

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>TRESPASS PROTOCOL</p>	<p>TRESPASS – ISSUING A TRESPASS NOTICE</p>	<p>Policy 5.5.3 Protocol 1</p>
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PURPOSE

Issue of a verbal or written trespass notice requiring a person to leave Bay of Plenty District Health Board (BOPDHB) property is to be made in accordance with the provisions of the Trespass Act 1980.

STANDARDS TO BE MET

1. First Incident Of Concern And Issue Of Verbal Warning

If a person's behaviour is causing concern:

- 1.1 Where a staff member believes a person on BOPDHB premises is behaving in a manner that threatens, or may compromise the safety or care of staff, patients / clients or visitors, a verbal warning to cease that behaviour must, in ordinary circumstances, be given to a person before the issuing of a Trespass Notice can be considered.
- 1.2 Support should be sought prior to discussing this behaviour with the person concerned.
- 1.3 Where the person's behaviour is such that the immediate safety of people or property is at risk then assistance must be immediately sought from Hospital Security or the Police.

2. Serious or Second Incident Of Concern And Issue Of Trespass Notice

Where a person's behaviour is threatening or intimidating to patients, staff or the public at large, or a person continues or returns to carry on an inappropriate behaviour they have previously been warned for and a decision is made that the person should leave the premises, an agent or occupier of the premises must:

- 2.1 Give a verbal warning to leave BOPDHB premises under Section (3) of the Trespass Act 1980 to the person; or
- 2.2 Serve a formal Trespass Notice under Section (4) of the Trespass Act 1980 on the person.
- 2.3 If the person refuses to leave the premises immediate assistance should be sought from Security staff and / or the Police.

3. Issue Of Formal Trespass Notice

- 3.1 Where a formal Trespass Notice is issued under Section (4) of the Trespass Act 1980, a standard BOPDHB Trespass Notice is to be issued.
- 3.2 The recipient's details and all details of service must be recorded accurately.
- 3.3 The notice is valid for a two (2) year period from the date of issue.

4. Recording And Review

- 4.1 Trespass notices should clearly state the:
 - a) recipient's name and details
 - b) hospital location
 - c) department details
 - d) reason(s) notice given
 - e) date issued and any period of review.
- 4.2 A copy of the notice must be forwarded to:
 - a) NZ Police; and
 - b) Regional Manager, Non-Clinical Support, Hospital Support Services, Tauranga Hospital who will process as a Social Alert
- 4.3 Security must hold the original in a folder in the Security Office.

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<p>Protocol Steward: Operations Co-ordinator</p>	<p>Authorised by: GM Governance & Quality</p>	

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4.4 Details surrounding any Trespass notice issued must be recorded within the trespass notice section of the electronic Security Shift report.

4.5 Trespass notices should be reviewed yearly from date of issue

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.5.3 Trespass
- Bay of Plenty District Health Board policy 5.5.3 protocol 0 Trespass – Standards
- Bay of Plenty District Health Board policy 1.4.4 Maori Cultural Safety
- Bay of Plenty District Health Board policy 5.3.1 Employee Health and Safety (EHS)
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board Form FM.T8.1 Trespass Notice
- Bay of Plenty District Health Board policy 6.1.5 Alerts
- Bay of Plenty District Health Board policy 6.1.5 protocol 2 Alerts - Social
- Bay of Plenty District Health Board Form FM.A11.2 Alert - Social

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