Section 339 - Record of giving oral direction to immediately leave and not re-enter for 24 hours

**Name of prohibited person:** (if known)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identifying particulars of prohibited person (if person is not known to person giving direction)**: (i.e photograph, confirmation by third party etc):

I was satisfied the person was not an exempt person i.e. a student, employee or contractor

**When direction given:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**It was necessary to give the direction because:**

The person had committed, or was about to commit, an offence at the premises, namely:

The person had used, or was about to use, threatening, abusive or insulting language towards another person at the premises, namely:

The person engaged, or was about to engage, in threatening or violent behaviour towards another person at the premises, namely:

The person otherwise disrupted, or was about to disrupt, good order at the premises, namely:

The person did not have a good and lawful reason to be at the premises, namely:

**Content of direction (what was said to the prohibited person):**

Standard script for giving a s339 direction

**Facts relied upon as basis for direction (what was said / done / observed / and by whom):**

**Outcome of giving direction (i.e. person left the premises, police were called)**

**Additional notes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Position & School Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

A copy of this completed form must be filed in OneSchool as a s339 Hostile persons record. Go to OneSchool – Reports – School Management – Hostile Persons