

WARRAGUL REGIONAL COLLEGE

TRESSPASSERS POLICY

(OTHER)

JUNE 2005



PURPOSE

Warragul Regional College recognises its responsibility for the safety of all the college community and therefore prohibits trespassers from entering the college grounds.

GUIDELINES

A trespasser includes any person who enters onto school grounds (including into any buildings)

- without authority (unless for a legitimate purpose), or
- without any lawful excuse (unless for a legitimate purpose) or
- in a manner likely to cause a breach of the peace.

(Section 3 Executive Memorandum No:97/041)

The Principal has the power to

- issue formal warnings to persons not to enter the school premises
- erect signs prohibiting trespassers
- order persons and trespassers off school property
- authorise others to exercise these powers on behalf of the principal

IMPLEMENTATION

The Principal can:

- warn a person of trespasser to leave the school premises
- warn a person not to enter the school premises
- erect signs warning persons not to enter the school premises
- request the police to lay a charge under Section 9 of the Summary Offences Act 1966, when a person fails to comply with an above warning

The Principal may choose to authorise other school staff or members of the school council (except student members) to exercise, on their behalf, their powers with regard to trespassers. In such circumstances, the Principal should make the authority formal by using the appropriate form (Attachment 4 Executive Memorandum No:97/041)

A warning can be given to a person not to enter the school –

- orally; or
- by handing to the person a written notice setting out the warning; or
- by sending a written notice setting out the warning by certified mail addressed to the person at their usual or last known home address (attachment 5 of the Executive Memorandum No:97/041)

WARRAGUL REGIONAL COLLEGE

TRESSPASSERS POLICY



(OTHER)

JUNE 2005

Whether an oral or written warning is given, a record of the warning should be kept on file and include –

- the type of warning (oral or written)
- the time and date on which the warning was delivered, and the name of any witness
- a copy of the written warning notice

(Attachment 6 of the Executive Memorandum No:97/041 is an example of the form which may be used)

The Principal, staff and school councillors will not remove or use force against a trespasser unless the circumstances are extreme. In general, where it is considered that trespassers need to be removed from the school, the police should be called.

Where appropriate, signs will be displayed prominently at each entry to the school premises and in and around the school buildings to serve as a warning to potential trespassers that they do not have authority to enter the school premises.

EVALUATION

The Strategic Planning Team will informally monitor the implementation and effectiveness of this policy on an ongoing basis and evaluate it every three years.

REFERENCES

DE&T Executive Memorandum 97/041 2 August 1997