



## BHES & The Meriton

# *When to report an incident to the police*

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.



When an incident has occurred in which a crime has or may have been committed, BHES staff, in consultation with a member of SLT, will need to decide whether or not to involve the police.

Many incidents can be dealt with and resolved internally and we will refer to our behaviour policy and code of conduct for guidance on how to deal with and record incidents.

Decisions should always be recorded and the reasons for decisions and ensure parental cooperation is maintained throughout the process.

### **Safeguarding concerns**

If a child is suffering or is likely to suffer from harm, make a referral to children's social care immediately. Referrals should follow the local processes. You can also ring us on 101 (for non-emergencies) or 999 (for emergencies).

### **Step by step guidance for staff**

(<https://www.avonandsomerset.police.uk/report/incidents-at-school-college/>)

(see website for PDF's)

#### **1. When to contact the police**

The National Police Chief's Council (NPCC) has created guidance for staff for when to report incidents to the police.

This guidance covers the following crimes:

**Assault (PDF)** – on a child or member of staff

**Criminal damage or arson (PDF)** – on your premises

**Cybercrime (PDF)** – offences committed on your premises

**Drug use or possession (PDF)** – on your premises

**Harassment (PDF)** – new or historical cases

**Sexual offence (PDF)** – against a staff member or child

**Theft (PDF)** – of individual or school property

**Carrying, using or threatening to use a weapon (PDF)** – against a child or member of staff.

The context of the offence should always be taken into consideration and the vulnerabilities of those involved.

All incidents, whether dealt with internally or reported to the police, should be shared with your local policing team.

BHES – PCSO contact – Clare Gardner (8317)

[clare.gardner@avonandsomerset.police.uk](mailto:clare.gardner@avonandsomerset.police.uk)

## 2. How to report an incident

Contact with the police should ideally be made by a single point of contact from the school. At BHES the most senior member of SLT available will take the lead when contacting the police.

To report an incident:

- call – 999 (for emergencies) or 101 (for non-emergencies)
- online – using our report a crime form  
<https://www.avonandsomerset.police.uk/forms/isc/>

## 3. After you have told the police

Once you have reported the incident to the police:

- Stop your own investigation once you have asked enough questions to establish the basic facts of the incident.
- Make every effort to preserve evidence.
- Fully document any initial enquiries as they may be required if the matter goes to court. This will be recorded on CPOMS.

The victim in any incident should be supported and protected as a priority.

Those suspected of being the offender will also need to be supported. There will often be circumstances in the young person's life that are a contributing factor to the incident and it is important that they are taken into consideration.

## Concerns about vulnerable children

You may be exposed to certain situations which you feel the police should be aware of concerning vulnerable people.

If you believe a child is vulnerable or being exploited, you can provide information using the **suspected vulnerable person form** -  
<https://www.avonandsomerset.police.uk/forms/vul>

For guidance around what intelligence is, especially in the context of child sexual and/or criminal exploitation, read the **Capturing and Reporting Intelligence advice (PDF)** from the Children's Society and National Police Chiefs' Council [Guidance-Cap-Intel-Toolkit.pdf \(aspolice.net\)](#).

Your information will help the police determine the level of risk to the child and allow the police to take the appropriate action.

## Useful resources

These resources are designed to help support and protect young people.

GOV.UK provides guidance:

### **Guidance for keeping children safe in education**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Guidance on dealing with **sexual violence and sexual harassment between children** <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

In cases involving youth produced sexual imagery often known as “sexting”, refer to the non-statutory UK Council for **Internet Safety Sexting in schools and colleges Guidance** <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

### **Youth the Policing Education Hub**

The Youth and Policing Education Hub has been created by Avon and Somerset Police to provide free, downloadable lesson plans which are aligned to local policing priorities.

Visit the **Youth and Policing website** for more information

<https://www.youthandpolicing.co.uk/>

### **Further guidance for SLT**

- **Possession of a controlled drug on a school site**

When a controlled drug incident has occurred, **in any instance**, please call your local Education Inclusion Manager or the Families in Focus office on the relevant number set out below. Within 48 hours a meeting should be arranged between the education provider, the locality Education Inclusion Manager, the young person and a parent or carer.

The Education Inclusion Manager will work with you to understand the nature of the incident and build a picture of the background and needs of the young person. They will review the incident with the appropriate staff and put forward several recommendations to support the young person’s next steps. This might include access to targeted support from Bristol Drugs Project’s New Leaf, mentoring or possible Safer Options support. Each incident will be managed on a case by case basis to facilitate the best possible outcome for the young person and maintain their school place.

If Avon and Somerset Constabulary are called, their approach is to divert, educate and safeguard young people wherever possible. The Youth Alcohol Drug Diversion (YADD) is available for young people caught in possession of drugs for their personal use or if caught drunk and disorderly. This health intervention is delivered in partnership with the Youth Offending Service and Bristol Drug Project and if the young person engages with the support offered, no further action will be taken by Avon and Somerset Constabulary for the offence committed.

### **Education Inclusion Managers**

Ingrid Hooper [Ingrid.Hooper@bristol.gov.uk](mailto:Ingrid.Hooper@bristol.gov.uk)

07881 329114

Families in Focus - South

0117 903 7770

Calum Paton [Calum.Paton@bristol.gov.uk](mailto:Calum.Paton@bristol.gov.uk)

07880 069820

Families in Focus - East/Central

0117 357 6460

Ross Moody [Ross.Moody@bristol.gov.uk](mailto:Ross.Moody@bristol.gov.uk)

07880 069890

Families in Focus - North

0117 352 1499

- **Possession of offensive weapons**

After you have dealt with the incident within school, we ask you to then ring your local Families in Focus number on the relevant number set out below. Within 48 hours you should receive a visit from an Education Inclusion Manager and Youth Justice Support Worker. They will work with you to understand the nature of the incident, build a picture of the background of the young person, and if appropriate, visit the family home.

They will review the situation with the appropriate school staff and put forward a number of recommendations to support the young person's next steps. This might include access to targeted support, mentoring or family support work. The incident will then be taken to our normal Out of Court Disposal Panel to ensure the support that has been put in place meets the needs of the young person and appropriate closure is brought to any incident. Each case will be managed on a case by case basis in order to facilitate the best possible outcome for the young person.

**Families in Focus contact numbers:**

Families in Focus North 0117 3521499

Families in Focus East/Central 0117 3576460

Families in Focus South 0117 9037770