# EDUSAFE PLUS manual reporting form ongoing 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 an authorised person issues an **Ongoing** School Community Safety Order.

Please note that a separate Incident Notification report that reflects the incident that led to the issuing of an ongoing 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 or the intention to issue an **Immediate** School Community Safety Order, please complete the relevant form [available here](https://www.education.vic.gov.au/PAL/edusafeplus-SCSO-manual-reporting-immediate-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.**

# EDUSAFE PLUS manual reporting form

ONGOING SCHOOL COMMUNITY SAFETY ORDER

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

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| 1. | | | | Existing Immediate Order - Was an immediate order in force in relation to the person to be subject to this ongoing order? \* | | | | | | | | | | | |
| **1.1** | | | | **Yes** | |  | | **If yes, please list the reference number/s for the immediate order/s below** | | | **No** |  |  | | |
| e*.g. SAF0001001* | | | | | | | | | | | |
| **2.** | | **Relevant School - Name of the school impacted by the Incident \*** | | | | | | | | | | | | | |
|  | | **Name** | | | |  | | | | **Location/Campus** | | | |  | |
| **3.** | | | **Authorised Person - Enter name of the person authorised under the School Community Safety Order Scheme to issue an order \*** | | | | | | | | | | | | |
|  | | | **Name** | | | |  | | | **Title/Position** | | | |  | |
| **4.** | **Training Completed - Have you completed the required School Community Safety Order eLearn module? \*** | | | | | | | | | | | | | | |
|  | **Yes** | | | |  | | | | **If yes, go to the next question (question 5)** | | | | | |
|  | **No** | | | |  | | | | **If no, note that completion of training is required prior to issuing an order. Please access the School Community Safety Orders** [**eLearn module**](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) **on LearnEd.** | | | | | |
| **5.** | **Order Issued - Has the order been issued? \*** | | | | | | | | | | | | | | |
|  | **Yes** | | | |  | | | | **If yes, go to the next question (question 6)** | | | | | |
|  | **No** | | | |  | | | | **If no, note that a** [**template**](https://www.education.vic.gov.au/PAL/letter-template-to-confirm-the-issuing-of-an-ongoing-school-community-safety-order.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 and go to next question.** | | | | | |

## Incident Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6. | What were the circumstances of the order \* | | | |
| 6.1 | **Related Incidents** - Include related eduSafe Plus Incidents reference numbers pertaining to this order if known. | *For example, HSE0234567* | | |
| **6**.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** |  |  |
| **6.3** | **Location of the incident/s -** Where did the incident/s take place? | Select all applicable | ☐ | On school grounds |
| ☐ | Off school grounds |
| ☐ | Telephone |
| ☐ | Email |
| ☐ | Communications platform |
| 6.4 | **Causal Person** - Enter the name of the causal subject to this order. If name is unknown, provide a physical description |  | | |
| 6.5 | **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.** |
| 6.6 | **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** |  |  |
| 6.7 | **Student Relation -** Does the causal 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** |  |  |
| 6.8 | **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 ongoing order now and an Advisor will contact you shortly to discuss**. |

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| --- | --- | --- | --- | --- |
| 7. | Grounds for issuing order - Select all applicable \* | | | |
| 1. Harm to another person on school premises - Person poses an unacceptable risk of harm to any person (regardless of whether they are a member of the school community) at any premises of the school or an area that is within 25 metres of the boundary of those premises.    2. Harm to a member of the school community at a school-related place - Person poses an unacceptable risk of harm to a member of the school community at any other place or premises on which there is an activity conducted by or in connection with the school or an area that is within 25 metres of the boundary of that place or those premises, 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 - Person poses an unacceptable 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 - Person poses an unacceptable risk of interfering with the wellbeing, safety or educational opportunities of students enrolled at the relevant school.  5. Disorderly, offensive, intimidating or threatening conduct - Person has behaved and is likely to behave in a disorderly, offensive, intimidating or threatening manner to a member of the school community of the relevant school at a school related place.  6. Vexatious communications - Person has engaged in and is likely to engage in vexatious communications with, or regarding, a staff member 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 |
|  | 5. Disorderly, offensive, intimidating or threatening conduct |
|  | 6. Vexatious communications |
| **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* | |

