



ALAWA PRIMARY SCHOOL

TRESSPASS POLICY AND PROCEDURES

TITLE: TRESPASS POLICY AND PROCEDURES

EFFECTIVE DATE: September 2025

REVIEW DATE: 2027 October (Every Two Years)

TARGET AUDIENCE: All staff (including relief and volunteers), students, parents and carers, visitors, contractors and external facility users.

1. POLICY

Alawa Primary School is committed to a safe, supportive and respectful environment for students, staff, families and visitors. Only authorised persons may be on school grounds. Unauthorised entry, refusal to leave when directed, or behaviour that compromises safety will be treated as trespass and managed under the Trespass Act 2023 and Department of Education procedures.

2. PURPOSE

This policy provides a clear framework for preventing and responding to trespass incidents on school grounds. It aims to:

- Protect the safety and wellbeing of students, staff and visitors.
- Safeguard school property from damage or misuse.
- Ensure compliance with NT law and DoE guidance
- Provide consistent procedures for preventing and responding to trespass.

3. SCOPE

This policy applies to:

- All areas of Alawa Primary School property (buildings, classrooms, playgrounds, gardens, car parks, oval and farm)
- All individuals on school grounds (staff, students, contractors, parents/carers, visitors)
- school-related activities off-site where the school retains duty of care (e.g., excursions, camps)
- External groups using/hiring school facilities and OSHC services

4. ROLES AND RESPONSIBILITIES:

PRINCIPAL

- Implement and communicate school procedures to limit trespass; include visitor identification systems, signage at entrances, secure perimeters and emergency planning

- As the occupier (under the Act), direct a person to leave and not return within 24 hours, where safe and appropriate. Keep a witness present and record the direction.
- Establish a delegation of powers (in writing) to suitable staff (e.g., AP) to issue directions and Trespass Notices if the Principal is unavailable. Keep the delegation on file.
- If a person refuses to leave, consider alternatives/de-escalation; where appropriate issue a Trespass Notice (in person or by registered mail) with two staff present.
- Notify the Regional Director School Operations and Senior Director Education after issuing a notice and maintain an internal Trespass Register
- Send a copy of any Trespass Notice to NT Police (HQ and local station) and retain the school copy for the duration of the notice.
- Where relevant, consider police complaint, PVOs, or Territory Families referral

STAFF

- Be vigilant; report suspicious or unauthorised persons to the Principal/delegate immediately.
- Prioritise safety; follow the school emergency plan.
- Direct all visitors to sign in at the front office and follow site codes of conduct

VISITORS, PARENTS AND CARERS

- Enter via the front office, comply with sign-in procedures and follow staff instructions while on site.
- Leave school premises when directed by the Principal or authorised staff.

STUDENTS

- Report any unknown or suspicious persons on school grounds to a staff member.
- Refrain from inviting unauthorised persons onto school grounds.

REGIONAL DIRECTOR SCHOOL OPERATIONS (DOE)

- Support principals to manage trespassers per procedures and lodge copies of notices into TRM.

5. PROCEDURES

5.1. PREVENTION

- Maintain clear visitor management, signage at public entrances (trespass/visitor directions as needed), effective fencing/gates and include unlawful visitor scenarios in the Emergency Management Plan.

5.2. IF UNKNOWN PERSON IS ON SCHOOL GROUNDS

- **Assess:** who they are, what they're doing, any risk indicators.
- **Gather info:** if safe, approach to confirm identity/purpose.
- **Instruct:** if no reasonable excuse, direct them to leave immediately and **not return within 24 hours** (use the wording in Appendix A).
- **Record:** log the incident, direction issued and any details captured.
- **Report:** escalate to Regional Director or NT Police (000 emergency; **131 444** otherwise) as needed.

5.3. IF THE PERSON REFUSES TO LEAVE

- Consider de-escalation options (mediation/conferencing) where appropriate.
- If required, issue a Trespass Notice with two staff present; serve in person or via registered mail with cover letter; request police assistance if necessary.

5.4. AFTER THE TRESSPASS NOTICE IS ISSUED

- Email an electronic copy to the Regional Director School Operations; file the notice in the confidential legal folder and update the Trespass Register (and student record if applicable).
- Provide copies to NT Police (HQ and local station) and keep an internal record of how/when sent.

6. COMMUNICATION AND AWARENESS

- Include this policy in staff induction and handbook.
- Promote expectations to parents/carers via the parent handbook, newsletters, website, and when appropriate, by sharing the “Trespass on school grounds – information for visitors” one-pager.
- Build key messages into facility hire and OSHC agreements.
- Display visitor and conduct signage at entrances (English and other locally used languages, as appropriate).
- Reinforce the Codes of Conduct for education sites and workplace participants.

7. RECORDS, REPORTING AND PRIVACY.

Record directions to leave, refusals, notices issued, contacts made and outcomes in the school’s secure system the same day wherever possible; maintain a Trespass Register.

Handle information sensitively and in line with privacy expectations and DoE conduct policies

8. EVALUATION:

- Review bi-annually for compliance and effectiveness
Use: incident data, staff feedback and Regional Office advice to refine procedures.

9. Definitions

Term	Definition
Occupier	A person in charge of the land or a person in lawful occupation of the place and includes an employee or other person acting under the authority of a person in charge, as defined in the Trespass Act 2023. For the purposes of this procedure, the school principal is the occupier.
Parent	A child’s father, mother or any other person who has parental responsibility for that child, including a person who is regarded as a parent of the child under Aboriginal customary law or tradition. The definition of a parent does not include a person standing in place of the parent on a temporary basis.

Term	Definition
Premises	Includes: • a building or structure whether permanent or temporary and whether fixed or capable of being moved • any part of a yard, garden or area, whether enclosed or not • a vehicle, including a caravan.
School	A school as established under the Education Act 2015 and includes preschools.
Trespass	For the purposes of this procedure, the act of unlawfully entering school premises.
Trespass Notice	Written direction provided to the unwanted person informing them that they are prohibited from trespassing at a prescribed location under the Trespass Act 2023.
Unwanted person	For the purposes of these procedures, any person whose presence on school premises is without reasonable justification, authorisation, is unlawful or poses a risk to the wellbeing of any students, staff or visitors legitimately on school premises.

10. RELATED POLICES, LEGISLATION & RESOURCES

Legislation

- [Trespass Act 2023 \(in force\)](#)
- [Education Act 2015](#)
- [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)

Department of Education – policies & guidance

- [Trespass on school grounds](#) – procedures (how to prevent/manage, directions, notices, registers)
- [Trespass on school grounds](#) – information for visitors (one-page community explainer)
- [Emergency management: plans for schools](#) (integration with trespass response)
- [Codes of conduct for education sites and workplace participants](#) (expectations for visitors & parents)
- NT Department of Education – Safety and Wellbeing Policy
- Alawa Primary School - Visitor and Volunteer Policy
- Alawa Primary School- Code of Conduct

APPENDIX A – DIRECTION TO LEAVE

“Pursuant to the Trespass Act 2023, as Principal (or delegate) and legal occupier of this school, I direct you to leave the school and its grounds immediately and not return within the next 24 hours. If you refuse or return within 24 hours you will be committing an offence and I will contact police.”

APPENDIX B – QUICK CONTACTS

- **Police emergency:** 000
- **Police Assistance Line:** 131 444
- **Regional Director School Operations:** (EMAIL HERE)