activities to the police.

### **Related legislation and Ministerial order:**

- Crimes Act 1958 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Summary Offences Act 1966 (Vic)
- Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct) Order 2009 (Ministerial Order 199)

### **Evaluation:**

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

This policy was endorsed by School Council	October 2016
Due for review:	October 2019

