

Police Reporting Guide for Schools (Interim)

WHAT, WHEN & HOW TO REPORT INCIDENTS TO POLICE

Explanatory Notes

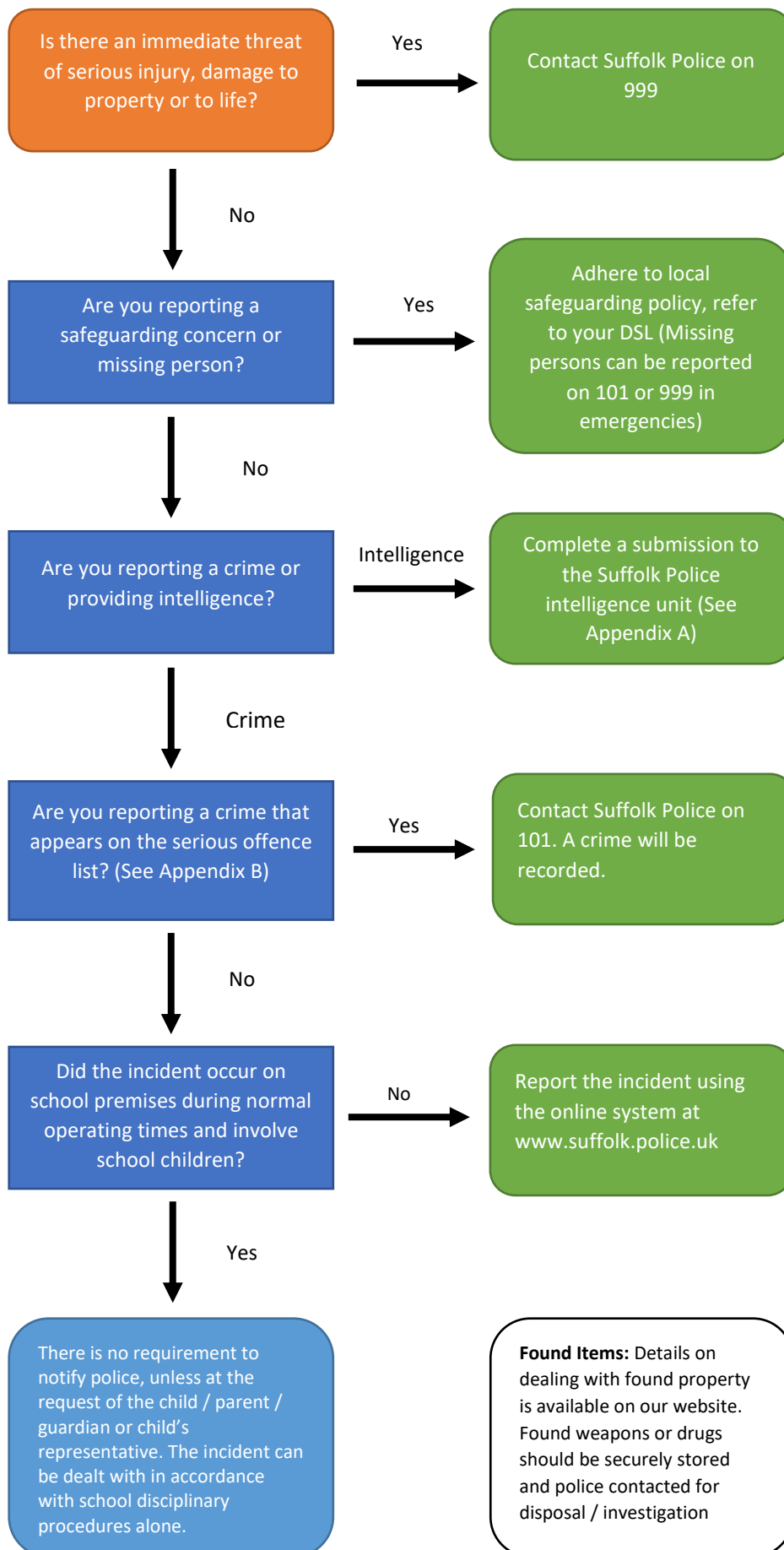
This guide is designed to assist schools in identifying when they should contact Suffolk Constabulary and the most appropriate means to do so. It is not exhaustive and should not be seen to supercede local arrangements where they exist, but instead to add clarity on both Home Office expectations and build closer relationships. It has been produced as an interim document pending NPCC (National Police Chiefs Council) national guidance, which will be published once agreed.

