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| <b>Purpose:</b>       | This procedure describes the process under which the college Co-Principals or Directors of Community Learning Ltd can issue a direction to persons to leave and/or not (re)enter the school premises.                                                                                                                                             |                                            |
| <b>Scope:</b>         | Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements                                                                                                                                            |                                            |
| <b>Status:</b>        | Approved                                                                                                                                                                                                                                                                                                                                          | <b>Supersedes:</b> N/A                     |
| <b>Authorised by:</b> | Co-Principals                                                                                                                                                                                                                                                                                                                                     | <b>Date of Authorisation:</b> January 2024 |
| <b>References:</b>    | <p><b>RELATED POLICIES AND DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• Jabiru Community College Risk Appetite Statement</li> <li>• Jabiru Community College Risk Register</li> <li>• <a href="#">ISQ Guidelines - School Safety Directions</a></li> </ul> |                                            |
| <b>Review Date:</b>   | Bi-Annually                                                                                                                                                                                                                                                                                                                                       | <b>Next Review Date:</b> January 2026      |
| <b>Policy Owner:</b>  | Co-Principals                                                                                                                                                                                                                                                                                                                                     |                                            |

## Introduction

The Education (General Provisions) Act 2006 (Qld) (the Act) provides powers to Principals and school governing bodies to direct 'hostile persons' to leave and not re-enter school premises.

These powers recognise that Principals are best placed to manage their school and make decisions that take into account the expectations of their local community.

Note: Good behaviour directions and directions to leave and not re-enter school premises under the Act cannot be given to 'exempt people' (i.e., students or employees of the school).

## The Procedure

### Oral Directions

Under section 348 of the Act, if there is a person on the school's premises and their behaviour fits the types listed in the legislation, the Principal can orally direct the person to leave the premises and not re-enter for 24 hours.

The oral direction must include:

- the terms of the direction
- the ground for the direction
- the time period during which the person may not re-enter the premises (must not exceed 24 hours).

### Entry Prohibitions

The act specifies other school principals and governing bodies may give written directions to a person that prohibits them from entering the school for up to 1 year. School Principals can give these directions for up to 60 days. School Governing Bodies (or their nominee) can give these directions for more than 60 days and up to 1 year.

Co-Principals or Directors who decide to exercise these powers under the act must use Template letters that are available in the [Safety Directions Resources Folder](#) as follows:

- Template 1 - [for Safety Directions up to 60 days](#)
- Template 2 - [for Safety Directions of 61 days or more](#)

Copies of all safety directions that are sent must be:

1. Saved in the [Records of Safety Directions Given folder](#) at  
*Leadership Team / [Record of Safety Directions Given](#)*
2. Saved using this naming format:  
*YYYY-MM-DD Ltr to <<Persons Name>> XX Day Safety Direction*

Refer to the [ISQ Guidelines document](#), and to [the act itself](#) for further details.