LOWER PLENTY PRIMARY SCHOOL OSH 

126 Main Road, Lower Plenty 3093

Phone: 9435 2585 Fax: 9432 0844

Email: lower.plenty.ps@edumail.vic.gov.au

Website: www.lowerplentyps.vic.edu.au

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# HARASSMENT POLICY

## PURPOSE

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

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* In the event of harassment or unauthorised persons refusing to leave the premises the Coordinator, or in her/his absence, 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

## FURTHER INFORMATION AND RESOURCES

* National Regulations 97-99
* Quality Area 2, Element 2.3.3

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.