# EDUSAFE PLUS manual reporting form immediate School Community safety order

## How to use this form

This form is to be used by authorised persons in instances where the online eduSafe Plus platform is not available to report when they have orally issued an **Immediate** School Community Safety Order (Immediate Order) or intends to issue an Immediate Order in writing.

Please note that a separate Incident Notification report that reflects the incident that led to the issuing of an immediate order will need to be submitted on eduSafe Plus or by filling out the template found in [Chapter 5 – eduSafe Plus in the OHS Management System (OHSMS) Overview guidance](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/edusafe-edusafe-plus) if you are unable to access eduSafe Plus.

**Please contact ISOC at 1800 126 126 to report a critical incident.**

**Do I need to fill out all of the questions in this form?**

You **must** provide all information marked as **mandatory** in this form. Not all questions in this form will require an answer. The instructions provided in this form will direct you to the mandatory questions based on your responses.

**Note**: If you are required to report the issuing of an **Ongoing** School Community Safety Order, please complete the relevant form [here](https://www.education.vic.gov.au/PAL/edusafeplus-SCSO-manual-reporting-ongoing-order.docx) which can also be located in the Resources tab in the [School Community Safety Orders Policy](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy).

Guidance and examples have been provided *in italics* which can be deleted upon filling out this form.

All questions that are mandatory have an asterisk \* after the question/section heading. Questions that are mandatory based on your responses to previous questions are indicated with a ^

**Who can use this form?**

Authorised persons, as defined in [Chapter 1 – People authorised to issue, vary or revoke orders in the School Community Safety Orders Policy.](https://www2.education.vic.gov.au/pal/school-community-safety-orders/guidance/people-authorised-issue-vary-or-revoke-orders)

**How to report the issuing of a School Community Safety Order?**

This form can be completed online or printed and sent as soon as practicable to Legal Division by email: [legal.services@education.vic.gov.au](mailto:legal.services@education.vic.gov.au).

**Attach any relevant documentation with the School Community Safety Order report form**

For further information and guidance refer to the [School Community Safety Orders Policy](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) on the [Policy and Advisory Library](https://www2.education.vic.gov.au/pal).

**Should you require support or advice when filing out this form please contact Legal Division on (03) 9637 3146 or email** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au) **for assistance.**

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**\*** Denotes a mandatory question ^ Denotes a mandatory question based on a previous answer

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| 1. | | | | Relevant School - Name of the school impacted by the Incident \* | | | | | | | | | |
|  | | | | **Name** | | |  | | | | **Location/Campus** |  | |
| **2.** | | | **Authorised Person - Enter name of the person authorised under the School Community Safety Order Scheme to issue an order \*** | | | | | | | | | | |
|  | | | **Name** | | | | |  | | | **Title/Position** |  | |
| **3.** | **Are you aware of the training available? - Have you completed the required School Community Safety Order eLearn module? \*** | | | | | | | | | | | | |
|  | **Yes** | | | |  | | | | | **If yes, go to next question** **(question 4)** | | |
|  | **No** | | | |  | | | | | **If no, note that completion of the** [**School Community Safety Order Scheme eLearn**](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=5545&LM_CI_ID=1841&NAV=URL) **is advised prior to issuing an order. Please continue completing this form.** | | |
| **4.** | **Order Issued - Has the order been issued? \*** | | | | | | | | | | | | |
|  | **Yes** | | | |  | | | | | **If yes, answer questions 5 and 6 ^** | | |
|  | **No** | | | |  | | | | | **If no, go to question 7\*** | | |
| 5. | | Issue Date and Time - When was the order issued? ^ | | | | | | | | | | | |
|  | | **Date** | | | | *dd/mm/yyyy* | | | | | **Time** | *00:00* *AM/PM* | |
| **6.** | **Issue Method - How was the order issued? ^** | | | | | | | | | | | | |
|  | **Orally** | | | | | | | |  | **You must give written notice to the person to whom it applies as soon as practicable after making the oral order. A** [**template**](https://www.education.vic.gov.au/PAL/letter-template-to-issue-an-immediate-school-community-safety-order-in-writing.docx) **is available in the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**on the** [**Policy Advisory Library**](https://www2.education.vic.gov.au/pal). | | |
|  | **Written** | | | | | | | |  | **Attach a copy of the written order to this record and go to next question (question 7)\*** | | |
| **7.** | **Notice of Intention - Was a warning or notice given prior to issuing the immediate order? (Giving notice of intention to make an immediate order is not mandatory)** | | | | | | | | | | | | |
|  | **Yes** | | | |  | | | | | **If yes, go to the next question (Question 8) ^** | | |
|  | **No** | | | |  | | | | | **If no, go to question 9** | | |

