

1. PURPOSE

Enable each party to effectively meet its responsibilities. This means police responding to or pre-empting crime by a student whilst at the College or travelling directly to or from the College or engaged in College sponsored activities. In turn, Northern Bay College will protect the educational opportunity and wellbeing of all students, including any student subject to a criminal charge.

2. BROAD GUIDELINES

2.1. For the purpose of this protocol a criminal offence means any behaviour which could seriously threaten the safety, security or wellbeing of any person or property for which the Campus Principal has responsibility and includes:

- 2.1.1.** Assaults
- 2.1.2.** assault with weapons
- 2.1.3.** sexual assaults
- 2.1.4.** possession of a weapon
- 2.1.5.** use, possession or distribution of drugs
- 2.1.6.** theft of criminal damage

2.2. The contact person at a local level will be the Campus Principal.

2.3. The College Principal will be informed by the Campus Principal of each incident.

3. IMPLEMENTATION

3.1. The Campus Principal will refer all alleged criminal offences as listed above to Police and Emergency Management. The Campus Principal is also required to notify the parents / carers of the student in accordance with the procedures as outlined in the Department of Education and Training, [Schools Policy and Advisory Guide](#). Police will investigate and decide whether an offence has occurred.

3.2. In less serious matters a Campus Principal should be guided by their knowledge of a student and the circumstances of the case as to whether or not the matter is reported.

3.3. The Police will initiate the appropriate police action. In addition they will:

- 3.3.1.** Provide advice to campus principals when requested.
- 3.3.2.** Notify the Campus Principal when a student at the college has been charged with an offence against a student or other person for whom the safety, security and well-being at the time of the offence was the responsibility of the campus principal or against property for which the campus principal is responsible.
- 3.3.3.** Assist schools to safeguard student wellbeing by informing the campus principal of any action taken of the result of the information received.

3.4. Where the Campus Principal receives reports or information concerning a criminal offence requiring investigation, that information will be given to the College Principal.

3.5. Protocols outlined in the Department of Education and Training, [Schools Policy and Advisory Guide](#) will be adhered to in the event of police requesting an interview with the student.

4. EVALUATION

This policy will be reviewed as part of the college’s three year review cycle.

Document #	Committee Responsible	Review Date	Public Location	Ratified
NBC072	Leadership	July 2019	Website	July 2016
	Related Documents			