Stella Maris Primary School

Trespass Policy

A statement outlining the expectations of Stella Maris Parish Primary School in relation to communication between Parents, Staff, Students and Third Parties.

Rationale
At Stella Maris School, we strive to provide a teaching and learning environment where positive attitudes towards faith and learning are encouraged and developed to enable students to meet future challenges and continue as life long learners. We ask Parents to assist the School in this endeavour by sharing these positive attitudes and to lead by example.

This Policy is consistent with the School’s Vision Statement.

(This policy is based on Catholic Education Commission guidelines “School trespass guidelines for principals” and on amendments to Section 9 of the Summary Offences Act, 1997.)

All students and staff have a right to feel safe within the school environment and should be free from threat to their person or property.

Procedures

- All visitors (including parents) who have a legitimate purpose for being at the school between 8.45am and 3.15pm are required to report to the office and sign in for a visitor’s badge, which must be clearly worn for easy identification.

- Staff members are required to enforce this rule if a visitor to the school is not wearing a badge.

- Parents dropping off or picking up children at any time of the day are not required to wear a visitor’s badge.

- Students are instructed to report to any staff member any person whom they see in the school environment during school hours, not known to them and not wearing a visitor’s badge. The staff member will act if possible on this information or alert the principal or deputy principal so he/she may take the action outlined below.

- For the purpose of this policy all staff members will be authorised to exercise their powers with regard to trespassers. See attachment 1

- Any person who enters the school grounds without a legitimate purpose will be deemed to be a trespasser and will be asked by the principal or staff authorised by the principal, to leave the school premises using the following formal language:

  "I am authorised to exercise the powers of an occupier and to require persons to leave these premises."
What is your reason for being on these premises?

You have no legitimate reason for being on these premises and I give you notice that you have no right to remain on the school premises. I require that you leave the school premises immediately. If you do not do so, you will be trespassing. The police will be called and you will be arrested and charged with trespass.”

- In addition to the oral warning, a written warning may be given. See attachments 2 & 3

- If the person refuses to leave or is acting suspiciously, the Principal of St Roch's Parish Primary School or authorised staff member will activate a code alarm to ensure all students and staff are warned and remain safely within their rooms. The principal or authorised staff member will then notify the police.

Notification of Warnings

- Staff will be informed of the name of the person(s) who have been given warnings

- If considered appropriate the local police will be informed so that action can be taken against those who return to St Roch's Parish Primary School contrary to a warning.

This policy was ratified in 2008

This policy will be reviewed in school review years

This policy was last updated in 2016
Authority to Exercise Powers of Occupier for the Purposes of
the Summary Offences Act 1966

Stella Maris Parish Primary School

Authority

1. As principal of the above school, I hereby authorise each of the persons named in paragraph 4
below or for the time being occupying the position set out in paragraph 4, all of the principal's
powers as occupier of the school, for the purposes of section 9 of the Summary Offences Act
1966. Those powers are to exercised on behalf of the principal.

Revocation

2. The principal may revoke all or any part of this Authority at any time.

Date of Effect

3. This Authority takes effect on 1 January 2001.

Persons Positions Authorised

4. 
   a) The person for the time being holding or acting in the position of a deputy principal of the
      above school.
   b) The president of the school board of the above school during school board activities or
      outside the normal operational hours for the school.
   c) A teacher of the above school during recesses, lunch time or while on yard duty.
   d) Staff as listed as being teachers at the above school.
   e) Any Administration Assistant at the above school.

Dated the ________________ day of 20

Principal's Name

_______________________________________________

Signature
WARNING UNDER SECTION 9 OF THE
SUMMARY OFFENCES ACT 1966

TO: ......................................................................................................................

OF ......................................................................................................................

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

I am authorised to exercise the powers of occupier of Stella Maris Parish Primary School and I am authorised to permit and deny entry to the above premises.

You are hereby warned not to enter onto the premises of Stella Maris Primary School, 113 Oak Street Beaumaris, 3193 for a period of one year from the date of this notice, unless you have a legitimate purpose or lawful excuse.

If you breach this notice, you may be charged with the offence of trespass under section 9 of the summary Offences Act 1966.

Signed __________________________ Position __________________________
Print Name ______________________ Date: __________________________

This warning is given on behalf of and with the authority of the principal.
FORM RECORDING THE GIVING OF A WARNING UNDER
SECTION 9 OF THE SUMMARY OFFENCES ACT 1966

Name of Person to whom warning given .................................................................

Address of person to whom warning given ..........................................................

............................................................................................................... Date Warning given ......................

Manner of giving warning (tick 4 one or more)

☐ Orally (date of any follow up written notice ....................................................)
☐ Hand delivered written notice
☐ Written notice sent by certified mail to usual or last known home address (number or
  receipt attached)

If the warning was given by way of written notice, a copy should be attached. If the warning was
given orally, set out the words used.

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Witnesses to the giving of warning ...........................................................................
(for oral or personal delivery)

General description of incident(s) which led to the issuing of the warning including names of any
witnesses

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Name of person giving warning ..............................................................................

Signature of person giving the warning .................................................................

Position of Signatory ......................... Date ........................................................

Police have/have not been advised (If yes, insert date ............................................)