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| 8. | | Describe notice of intention - Briefly describe when and how the notice was given ^ | | | | |
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| **9.** | **Submissions - Did the causal person subject to the order make any comments or submissions in response to the oral notice/issuing of an immediate order? \*** | | | | | |
|  | **Yes** | | |  | **If yes, attach any records of submissions (emails, etc) and go to question 10\*** |
|  | **No** | | |  | **If no, go to question 11** |
| **10.** | | | **Submissions received - What were those comments/submissions and what consideration did you give to any comments/submissions? ^** | | | |
|  | | | ***Please attach any records of submissions relating to this order*** | | | |

## Incident Description

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| 11. | What were the circumstances of the order \* | | | | |
| 11.1 | **Related Incidents** - Include related eduSafe Plus Incidents reference numbers pertaining to this order if known. | *For example, HSE0234567* | | | |
| 11.2 | **Is the person a student enrolled at the school?** | **Yes** |  | | **If yes, note orders cannot be issued to students at the school – an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| **No** |  | |  |
|  |  |  |  | |  |
| 11.3 | **Enter location** - Where did the incident take place? | Select one | | ☐ | On school grounds |
| ☐ | Off school grounds |
| ☐ | Telephone |
| ☐ | Email |
| ☐ | Communications platform |
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| 11.4 | Causal Person - Enter the name of the causal person subject to this order. If name is unknown, provide a physical description |  | | |
| 11.5 | **Is the person over 18 years?** - Confirmation of validity of order being issued | **Yes** |  |  |
| **No** |  | **If no, note that orders cannot be issued to persons under 18 years old – an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| **Unknown** |  | **If unknown, note that orders cannot be issued to persons under 18 years old – an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| 11.6 | **Is the person a staff member at the school? -** Confirmation of validity of order being issued | **Yes** |  | **If yes, note that orders cannot be issued to staff members of the school – an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| **No** |  |  |
| 11.7 | **Student Relation -** Does the causal person subject to the order have a student at the school? | **Yes** |  | **If yes, a Communication and Access protocol must be completed. Please refer to the** [**template**](https://www.education.vic.gov.au/PAL/communication-and-access-protocol-template.docx) **available in the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**, or seek advice from Legal Division on 03 9637 3146 or email legal.services@education.vic.gov.au** |
| **No** |  |  |
| 11.8 | **Reasonable belief -** Are you satisfied that the order is reasonably necessary to address the behaviour that warrants an order? | **Yes** |  |  |
| **No** |  | **If no, note an authorised person must reasonably believe that one or more grounds for making the order exist. Please submit this immediate order report now and an Advisor will contact you shortly to discuss**. |

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| 12. | Grounds for issuing order – Select all applicable \* | | | |
| 1. Harm to another person on school premises - The authorised person reasonably believes that the person poses an unacceptable and imminent risk of harm to another person (regardless of whether they are a member of the school community) at any school related place of the relevant school to which the definition of school-related place applies.  2. Harm to a member of the school community at a school-related place - The authorised person reasonably believes that the person poses an unacceptable and imminent risk of harm to a member of the school community at any school-related place of the relevant school to which the definition of school-related place applies, if the member of the school community is at that place for a reason that is connected with the school.  3. Significant disruption to the school or its activities - The authorised person reasonably believes that the person poses an unacceptable and imminent risk of causing significant disruption to the relevant school or activities carried on by the relevant school.  4. Interference with the wellbeing, safety or educational opportunities of students - The authorised person reasonably believes that the person poses an unacceptable and imminent risk of interfering with the wellbeing, safety or educational opportunities of students enrolled at the relevant school. | | | |
| **Select all applicable:** | |  | 1. Harm to another person on school premises |
|  | 2. Harm to a member of the school community at a school-related place |
|  | 3. Significant disruption to the school or its activities |
|  | 4. Interference with the wellbeing, safety or educational opportunities of students |
| **Grounds - Behaviour** | | *Please provide a plain English description of the behaviour(s) that satisfies the ground(s), including date(s), time(s), location(s) that the behaviour occurred, and the people involved (de-identified) wherever possible* | |

