# Issuing an Immediate School Community Safety Order verbally

Sample scripts

# *Authorised persons should refer to ‘Chapter 4: Procedures for issuing orders’ of the* [*School Community Safety Orders Policy*](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy) *on the Policy and Advisory Library for more guidance.*

Involving the police

Police and relevant emergency services should always be contacted in the case of an emergency, immediate threat, or suspected criminal behaviour. If issuing an immediate order or giving notice of an intention to issue an immediate order results in escalated behaviour that warrants calling the police, police should be called, and the school’s emergency management plan should be enacted.

Post-incident support

# Authorised persons are encouraged to access the [Work-Related Violence in Schools Post-Incident Checklist (PDF)](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/work-related-violence-post-incident-checklist.pdf) (staff login required) to manage any health, safety and wellbeing impacts of verbally issuing an immediate order, where this results in escalated behaviour from the subject of the order.

# Verbally issuing an immediate order with immediate effect

Immediate orders may be made orally because they deal with situations where there is an imminent risk of harm and swift action is needed to de-escalate the situation by removing the person from the school grounds.

Where an immediate order is made verbally, in appropriate circumstances and where it will not result in an escalation of the situation, authorised persons must inform the person to whom the order is to apply:

* + that they are issuing an immediate order to them in respect of the relevant school
	+ the grounds on which the order is being made
	+ the duration of the order (maximum 14 days)

Where possible, it is recommended that the authorised person also inform them:

* + that the order means that the person is prohibited from entering and remaining on the school or school-related place to which the order applies
	+ how long they have to remove themselves from the school or school related place
	+ that they have the right to make written submission while the order is in place and to request to make oral submissions and have an advocate or translator present
	+ that written notice will be provided to them as soon as practicable.

If an authorised person makes an immediate order orally, they must give written notice of the order to the person it applies to as soon as practicable after making the oral order. For more guidance on how to issue an order in writing, see ‘Chapter 4: Procedures for issuing orders’ of the [School Community Safety Orders Policy](https://www2.education.vic.gov.au/pal/school-community-safety-orders/policy).

You may choose to use the sample script below:

*Because you have [description of behaviour that satisfies one or more of the grounds for an immediate order], I have decided to issue you an immediate school community safety order in respect of [school name].*

*This is because you have acted in a way that [refer to one or more of the following:*

* *poses an unacceptable and imminent risk of harm to a person or a member of the school community*
* *poses an unacceptable and imminent risk of causing significant disruption to the relevant school or activities carried on by the relevant school*
* *poses an unacceptable and imminent risk of interfering with the wellbeing, safety or educational opportunities of students enrolled at the relevant school]*

*You must now leave [name of school or school-related place] in [specify how long they have to leave e.g. immediately]. This order means that you cannot enter or remain on school grounds or any place where a school activity is taking place for [number of days].*

*I will give you further information in writing with details of the order and your right to provide a submission in response to this order being issued for me to consider.*

# Notice of proposal to issue an immediate order (where possible)

Although there is no requirement to give notice of a proposal to make an immediate order, this is recommended where it is reasonable and safe to do so. If a person is present on school grounds or a school-related place and poses an immediate safety risk, giving notice may not be appropriate and you may decide to issue the order immediately or call the police.

If possible and safe to do so, before making an immediate order, an authorised person should briefly state:

* + that they propose to make an immediate order
	+ a brief explanation of the reasons and grounds on which their proposal to make the order is based
	+ that the subject of the proposed order may make a comment as to why the order should not be made
	+ seeking confirmation that the person understands what they are being told
	+ considering any readily available access and inclusion measures if the person does not, or does not appear to, understand what they are being told (for example, using a support person or professionally trained interpreter)
	+ considering any comments before determining whether to proceed to issue the order.

You may choose to use the sample script below:

*If you don’t stop [description of behaviour that satisfies one or more of the grounds for an immediate order], I will have to consider issuing you an immediate school community safety order.*

*This is because you are acting in a way that [refer to one or more of the following:*

* *poses an unacceptable and imminent risk of harm to a person or a member of the school community*
* *poses an unacceptable and imminent risk of causing significant disruption to the relevant school or activities carried on by the relevant school*
* *poses an unacceptable and imminent risk of interfering with the wellbeing, safety or educational opportunities of students enrolled at the relevant school]*

*This would mean that you must immediately leave [name of school] and you cannot enter or remain on school grounds or any place where a school activity is taking place for [number of days].*

*[confirm that the person understands e.g. Do you understand what I have said? Do you need an interpreter or help from someone else to understand what I have just said?]*

*This is your opportunity to tell me why an order should not be issued. You can tell me why you behaved in this way or what impact an order have on you and your child.*

*I will consider your comments before deciding to issue you with an order.*

If the authorised person determines that they should proceed with issuing an order, refer to the script provided above under ‘Verbally issuing an immediate school community safety order with immediate effect’.