



Hostile Person on School Premises Policy

ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Hostile Person on School Premises, Wilful Disturbance & Trespass Policy

PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's response when dealing with people visiting school facilities whose behaviour, in the opinion of the principal, is unacceptable in that it threatens the provision of a safe school environment for staff, students and visitors, or who do not have lawful authority to be on school premises.

Scope of the Policy

The policy covers everyone who enters the RGGGS School campus.

Responsibility

Principal

Point of Contact

Principal

Legislation

- [Education \(Accreditation of Non-State Schools\) Act 2001](#) (2010 reprint)
- [Education \(General Provisions\) Act 2006 Chapter 12, Parts 5, 6 and 8](#)
- [Police Powers and Responsibilities Act 2000 Section 48\(1\)](#)
- [Workplace Health and Safety Act 1995](#) (2011 reprint)

POLICY

Statement of intent

RGGGS is committed to taking all reasonable steps to provide a safe school environment for staff, volunteers, students, parents and visitors.

It is a transgression of the School ethos for a person to wilfully disturb the good order or management of the School.

It is an affront to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") a staff member of RGGGS.

Persons are not permitted on the grounds of RGGGS unless the person has lawful authority or a reasonable excuse for being on the premises.

All visitors to the School are required to sign in and out at Reception (the exception being parents who are delivering their daughter/s to, or collecting their daughter/s from, class. All such individuals on School property are to adhere to the School's Values Statement.

Responsibilities

The Principal:

- may seek advice from the School's Legal representative on options for responding to disruption or trespass at a school;
- ensure that the person concerned is not an exempt person for the section (ie a student);
- complain to the Queensland Police Service where a person:
 - wilfully disturbs the good order or management of RGGGS; or



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- insults a staff member of RGGGS in the presence or hearing of a student of the institution who is in or about the school premises, or assembled with others for educational purposes at, or in, any place; or
- is on the premises of RGGGS without lawful authority or a reasonable excuse (NB this does not usually apply to parents of a student at the school during school hours because they will usually have a lawful excuse to be at the school);
- may require a person on school premises to:
 - state their name and residential address only if intending to issue a written direction;
 - require the person to give evidence of the correctness of their name and address, if they reasonably suspect the details supplied are false and warn the person that it may be an offence to fail to state their name and residential address;
 - the Principal may photograph or video the person if they refuse to give their name and address, being careful to use this record appropriately and making it available only to people who need to have the information for the purposes of prosecuting an offence;
- give a person a written direction, for a period of up to 30 days after the direction is issued, about the person's conduct or movement at the school (Appendix A), if the direction is necessary:
 - to ensure the safety and wellbeing of other persons lawfully at the premises; or
 - to prevent or minimise damage to the premises or to property at the premises; or
 - to maintain good order at the premises; or
 - for the proper management of the School;
- give a person a written direction (Appendix B) requiring the person to immediately leave and not re-enter the school for 24 hours after the time the direction is actually given to the person, if the person:
 - has committed or is about to commit an offence at the premises; or
 - has used or is about to use threatening, abusive or insulting language towards another person at the premises; or
 - has engaged in or is about to engage in threatening or violent behaviour towards another person at the premises; or
 - does not have a good and lawful reason to be at the premises;
- contact the police immediately if the behaviour of a person is of a serious nature, such as if there is a threat of physical danger, and request that the person be removed from the school in accordance with police powers;
- provide, when seeking consent to prosecute a breach of a written direction, a copy of the documentation of the person's breach of a written direction to the Chairman of the Board of Trustees, Rockhampton Girls Grammar School, requesting that consideration be given to prosecuting the breach, including an appropriate disclaimer so that a young person who does not supply his or her age and who may legally be a child can be flagged;
- ensure that in following any course of action they do not put themselves or their staff in a potentially harmful situation;
- ensure that any written notice of direction is handed to (or put down in the presence of a person who refuses to accept the written direction with a verbal explanation of its contents), and that a copy of the direction is posted to the person's residential address;
- ensure that school staff do not use physical force to restrain or assist from the premises a person who becomes abusive or violent;
- may pursue the above remedies only if the unacceptable behaviour takes place on school premises. Any non-school based unacceptable behaviour, such as threatening or nuisance telephone calls, must be dealt with through external agencies, such as the police or a telecommunications provider.