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| 13. | Order Details \* | | |
| **13.1** | **Period of order /number of days -** Please enter the duration the order will be in force (maximum 14 days) | *Example: 5 Days* |
| **13.2** | **Terms of order -** Describe the terms that prohibits the causal person from entering or remaining on any school-related place of the relevant school specified in the order. | *Example: The causal person is prohibited from entering the premises within 25m of the school - the causal person’s attendance within 25m of where the athletics carnival is located on the day of the athletics carnival is prohibited.* |
| **13.3** | **Conditions of order-**  Please list the conditions (i.e. exceptions) applicable to the terms of the order. Examples include but are not limited to:  - times when the order does not apply  - areas where the order does not apply | *Example: An immediate order may prohibit a person from entering on school premises, subject to a condition that the person may enter in particular circumstances, such as for a particular school event* |
| **13.4** | **School related places to** which **the order applies-**  Please list the school-related places this order applies to | *Example: within 25m of the school grounds or a location where a school camp, sporting or school performances is held.* |
| **13.5** | **Actions that may lead to order being revoked**  Please specify any reasonable and appropriate actions that the person to whom an order applies may take to have the order revoked | *This question is not mandatory. Examples: participating in a specified course, participating in a nominated alternative dispute resolution process, such as mediation, where an agreed outcome is achieved between the school and the parent, apologising, or retracting a statement* |

## Mandatory Considerations

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| Mandatory Considerations \* | | | | | |
| **14.** | **Vulnerabilities** \* | | | |
| **14.1** | **Vulnerability -** Are you aware of any vulnerability of the person to whom the order will apply? | **Yes** |  | **If yes, access the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) **for further guidance on considering vulnerability. Answer the next questions on vulnerabilities.** |
| **No** |  | **If no, go to the next section (question 15 - ‘Least Restrictive Means’)** |
| **14.2** | **Vulnerability Description ^ –**  Describe vulnerability details if relevant. Please indicate if the subject disclosed a vulnerability. |  | | |
| **14.3** | **Vulnerability Considered ^ -** Have you considered this vulnerability prior to making/wanting to make the order? | **Yes** |  |  |
| **No** |  | **If no, for guidance on how to consider vulnerability access the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**.** |
| **14.4** | **Vulnerability assessment ^** - Taking into account the behaviour that's giving rise to an order being made and your awareness of the subject's vulnerability, do you still believe that an order should be made? Detail reason(s) why. |  | | |
| **15.** | **Least Restrictive Means** \* | | | |
| **15.1** | **Least Restrictive Option -** Have you considered whether issuing an order is the least restrictive option available to address the grounds on which this order is proposed to be made? | **Yes** | **☐** | **If yes, go to the next question (question 15.2)** |
| **No** | **☐** | **If no, access the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) **for further guidance on considering whether an order is the least restrictive means available. Go to the next section (question 16)** |
| **15.2** | **Other Measures ^ -**  Describe the other measures considered or implemented previously to address the grounds on which this order is proposed to be made. Detail why these measures have not been adequate or appropriate. |  | | |

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| 16. | | Student impact \* | | | | | | | | |
| **16.1** | | **Student Impact** - Have you considered whether issuing an order will impact the safety, wellbeing and educational opportunities of any children at the school including any children of the causal person who is enrolled at the school?  You must consider the impact of an order on any children at the school including any children of the causal person who is enrolled at the school before proceeding | **Yes** | | |  | | **If yes, go to question 16.2** | | |
| **No** | | |  | | **If no, for guidance on how to consider student impact, access the** [**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**.**  **Go to the next section (question 17)** | | |
| **16.2** | | **Student Impact Description ^ -** Please provide details of the potential student impact. |  | | | | | | | |
| **17.** | **Human Rights \*** | | | | | | | | | | |
| **17.1** | **Human Rights Charter obligations -** Have you considered the relevant human rights obligations that apply to the causal person under the Charter of Human Rights and Obligations?  The Charter requires you to act in a way that is compatible with and to consider the human rights in the Charter when issuing an order. For more information on how to consider this, access the [School Community Safety Orders Policy](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) or contact Legal Division on 03 9637 3146 or email [legal.services@education.vic.gov.au](mailto:legal.services@education.vic.gov.au) | | | | **Yes** | | | |  | **If yes, go to question 17.2** | |
| **No** | | | |  | **You must consider the relevant human rights obligations that apply to the causal person before proceeding.** | |
| **17.2** | **Human Rights Charter obligations description ^ -** Please provide details of the Charter rights you have considered. | | | |  | | | | | | |
| **18.** | **School Community Impact \*** | | | | | | | | | | |
| **18.1** | **School community impact** - Have you considered the health and safety impacts of the behaviour of the causal person on staff and/or other members of the school community, should an order not be issued? The Department has obligations as an employer under the OHS Act to, so far as is reasonably practicable, provide and maintain for employees (including school staff) a working environment that is safe and without risks to health. Principals, as occupiers under the OHS Act, are responsible for managing and controlling the work environment so they are safe and without risks to health so far as is reasonably practicable. | | | **Yes** | | |  | | **If yes, go to question 18.2** | | |
| **No** | | |  | | **If no, you must consider the health and safety impacts of the behaviour on the school community, should an order not be issued, before proceeding.** | | |
| **18.2** | **School community impact description ^ -** Please provide details of the health and safety impacts of the behaviour on the school community, should an order not be issued. | | |  | | | | | | | |
| **19.** | **Final Considerations \*** | | | | | | | | | | |
| **19.1** | **Taking into account all of the above, do you believe that an order should still be issued?** | | | | | | | | | | |
| **Yes** | | | | |  | |  | | | |
| **No** | | | | |  | | **If no, note that School Community Safety Orders are only to be issued if the Authorised Person has considered the above questions and believes an order should still be issued. Please submit this immediate order report now and an Advisor will contact you shortly to discuss.** | | | |