## Mandatory Considerations \*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mandatory Considerations \* | | | | | | | | |
| **8.** | **Vulnerabilities** \* | | | | | | | |
| **8.1** | **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 9 - ‘Least Restrictive Means’)** |
| **8.2** | **Vulnerability Description ^ –**  Describe vulnerability details if relevant. Please indicate if the subject disclosed a vulnerability. | | | |  | | | |
| **8.3** | **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)**.** |
| **8.4** | **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. | | | |  | | | |
| **9.** | **Least Restrictive Means \*** | | | | | | | |
| **9.1** | **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 9.2)** |
|  |  | | **No** | | | **☐** | | **If no, access the** **School Community Safety Orders Policy for further guidance on considering whether an order is the least restrictive means available.** |
| **9.2** | **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. | | | |  | | | |
| **10.** | **Student impact** **\*** | | | | | | | |
| **10.1** | **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 10.2** |
| **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 11)** |
| **10.2** | **Student Impact Description ^ -** Please provide details of the potential student impact. | | | |  | | | |
| **11.** | | **Human Rights \*** | | | | | | |
| **11.1** | | **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) on the [Policy Advisory Library](https://www2.education.vic.gov.au/pal) 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 11.2** |
| **No** | | |  | **You must consider the relevant human rights obligations that apply to the causal person before proceeding.** |
| **11.2** | | **Human Rights Charter obligations description ^ -** Please provide details of the Charter rights you have considered. | |  | | | | |
| **12.** | | **School Community Impact \*** | | | | | | |
| **\*12.1** | | **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 12.2** |
| **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.** |
| **12.2** | | **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. | | |  | | | |
| **13.** | | **Final Considerations** \* | | | | | | |
| **13.1** | | **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 ongoing order report now and an Advisor will contact you shortly to discuss.** |

**Content and Effect of the Ongoing Order \***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. | Order Details \* | | | | | | | | |
| **14.1** | **Period of order – Start**  The date when the ongoing order commences | | *dd/mm/yyyy*  Click or tap to enter a date. | | | | | |
| **Period of order – End**  The date when the ongoing order finishes | | *dd/mm/yyyy*  Click or tap to enter a date. | | | | | |
| **14.2** | **Terms of order -** Describe the terms that prohibits the causal person from:  **a)** Entering or remaining on any school-related place of the relevant school specified in the order.  **b)** Approaching any staff member or class of staff members.  **c)** Contacting staff members or class of staff members.  **d)** Using or communicating on a communication platform or channel that is owned or controlled by, or established in relation to the school. | | *Examples: The casual person is prohibited from approaching specific staff members or causing a third person to approach the staff members at any location- prohibited from telephoning or contacting specific staff members- prohibited from posting on Compass* | | | | | |
| **14.3** | **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 ongoing 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* | | | | | |
| **14.3** | **School related places to which the order applies -**  Please list the school-related places this order applies to | | *Examples: within 25m of the school grounds or a location where a school camp, sporting or school performances is held.* | | | | | |
| **14.4** | **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* | | | | | |
| **14.5** | **Notice of Intention -** Was a warning or notice given prior to issuing the ongoing order? | | **Yes** | |  | | **If yes, the person subject to the order has 7 days to provide a submission from the date of the written notice of intention.**  **Go to next question (question 14.6)** | |
| **No** | |  | | **If no, a** [**template**](https://www.education.vic.gov.au/PAL/letter-template-notice-of-proposal-to-issue-an-ongoing-school-community-safety-order.docx) **is available on the**[**School Community Safety Order Scheme Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**. Go to question 14.7** | |
| **14.6** | **Describe notice of intention ^ -** Briefly describe when and how the notice was given | |  | | | | | |
| **14.7** | | **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, go to the next question (question 14.8)** | |
| **No** | |  | | **If no, note that a template is available on the**[**School Community Safety Order Scheme Policy**](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy)**. Go to next question (question 14.8)** | |
| **14.8** | | **Submissions -** Did the person subject to the order make any comments or submissions in response to this written notice | | **Yes** | |  | | **If yes, attach any records of submissions (emails, etc) and go to the next question** | |
| **No** | |  | | **If no, go to question 15** | |
| **14.9** | | **Submissions received -** What were those submissions and what consideration did you give to any submissions? | | *Please attach any records of submissions relating to this order.* | | | | | |