The information contained within this guide has been drawn from a number of sources and as such may change over time. This document will be updated as soon as possible to reflect any changes, but schools should always seek confirmation from School Liaison Officers or Safer Neighbourhood Teams if there is any doubt.

The reporting of offences, intelligence or safeguarding concerns to the police does not preclude schools taking action in the manner they normally would. This is particularly true of criminal offences which occur on school premises, as school sanctions are often considered sufficient precluding further action from the police. However, they should still be reported as considered 'good practice' by the Home Office.

Please Note: All offences which occur on school trips, school transport or off school premises should always be reported to the police, regardless of type.

School Reporting Flowchart



Appendix A – Sharing Intelligence with Police

What is intelligence?

Quite simply it is just information.

Examples:

- *'X' is believed to be carrying a knife. Teachers have searched them and no knife was found.*
- *It has been reported by parents that drugs are being dealt outside the school.*
- *The following students are suspected of being in a fight at the park last week.*

What is not intelligence?

- Anything that needs recording as a crime.
- Anything that is a safeguarding concern.
- Anything that requires immediate action or poses an immediate threat to life, limb or property.

These should be reported as per the flowchart and local policy / procedure.

How do you submit intelligence relating to schools?

<https://www.suffolk.police.uk/schools-intelligence-reporting-tool> This is a dedicated online reporting tool for schools only.

Please include as much detail as possible. If the information is not known to you personally please state this.

It is important for us to know where the information has come from and if anyone else knows it. This allows us to assess the intelligence and safeguard the source where appropriate. This information will be stored confidentially within the intelligence unit so as not to expose or put at risk any source.

Appendix B – Serious Offence List

This guidance should be considered in conjunction with existing safeguarding arrangements and protocols and does not replace such arrangements. It is intended to assist schools in identifying incidents outside of this framework that should be reported to the police.

Generally, if an incident that has taken place on a school premises has been recorded in accordance with the agreed school protocol, it need not be registered with the police.

However, there are exceptions to this based on the type of incident or the nature in which it is reported. A crime will always be recorded by the police where it is reported to them by a child's parent, guardian, representative, the school or if it occurs outside of school premises or on school transport.

The recording of a crime by police does not preclude action taken by the school to resolve the incident, and in many cases, this will be sufficient to justify no further action by the police.

Home Office Guidelines state that it is good practice for offences that appear on the serious offence list to always be reported with the police.

Serious Offence List (Effective April 2019)

Assault with intent to cause serious harm
Possession of a Firearm
Possession of other Weapons
Possession of Article with Blade or Point
Cruelty to Children
Child Abduction
Incest
Kidnapping
Sexual Activity with a Person with a Mental Disorder
Abuse of Children through Sexual Exploitation
Obscene Publications (Not generic pornography)
Sexual Grooming
Trafficking (Supply) of Controlled Drugs
Possession of Controlled Drugs
Possession of Cannabis
Modern Slavery
All sexual assaults

The above list is not exhaustive and also includes all indicatable offences. It is understood that not all schools will be aware of these, so they should consider the following guidelines which are likely to cover such offences.

Offences will also be considered serious if its commission has led to any of the consequences set out below, or is intended to lead to any of those consequences:

serious harm to the security of the State or to public order
serious interference with the administration of justice or with the investigation of offences or of a particular offence
the death of any person or serious injury to any person
substantial financial gain or loss to any person

Offences should be reported to the police by the most appropriate means as recommended by the Schools Reporting Flowchart.