## Service and review of written order

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| 20. | | This section is mandatory if you have issued a written order and have reviewed the immediate order \* | | | | | | | |
| **20.1** | | **Provision of written order -**  Have you provided a written order to the person subject to the order?  [Templates](https://www2.education.vic.gov.au/pal/school-community-safety-orders/resources#templates-relevant-to-this-policy-and-procedure) are available on the [School Community Safety Orders Policy](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) on the [Policy Advisory Library](https://www2.education.vic.gov.au/pal). | | **Yes** | |  | | **If yes, go to the next question (question 20.2)** |
| **No** | |  | | **If no, go to question 20.10 and save your progress with this report, then complete and issue the written notice. A** [**template**](https://www.education.vic.gov.au/PAL/letter-template-to-issue-an-immediate-school-community-safety-order-in-writing.docx) **is available on the** [**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**. This form can be completed and submitted to the Legal Division after the written order has been provided. The written notice must be provided by hand, registered post or email. Please reach out to Legal Division on 03 9637 3146 or email** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au) **for assistance.** |
| **If you answered yes to the above, please complete the following section ^** | | | | | | | | | |
| **20.2** | | **Written Order Method -**  Please select how the written order was delivered to the causal person. Select all that apply | |  | | Email | | | |
|  | | Registered Post | | | |
|  | | By hand | | | |
| **20.3** | | **Review** -  Have you reviewed this order after sending the written notice of an order to the subject? | | **Yes** | |  | | **If yes, question 20.18 will be mandatory as you continue this form.** | |
| **No** | |  | |  | |
| **20.4** | | **Information on rights to make submissions -**  Have you made the person subject to the order aware of their right to make a submission? | | **Yes** | |  | | **If yes and you also answered ‘yes’ to question 20.3 on ‘Review’, go to the next question (question 20.5)**  **If yes and you answered ‘no’ to question 20.3 on ‘Review’ go to question 21 on ‘Breach’.** | |
| **No** | |  | | **If no, note that a template is available on the** [**School Community Safety Orders Policy.**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)  **Go to the next question (question 20.5)** | |
| **20.5** | | **Review consideration ^ –**  During your review did you give consideration to any comments or submissions raised by the person? | | **Yes** | |  | | | |
| **No** | |  | | | |
| **Not Applicable** | |  | | | |
| **20.6** | | **Revocation ^ -**  Do you wish to revoke the order? | | **Yes** | |  | | **If yes, go to the next question (question 20.7)** | |
| **No** | |  | | **If no, go to question 21 on ‘Breach’** | |
| **20.7** | | **Revocation reason ^ -** Select why this order is being revoked | |  | | Grounds do not exist for making an ongoing order | | |
|  | | Actions undertaken by person subject to the order | | |
|  | | Other | | |
| **\*20.8** | | **Revocation explanation ^ -**  Provide a short explanation why this order is being revoked | |  | | | | |
| **\*20.9** | | **Revocation notice issued ^ -** Have you informed the subject that the order has been revoked? | | **Yes** | |  | | **If yes, go to question 21 (Breach)** |
| **No** | |  | | **If no, note that the school must communicate the revocation decision to the person either verbally or written as soon as the order is no longer in force. Please refer to the** [**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) **or seek advice from Legal Division on 03 9637 3146 or email** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au)**.**  **Go to question 21 (Breach)** |
| **If you answered “No” to question 20.1 please complete the following section ^** | | | | | | | | |
| **20.10** | | **Unable to provide written order?** | | *Please explain why you have not provided the causal person with a written order. If you are yet to provide the written order, please save this form as a draft then complete and issue the written notice. The written notice must be provided by hand, registered post or email. If you are unable to provide the written notice to the causal person, please provide a brief explanation. You can seek advice from Legal Division on 03 9637 3146 or email* [*legal.services@education.vic.gov.au*](mailto:legal.services@education.vic.gov.au)*.* | | | | |
