



# Procedures for Internal Review of an Ongoing School Community Safety Order

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION

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## Introduction

Australian International Academy of Education (**AIAE** or the **School**) is committed to fostering a secure and inclusive learning environment characterised by mutual respect and safety among all stakeholders. The manifestation of aggressive behaviour by parents, guardians, or carers towards AIAE staff or other members of the community poses a significant threat to the well-being of individuals within the AIAE community.

The Education and Training Reform Act 2006 (Vic) (Act) was amended by the Education and Training Reform Amendment (Protection of School Communities) Act 2021, with the explicit intention of introducing the School Community Safety Order Scheme aimed at addressing work-related safety hazards and risks when other measures have not been effective. This Scheme empowers the Executive Principal and the Head of Campus of AIAE to issue a School Community Safety Order (**Order**) to parents, guardians, carers, and others displaying harmful, threatening, or abusive behaviour. These Orders, either immediate or ongoing, restrict certain behaviours on School premises and related areas, or in interactions with AIAE staff. Individuals subject to these orders can request an internal review following specified guidelines and procedures.

Internal reviews of *School Community Safety Orders* must adhere to Division 4 of Part 2.1A of the Education and Training Reform Act 2006 (Vic), the Ministerial Guidelines for the School Community Safety Order Scheme (the **Guidelines**), and the School's internal review procedures.

Upon completion of the internal review process, individuals subject to an Order are entitled to seek redress through the Victorian Civil and Administrative Tribunal (VCAT) for an external evaluation of the decision reached during the internal review phase.

## Purpose

This document outlines the review procedures applicable to both Immediate and Ongoing Orders, consistent with the provisions of the Act and the Ministerial Guidelines for the School Community Safety Order Scheme.

## Procedures

1. A person who is the subject of an Ongoing School Community Safety Order (**Applicant**) may submit a written application to the Executive Principal or Head of Campus (**Reviewer**) for an internal review of a decision to:
  - make the Ongoing School Community Safety Order (Ongoing Order)
  - vary the Ongoing Order on the Authorised Person's own motion
  - refuse an application by the subject of the Ongoing Order for a variation to the Ongoing Order; or
  - refuse to revoke the Ongoing Order.
2. The AIAE Student Office should promptly forward the application, along with any accompanying documents or submissions, to the Executive Principal or Head of Campus.
3. The Executive Principal or Head of Campus will nominate a person who, or a panel which, is independent of the original decision under review and the Ongoing Order, to conduct the review as soon as practicable after receiving the application. The Reviewer will conduct the review in accordance with Part 2.1A, Division 4 of the Education and Training Reform Act 2006 (Vic) and the [Victorian Department of Education and Training's School Community Safety Order Scheme Ministerial Guidelines](#).
4. AIAE will make all reasonable efforts to ensure that the internal review decision is fair, unbiased and objective.
5. Where an application for a review has been submitted, the Ongoing Order continues to be in force in accordance with the period specified in the Ongoing Order until the review is completed.

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6. The Applicant can make written submissions or, if permitted by the Executive Principal or Head of Campus, verbal/oral submissions. In addition, they can be represented, accompanied or assisted by another person.
7. Within the agreed period (28 days, or longer if an extension has been made), the Executive Principal or Head of Campus must inform the Applicant in writing of:
  - the outcome of the internal review application
  - the reason/s for the decision
  - information about their right to seek external review of the decision at VCAT
  - information on how to access an interpreter, legal assistance (such as Victorian Legal Aid help phonenumber) and mental health support (such as Parentline and Beyond Blue).
8. A person wishing to appeal the outcome of an internal review decision must submit an application to VCAT within 28 days of the day on which the decision is made.

## Source of Obligation

Education Training and Reform Act 2006 (Vic)

Occupational Health and Safety Act 2004

School Community Safety Order Scheme Ministerial Guidelines

**ADVANCEMENT  
DETERMINATION  
FAITH**

[aia.vic.edu.au](http://aia.vic.edu.au)

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