



School No: 2068 Established 1878

6.3 Harassment



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC seeks to protect children and staff from harassment by all persons.

Procedures

- In the event of harassment or unauthorised persons refusing to leave the premises the coordinator or the person in charge will initiate the following drill:
 - The staff member being harassed, or the closest observer of the child being harassed, will give a prearranged signal, which is made known to all staff, to begin the drill
 - The coordinator or other person, who receives the signal, will calmly and quietly inform other staff of the need to remove the children to safety. If the threat is inside, children will be escorted outside by staff. If the threat is outside, then children will be escorted inside by staff.
 - The coordinator or other person who receives the signal, and following all children being removed, will sound the alarm bell
 - The coordinator or person in charge will immediately obtain and if possible record relevant information (eg. Physical descriptions, car registration, etc)
 - A staff member will witness and provide back-up for the coordinator or person in charge but only if it does not place that person in a position of unacceptable risk or harm to themselves, to any child or to others
 - A staff member will telephone the relevant emergency number
- During all such drills, staff are to calm the children and provide them with suitable games and activities as far as reasonably possible
- No one will leave, nor be permitted to leave, the area in such a drill until the coordinator or person in charge is satisfied that it is safe to do so
- At no time will staff try to physically remove an unwanted visitor
- All threatening situations will be evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly
- The Principal of Cranbourne Primary School will be notified of any events described above
- Offenders may be issued a trespass notice by the school.

Relevant Law and Regulations

National Regulations 97-99 Quality Area 2, Element 2.3.3

Relevant Policies

Emergency Procedures
Emergency Equipment and Facilities

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025