POLICY
Fairhills High School prohibits occupational violence on school premises. The school aims to create a safe school environment for our community.

GUIDELINES
1.1 Each year, level coordinators will address assemblies and outline the school’s occupational violence policy and relevant guidelines.

1.2 Annually, staff will be informed about the school’s occupational violence policy and guidelines.

1.3 When trouble is anticipated on the grounds staff are required, to the best of their ability, to immediately defuse the situation, and to seek assistance.

1.4 A member of staff who is present at the time a fight is required to use his/her discretion and to act in a responsible manner. Staff are required to be assertive, attempt to terminate the fight and protect themselves, for example, staff could alert the students of their presence by using their voice to end the altercation.

1.5 At the earliest time, when staff are aware that a fight has begun staff are required to seek assistance.

1.6 The protagonists and reliable witnesses will be asked to write incident reports.

1.7 The school will maintain a set of procedures for dealing with students who fight. The procedures will have three elements:
   - counselling of protagonists
   - implementation of strategies to avoid repetition
   - sanctions.

1.8 The school will develop and periodically review documents that describe procedures referred to above.

ASSOCIATED DOCUMENTS
- DEECD Student Code of Conduct
- Guidelines for Developing The Student Code of Conduct
  Incorporating Student Discipline Procedures, 1994 and Ministerial Order No. 2, Discipline of Pupil
• DEECDs Emergency and Security Management (ESM)
  24 hour emergency telephone number – 9589 6266
• DEECD’s Managing School Emergencies Manual
• www.education.vic.gov.au/about/contact/parentcomplaint.htm#2
• www.sofweb.vic.edu.au/emerg/secmang/CPTED.htm