| **20.11** | | **Review** -  Have you reviewed this order after sending the written notice of an order to the subject? | | **Yes** | |  | |  |
| **No** | |  | |  |
| **20.12** | | **Information on rights to make submissions -**  Have you made the person subject to the order aware of their right to make a submission? | | **Yes** | |  | | **If yes and you also answered ‘yes’ to question 20.11 on ‘Review’ go to the next question (question 20.13)**  **If yes and you answered ‘no’ to question 20.11 on ‘Review’ go to question 17 on ‘Breach’.** |
| **No** | |  | | **If no, note that a template is available on the** [**School Community Safety Orders Policy.**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)  **Go to question 21 (Breach)** |
| **20.13** | | **Review consideration ^ –**  During your review did you give consideration to any comments or submissions raised by the person? | | **Yes** | |  | | | |
| **No** | |  | | | |
| **Not Applicable** | |  | | | |
| **20.14** | | **Revocation ^ -**  Do you wish to revoke the order? | | **Yes** | |  | | **Go to next question (question 20.15)** | |
| **No** | |  | | **Go to question 21 (Breach).** | |
| **20.15** | | **Revocation reason ^ -** Select why this order is being revoked | |  | | Actions undertaken by person subject to the order | | |
|  | | Grounds do not exist for making an ongoing order | | |
|  | | Other | | |
| **20.16** | | **Revocation explanation ^ -**  Provide a short explanation why this order is being revoked | |  | | | | |
| **20.17** | **Revocation notice issued ^ -** Have you informed the subject that the order has been revoked? | | **Yes** | |  | | **If yes, go to question 21 (Breach)** | |
| **No** | |  | | **If no, note that the school must communicate the revocation decision to the person either verbally or written as soon as the order is no longer in force. Please refer to the**[**School Community Safety Orders Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) **or seek advice from Legal Division on 03 9637 3146 or email** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au)**.**  **Go to question 21 (Breach)** | |
| **20.18** | **Ongoing order ^ -** Are there grounds to issue an ongoing order?  *If you answered yes to question 20.3 this question is mandatory.* | | **Yes** | | **☐** | | **If yes, complete and submit this form and create a new report for an ongoing order and cross-reference this record.** | |
| **No** | | **☐** | |  | |

## Breach\*

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| 21 | Breach of an order \* | | | |
| **21.1** | **Breach of Order -** Has there been a breach of this order | **Yes** | **☐** | **If yes, answer the remaining questions in this section.** |
| **No** | **☐** | **If no, go to question 22** |
| **21.2** | **Breach details ^ -** Provide a description of the breach, including number of breaches and the impact | |  | |
| **21.3** | **Enforcement of order ^ -** Do you wish to take enforcement action? | **Yes** | **☐** | **If yes, an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| **No** | **☐** |  |

## Additional assistance

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| --- | --- | --- | --- | --- |
| 22 | Request for any assistance | | | |
|  | **Assistance Required -** Do you need assistance with this order? | **Yes** | **☐** | **If yes, an Advisor will be in contact with you shortly to provide advice when you submit this form.** |
| **No** | **☐** |  |

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| --- | --- |
| Additional information | |
| **Add any further relevant comments** |  |

## Attachments

|  |  |
| --- | --- |
| Attach any relevant content as required (i.e. a copy of the written order; submissions received; copy or notice of revocation) | |
| **List the attachments included in this report.** |  |

**Please submit this form to the Legal Division with the subject heading “Urgent: Immediate School Community Safety Order report - *[name of school]”* by emailing** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au)

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