



Office of the Sheriff of NSW

SCHOOL EXCURSION BOOKINGS

To assist the Office of the Sheriff with managing the movement of people in and out of court buildings, all School Excursions must be booked through the Rule Of Law Institute. <https://www.ruleoflaw.org.au>

ENTRY INTO COURT BUILDINGS

Please be aware that some people attending court can be under significant stress and may be charged with committing criminal acts. For this reason, Sheriff's Officers will be on hand to ensure a safe environment for all court users. Students will see the Sheriff's Officer(s) at the entrance and security check point upon arrival.

Prior to visiting courts, students must be briefed by their teacher on the rules contained in the Court Security Act – specifically, no taking of any photographs, no use of recording devices, ensuring phones are on silent while in court and no knives or scissors to be taken into the court building. Severe penalties can apply to anyone breaching the rules and these rules are in place for the safety of all court users and the smooth operation of the courts.

Staff and students should allow extra time to complete screening by security when entering each venue (this is a similar process to airport screening). Items not permitted on court premises will be confiscated. These items (except for knives) will be returned to students as they exit the building.

STUDENT CONDUCT AND SECURITY REQUIREMENTS

SUPERVISION

Teachers remain responsible for students during court visits and their movement between court buildings. Sheriff's Officers are available to assist with any concerns or queries from teachers and students about the conduct of any court users. Teachers and students are subject to the supervision and direction of court staff and Sheriff's Officers regarding any incident that might occur.

Teachers are responsible for the safety, welfare and behaviour of the students when they are in court buildings. Teachers should have strategies in place for student safety if they get lost; and liaise with Sheriff's Officers regarding any safety concerns or lost students. Students need to be aware that they must remain silent (and have their phones switched off) while in courts that are active.

ATTIRE

Students should wear their school uniform. Alternatively, smart casual attire is acceptable (remove caps/hats and sunglasses while inside, no thongs, and no clothing with inappropriate logos or words).

EMERGENCY EVACUATION

Teachers will have a pre-determined meeting place in the event of an emergency and students must be briefed on this prior to entry. Courts are security controlled buildings and visitors are subject to the supervision and direction of court and Sheriff's Officers at all times. Teachers should liaise with Sheriff's Officers regarding any safety concerns and follow the directions of court staff and Sheriff's Officers during any emergency or evacuation. Exits are clearly indicated and fire control mechanisms are in place. Evacuation plans are on the walls in the vicinity of lifts or exits in most court buildings. Teachers should familiarise themselves with these maps upon entering court premises.

COURT PROCEEDINGS

If advised by a Sheriff's Officer or Court staff that students must not enter a particular court room, this must be adhered to, students must not enter court rooms if advised not to. Prior to visiting courts, students should be briefed by their teacher that they may see and hear things that are distressing. The welfare of students is the responsibility of the teacher who must decide if the content of court proceedings is likely to cause distress for any student. For this reason, the supervising teacher will need to make a determination as to whether students should remain or leave during the conduct of court proceedings.