## Written order and review \*

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| --- | --- | --- | --- | --- | --- |
| 15. | Written Order and Review \* | | | | |
| **15.1** | **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 Order Scheme Policy. | **Yes** |  | **Go next question (question 15.2)** | |
| **No** |  | **If no, go to question 15.7 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-confirm-the-issuing-of-an-ongoing-school-community-safety-order.docx) **is available on the School Community Safety Orders Policy. This report 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. You can seek advice from the Legal Division on 03 9637 3146 or email** [**legal.services@education.vic.gov.au**](mailto:legal.services@education.vic.gov.au)**.** | |
| **If you answered “yes” to question 15.1, please complete the following section ^** | | | | | |
| **15.2** | **Written order issue date and time -** When was the order issued? | **Date** *Dd/mm/yyyy* | | | **Time** *00.00AM/PM* |
| **15.3** | **Written Order Method -**  Please select how the written order was delivered to the causal person. Select all applicable. |  | Email | | |
|  | Registered Post | | |
|  | By hand | | |
| **15.4** | **Variation/revocation ^ –** Do you wish to vary or revoke this ongoing order? (Select one) | | | | |
|  | Yes - causal person requested a variation/revocation | |  | **Go to next question (question 15.5)** | |
| Yes - I would like to conduct a variation/revocation | |  | **Go to next question (question 15.5)** | |
| No | |  | **Go to question 16.1 (Review)** | |
| **15.5** | **Variation/ Revocation details ^ -** Please provide the variation or revocation details. |  | | | |
| **15.6** | **Revocation notice issued ^** -  Have you reviewed this order after sending the written notice of an order to the subject? | **Yes** |  | **Go to question 16.1** | |
| **No** |  | **If no, 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 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 16.1** | |
| **If you answered “No” to question 15.1 please complete this following section ^** | | | | | |
| **15.7** | **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)*.* | | | |
| **16** | **Review\*** | | | | |
| **16.1** | **Internal Review** - Has the causal person applied for an Internal Review? | **Yes** |  | **An Advisor will be in contact with you shortly to provide advice when you submit this form.**  **Go to question 16.3** | |
| **No** |  |  | |
| **16.2** | **Internal Review –** What was the decision from the Internal Review? (*For internal DET staff)* | *If you have the internal review report, please attach it to this order report.* | | | |
| **16.3** | **External Review -** Has the causal person applied for an External Review? | **Yes** |  | **An Advisor will be in contact with you shortly to provide advice when you submit this form.** | |
| **No** |  |  | |
| **16.2** | **External Review** - What was the decision from the Internal Review? (*For internal DET staff)* |  | | | |

## Breach\*

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| --- | --- | --- | --- | --- |
| 17 | Breach of an order \* | | | |
| **17.1** | **Breach of Order -** Has there been a breach of this order | **Yes** | **☐** |  |
| **No** | **☐** | **If no, go to question 18** |
| **17.2** | **Breach details ^ -** Provide a description of the breach, including number of breaches and the impact | |  | |
| **17.3** | **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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 18 | 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** | **☐** |  |

|  |  |
| --- | --- |
| 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: Ongoing 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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