

Fact sheet - Ongoing School Community Safety Order

What is an Ongoing School Community Safety Order?

Some people, like principals and Department of Education and Training staff, are called 'authorised persons'. They have the power to make Orders that set rules for you to follow when you go to or engage with the school.

The Order may stop you from entering or staying on school grounds or other places where school activities happen. The Order may state that you are not allowed to behave in a certain way to certain people, at certain times, at the school or other places where school activities happen. The Order may include special circumstances like times when, or areas where, the Order does not apply.

You have been given this Order so that teachers, students and other people at school feel safe. More information about School Community Safety Orders can be found [here](#). You can watch a video [here](#) to help you understand what School Community Safety Orders do.

How long is an Order in place for?

The Order also tells you how long these rules will be in place for. The longest amount of time they can be in place for is 12 months.

How do I tell the school that I disagree with an Order being made?

Before an authorised person can make an Order, they must let you know they are thinking about making an Order and why they think they will make an Order. You can make a 'submission' to the authorised person to explain why you acted in a certain way, how it will impact you or your child or anything else they need to know so that they can decide whether to make an Order. For example, you may want to tell the authorised person that your child has a disability so that they can make arrangements to make sure you can continue to support them to go to school.

You have 7 days to make a submission after being told by the authorised person that they are thinking about making an Order. You can also ask for more time to make a submission if you need it.

A written submission can be an email or a letter to the authorised person. You can use the template found on the Department of Education and Training website [here](#).

If you don't want to write a submission, you can ask to give a verbal submission instead. You can also ask someone else to make a submission for you, such as your disability support person or interpreter.

If I have a child at the school, what happens to them now that I have to follow an Ongoing Order?

Your school has thought carefully about how the Order will affect your child and how you care for them. An Order is not meant to stop you from caring for them or being involved with their education.

Your school will give you a 'Communications and Access Protocol' as soon as possible after giving you an Order. This will set out:

- how you can be told about your child's education
- how your child can continue to go to school and participate in school activities safely
- what they will do to make sure your child is supported and looked after.

What happens if I don't follow an Order?

If you don't follow the rules set out in the Order, the school may apply to the Magistrate's Court to make you follow the Order.

If the Magistrate's Court finds that you were wrong in not following an Order, they may:

- require you to pay a fine
- require you to comply with the Order
- require you take specific action to comply with the Order
- require you do anything else that the Court thinks is appropriate.

You will not be jailed, receive a criminal record or a criminal penalty for not following an Order.

What if I need an order to be changed?

If you want to have rules in an order removed or changed, you can ask the authorised person who made the order to make those changes. If the authorised person agrees, they need to give you a written copy of the changed order. If they disagree, they need to follow the same requirements as when making an ongoing order.

If an authorised person wants to add new rules to an order, they need to follow the same requirements as when making an ongoing order.

What if I want to appeal an Order?

You can apply to your school to appeal an Order for the following reasons:

- If you don't agree that an Order should have been made against you
- If you have asked the authorised person to change something in the Order but they refused, and you're unhappy with this decision
- If the authorised person changed the Order and you are unhappy with this decision
- If the authorised person has decided not to cancel the order, and you are unhappy with this decision.

An internal review decision can take 28 days from the time your application is sent to the principal. This time is used to carefully assess the reasons behind the Order being made against you and the reasons provided in your submission.

The internal reviewer may make changes to the Order, cancel the Order or not do either. Once a decision is made, you will be notified by email and/or by post and you will receive a copy of the reasons for the internal review outcome to help you understand the decision made.

If you are unhappy with the outcome of the internal review, you may appeal the decision to the Victorian Civil and Administrative Tribunal. You can find more information about this on the Department of Education and Training website [here](#).

What if I need a translator/interpreter or other support?

If you need a translator, interpreter or a support person, you can tell the school principal who can help you get support.

If your child goes to a government school, you can also contact the Department of Education and Training’s regional office for more support.

<p>North Eastern Victoria</p> <p>Phone: 1300 333 231</p> <p>Email: nevr@education.vic.gov.au</p>	<p>North Western Victoria</p> <p>Phone: 1300 338 691</p> <p>Email: nwvr@education.vic.gov.au</p>
<p>South Eastern Victoria</p> <p>Phone: 1300 338 738</p> <p>Email: sevr@education.vic.gov.au</p>	<p>South Western Victoria</p> <p>Phone: 1300 333 232</p> <p>Email: swvr@education.vic.gov.au</p>

What if I want more information?

You can go to the Department of Education and Training website [here](#) for more information.