Chairman of the Board of Trustees:

- reviews and confirms or rejects, directions given by Principals under Appendix A;
- co-signs/approves requests for orders under Appendix B.



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POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive
Review Date	By the Principal, when there are changes to relevant legislations.
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Child Protection Policy
RGGS Values Statement
RGGS Behaviour Management Policy
RGGS Critical Incident Policy



Appendix A: Direction about Conduct or movement

(date)...

(name of person directed)....
(address of person directed)....

Dear (name of person directed)....

On (insert date)at approximately (insert time)you
were observed at the premises of Rockhampton Girls Grammar School at which time you:*
.....
.....
.....

On the basis of the facts and circumstances outlined above, I am reasonably satisfied it is
necessary to give a direction to you – (tick one or more boxes)

- to ensure the safety or wellbeing of other persons lawfully at the premises;
to prevent or minimise damage to the premises or to property at the premises;
to maintain good order at the premises;
for the proper management of the institution.

Direction

Under Section 337 of the Education (General Provisions) Act 2006 (the Act), I give you a
direction in the following terms:

- that you **
.....
.....
.....

This direction remains in force for a period of 30 days after the day it is given to you, until
(date and time direction expires, period to be not greater than 30 days).....

If you fail to comply with this Direction, you may be liable to prosecution. The statutory
penalty upon conviction is a maximum 20 penalty units.

Review process

You may apply to have this direction reviewed, under Section 338 of the Act, by writing to:

Chairman of RGGGS Board of Trustees
PO Box 776
ROCKHAMPTON QLD 4700

The application for review must state in detail the grounds on which you want the Direction to
be reviewed and your residential address.

The application must be received by the Chairman of RGGGS Board of Trustees within
seven days after the date of this Direction.

If the Direction is for fewer than seven days, the application must be received by the
Chairman of RGGGS Board of Trustees before the Direction ends.

If the Chairman of RGGGS Board of Trustees does not give you notice of the outcome of your
review within five days of the application being made, the Direction is taken to be cancelled.



Yours sincerely

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Principal
Rockhampton Girls Grammar School

- *Please note that this text must not be included in letters. It is for information only.*

* Outline in as much detail as possible the conduct complained of, including a verbatim account of insults or foul language used.

** This direction cannot be used to prohibit entry to the school.

Examples could include:

- do not enter or approach particular areas of the school
- do not approach staff member/s without prior appointment through Principal or other nominated person
- do not raise voice or use offensive language
- child/children to be collected from point A, rather than from classroom area



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Appendix B: Direction to leave and not re-enter

(date)...

(name of person).....

(address of person).....

On (insert date)..... at approximately (insert time)..... you were observed at the premises of Rockhampton Girls Grammar School at which time you

.....
.....
.....

On the basis of the facts and circumstances outlined above, I reasonably suspect that you: (tick one or more boxes)

- have committed, or in the reasonable opinion of the Principal, are about to commit, an offence at the premises, namely.....;
- have used, or in the reasonable opinion of the Principal are about to use, threatening, abusive or insulting language towards another person at the premises, namely.....;
- have engaged, or in the reasonable opinion of the Principal, are about to engage, in threatening or violent behaviour towards another person at the premises, namely.....;
- have otherwise disrupted, or in the reasonable opinion of the Principal are about to disrupt, good order at the premises, by.....; or
- do not have a good and lawful reason to be at the premises.

Direction

Under s.339 of the *Education (General Provisions) Act 2006*, I direct you to immediately leave the school's premises and not re-enter the school's premises until (date and time direction expires – 24 hours from giving of direction).....

If you fail to comply with this Direction, you may be liable to prosecution. The statutory penalty upon conviction is a maximum 20 penalty units.

Yours sincerely

Ms Melinda Scash
RGGGS Principal